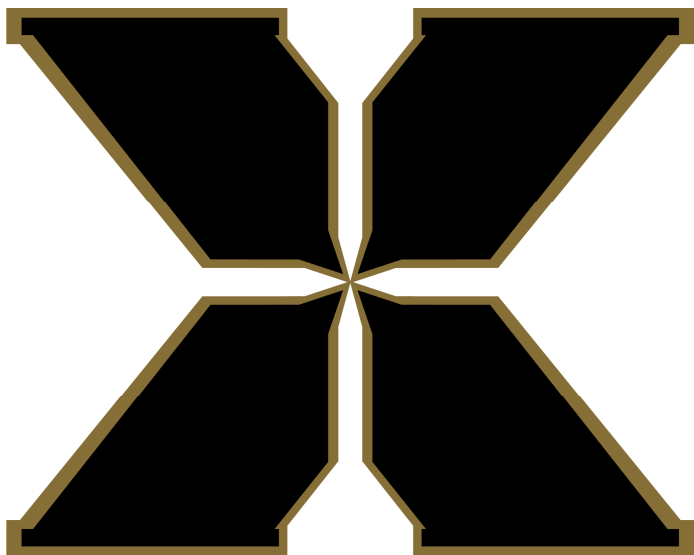


A.M.D.G.



XAVIER
COLLEGE PREP

2011-2012

Student - Parent Handbook

34-200 Cook Street
Palm Desert, CA 92211

760-601-3900

760-601-3901 (fax)

www.xavierprep.org

MISSION STATEMENT

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from a wide variety of ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious and compassionate in service to others for the greater glory of God.

NON-DISCRIMINATION POLICY

Xavier College Preparatory High School admits students of any sex, race, color, religion, creed, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to all students of the school. Xavier does not discriminate on the basis of sex, race, color, religion, creed, or national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, and athletic or other administered programs.

CHANGES TO THIS YEAR'S HANDBOOK

Hats may be worn only outside the buildings. (p. 17)

Girls must wear the plaid Xavier skirt on Mass dress days. (p. 17)

Girls may not wear feather hair extensions (p. 18)

Xavier's notification to colleges regarding a student's discipline record (p. 19)

PARENT / STUDENT VERIFICATION FORM

COMMITMENT TO XAVIER'S MISSION

Students and parents/guardians sign the Commitment to Mission form each year they enroll at Xavier College Preparatory High School. A signed copy will be kept in the Dean's office.

As members of the Xavier community, we are called to be concerned for every person as a member of God's family. To achieve this ideal, all of us are expected to contribute through words and actions to an environment characterized by respect, caring, and honesty. Students are expected to support Xavier's mission by demonstrating respect for themselves, respect for others, and adherence to school rules, policies, and traditions.

As a student at Xavier College Prep you are asked to consider Xavier's Mission Statement as it relates to you as a person who seeks to grow in the spiritual, religious, intellectual, physical, and emotional aspects of your life. Your desire to be a member of the Xavier community assumes your dedication to pursuing growth as stated in our Mission. It further assumes you will abide by a standard of behavior in and out of school, which preserves the integrity of our school community. For example, your commitment to Xavier's mission means you will neither give nor receive unauthorized assistance on any school assignment, and that you will behave honestly and respectfully in all you say and do.

I have read the Mission Statement and this statement of commitment and agree with the values they express. I have also read the Student-Parent Handbook and discussed the rules, policies, and procedures contained in the Handbook. I fully agree to follow and uphold the policies of Xavier College Preparatory High School throughout the years enrolled and intend to be an active member of the school community.

Student Name (Printed)

Parent Name (Printed)

Student Signature

Parent Signature

Date

Date

Please sign, tear out, and return this verification form to the office of the Dean of Students by September 2, 2011. Students who do not meet this deadline will be subject to disciplinary penalties.

TABLE OF CONTENTS

Academic Integrity.....13	Harassment Policy.....21-23
Academic Probation.....11	Health and Safety Procedures.....32
Alcohol Policy.....25-26	Ignatian Terms.....31
Athletic Eligibility Rule.....24	Internet Usage Policy.....13-16
Attendance Policies.....9-10	
Cell Phone Policy.....27	Lockers.....27
Changes to Handbook.....2	Lunch.....28
Characteristics of Jesuit Education...7	Mass dress.....17
Class Schedules.....8	Messages to Students.....28
Closed Campus.....27	Mission Statement.....2
Co-curricular Activities.....23	
Dance Guidelines.....24	Non-discrimination Policy.....2
Disciplinary Probation.....20	Out of Bounds.....28
Disciplinary Procedures.....19-21	Parental Cooperation.....6
Discipline Record Notification to Colleges.....19	Parking on Campus.....28
Dress Code.....16-18	Pornographic Material.....28
Drug Policy.....25-26	Prayers.....29-30
	Prescription Drugs.....28
Early Dismissal.....27	Skateboards.....28
Electronic Devices.....27	Stealing.....28
Elevator.....27	
Excused Absence Form.....10	Tardy Policy.....10
Faculty and Staff.....32	Textbook Policy.....28
Final Exams.....27	Tobacco Policy.....25-26
Gambling.....27	
Gangs.....27	Weighting of Grades.....12
Grading Scale.....12	
Grading System.....11	
Graduation Requirements.....12	
Gum.....27	

STUDENT - PARENT HANDBOOK

Xavier College Preparatory High School recognizes that the parent is the primary educator of the student. The faculty and staff of Xavier are committed to helping young men and women achieve their potential academically, athletically, socially and spiritually. In order to achieve this goal, Xavier believes a disciplined and structured atmosphere is necessary. The purpose of discipline, then, is to maintain an environment where students can achieve their potential in an honest and caring manner. Our goal is that these students grow to become “men and women for others.”

ACCEPTANCE OF STUDENT - PARENT HANDBOOK

As an implicit condition of enrollment at Xavier College Preparatory High School, all students and their parent(s)/guardian(s) must have read, understood and accepted provisions set forth in the current Student-Parent Handbook and do agree to comply with all current and future school regulations. Xavier reserves the right to amend the Student-Parent Handbook at any time should the need arise.

STUDENT PLEDGE

As a Xavier College Preparatory High School student, I pledge to make an obvious and sincere attempt to improve myself academically, spiritually and socially as I strive to become an instrument for positive change and live up to the standards set forth by Xavier.

PARENTAL COOPERATION

Xavier is committed to having your sons and daughters discover their God-given gifts and talents, to know that they have an obligation to develop those gifts and talents, and, ultimately, to use those gifts and talents in service of others. When your child graduates from Xavier, our wish is that their experience at this Jesuit high school will have prepared them to know how to make decisions about their lives that are well-informed, moral, just and compassionate. We make this wish in partnership with you.

In that regard, their developing attitudes and behaviors in and out of the classroom, on or off campus, are crucial in the process of adolescent formation. What they do and how they act represent and reflect upon Xavier. Their actions and attitudes wherever they are: from the streets of the Coachella Valley to the homes of their family and friends; from their presence on the internet to their reaction to current adolescent culture—these are all opportunities for them to witness to whether or not Xavier is having an effect on their formation as young adults.

(continued on next page)

As part of this partnership with us, you, the parents have responsibilities as well: to cooperate with school personnel when your son or daughter is disciplined; to work respectfully with school personnel with regards to academic performance, rehearsals, athletic practices and playing time; to monitor the use of your home as a healthy and safe gathering place for young people; and to participate with the school in the spiritual, moral formation of our students.

CHARACTERISTICS OF JESUIT EDUCATION

Jesuit Education ...

- assists in the formation of each individual within the human community
- includes a religious dimension that permeates the entire education
- promotes dialogue between faith and culture
- insists on individual care and concern for each person
- emphasizes activity on the part of the student

- encourages life-long openness to growth
- is value-oriented
- encourages a realistic knowledge, love and acceptance of self
- provides a realistic knowledge of the world in which we live
- proposes Christ as the model of human life

- celebrates faith in personal and community prayer, worship, and service
- is preparation for active life commitment
- serves a faith that does justice
- seeks to form "men and women for others"
- manifests a particular concern for the poor

- prepares students for active participation in the church and the local community, for the service of others
- pursues excellence in its work of formation
- witnesses to excellence
- relies on a spirit of community among: the teaching staff and administrators; the Society of Jesus; governing boards; parents; former students; benefactors
- is a "system" of schools with a common vision and common goals and assists in providing the professional training and ongoing formation that is needed, especially for teachers

CLASS SCHEDULES

Schedule A (Monday)

8:00—8:10	Assembly
8:15—9:05	hour 1
9:10-10:00	hour 2
10:00-10:15	break (shortened)
10:20-11:30	hour 3x
11:35-12:25	hour 4 (+A)
12:25-1:05	lunch (shortened)
1:10-2:05	hour 5 (+ Examen)
2:10-3:00	hour 6

Schedule E (Mass—T or Th)

8:00-8:45	hour 1
8:50-9:35	hour 2
9:35-9:45	break
9:50-10:50	hour 3x (+A)
11:00-12:00	Mass
12:00-12:30	lunch
12:35-1:20	hour 4
1:25-2:10	hour 5
2:15-3:00	hour 6

Schedule B (Tuesday and Thursday)

8:00—8:50	hour 1
8:55—9:45	hour 2
9:45-10:05	break
10:10-11:20	hour 3x
11:25-12:20	hour 4 (+A)
12:20-1:05	lunch
1:10-2:05	hour 5 (+ Examen)
2:10-3:00	hour 6

Schedule F (All Periods—45 min)

8:00-8:45	hour 1
8:50-9:35	hour 2
9:35-9:55	break
10:00-10:45	hour 3
10:50-11:35	hour 4
11:40-12:30	hour 5 (+A)
12:30-1:15	lunch
1:20-2:10	hour 6 (+ Examen)
2:15-3:00	hour 7

Schedule C (Wednesday)

8:00—9:10	hour 1x
9:15—10:05	hour 2
10:05-10:25	break
10:30-11:20	hour 3
11:25-12:20	hour 4 (+A)
12:20-1:00	lunch (shortened)
1:05-2:00	hour 5 (+ Examen)
2:05-3:15	hour 6x

Schedule H (House Meeting—Fri)

8:00-8:45	hour 1
8:50-9:55	hour 2x (+A)
9:55-10:05	break
10:10-10:50	house meeting
10:55-11:40	hour 3
11:45-12:50	hour 4x

Schedule D (Friday)

8:00—8:50	hour 1
8:55—10:10	hour 2x (+A)
10:10-10:30	break
10:35-11:25	hour 3
11:30-12:40	hour 4x

ATTENDANCE POLICIES

Teachers expect all students to attend every class, every day and to be on time fully prepared, ready, willing, and able to participate in the day's lessons. Consistent and conscientious attendance for all classes is the standard, and is a requirement for continued enrollment and academic success at Xavier College Preparatory High School.

Absences

Medical, dental or other appointments should be scheduled after school, on school holidays, or during vacation periods.

1. Excused Absences: these include illness of student, unavoidable medical or dental appointments; death in the immediate family; court summons and school-sponsored / pre-approved field trips.

ALL OTHER ABSENCES ARE UNEXCUSED.

Students will be allowed to make up work after an excused absence. It is the student's responsibility to see teachers ahead of time to get work that will be missed.

Students may receive a zero for work missed due to an unexcused absence.

2. Procedure for being absent: Parent or guardian will notify the school's office at 760-601-3900 by 8:30 a.m. each day the student is absent.
3. Procedure for Returning to School after Absence: Xavier is required to keep on file a note **signed by a parent or guardian for every student absence. Please use the Absentee Note on our website which includes:**
 - the student's name, the date(s) and a specific reason for the absence
 - a legible parent/guardian signature

When the student returns to campus this Absentee Note should be brought to the school's office before the start of school in order to be readmitted to classes. Failure to provide the school's office with appropriate documentation upon a student's return may result in disciplinary action. **Email and/or fax notification is not permitted.**

4. Leaving Campus before Dismissal Time: Students who must leave for any reason during the school day must report to the Dean's office before school to get a slip to be excused from class. Students should have a note from a parent with the time and reason for leaving campus. Students must report to the Dean's office to be signed out by a parent.
5. Falsification of Notes and/or Misrepresentation by Phone: Forging a parent, guardian or relative's signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent/guardian or other relative, is illegal and dishonest. Moreover, notes written by parents/guardians giving false reasons for absences or requests to be off campus are also dishonest. Students may be suspended or dismissed from Xavier for such offenses.

6. [Co-Curricular Events, Athletics, and Xavier Field Trips](#): Excessive absences or tardiness may be cause for disallowing a student's participation in athletics, student government, co-curricular events, field trips, cheer, etc.

A student who has been absent from school on a given day may not attend nor participate in any co-curricular activities on that day, without the prior permission of the Dean of Students or other Administrator. This includes athletics, drama, speech, debate, cheer, etc.

A student must attend at least ½ of his or her classes on a given day in order to participate in co-curricular activities.

7. [Withdrawal](#): Constant tardiness (excused or unexcused) or ten (10) absences in a course (per semester) for **any reason** other than school-sponsored activities makes a student eligible for withdrawal from the class. If withdrawn, the student may receive an F in the course.
8. [Long-Term Absences](#): Any student who requires a scheduled long-term absence (one week or more) must have his or her parent/guardian make arrangements with the school's office at least one week in advance.
9. [Vacations](#): Xavier respects the sanctity of the family. For the benefit of the students, parents are strongly encouraged to schedule family vacations outside of the academic calendar so that students can attend important classroom, lab, and lecture instruction time. Absence for the purpose of family vacations will be considered unexcused.

Tardy Policy

If it is foreseeable a student will be tardy, one of the student's parents or guardians must inform the school's office, and the student must bring a note within 24 hours. **All students who are tardy must report to the school's office and obtain an admit slip.** Any student 25 minutes late or more is considered absent.

Oversleeping, working on schoolwork or other reasons deemed inappropriate by the Dean of Students are not excuses for tardiness.

Illness during the School Day

Students who become ill during the day are to inform the classroom teacher to obtain permission to go to the school's office. Students will be allowed to call parents to pick them up if they are too ill to remain in school.

Excused Absence—Making Up Course Work—Request for Excused Absence Form

On occasion a situation may arise that requires a student to miss class for personal reasons (e.g. wedding, death in the family). A student is required to inform his or her teacher in advance to the particular day of the excused absence and to have a "Request for Excused Absence Form" signed (except for Xavier activities). If the student's absence will result in missing a test, etc., the student must coordinate with the teacher a time to make up what will be missed at the discretion of the teacher. If a student does not inform the teacher in advance, the teacher reserves the right to deny the student the opportunity to make up the work. Exceptions are to be made at the discretion of the Dean of Students only in sudden and unforeseen events of a serious nature.

GENERAL ACADEMIC INFORMATION

Academic Probation

All students must achieve a GPA of 2.00 or better for each school year in order to register for the following school year. Failing one or more subjects may lead to academic dismissal. Any student whose cumulative GPA falls below 2.00 will be placed on academic probation. In addition, students may be placed on academic probation at the discretion of the Principal. Students are removed from academic probation if they achieve a GPA of 2.00 or better for the following semester and their cumulative GPA is 2.00 or better. Failure to achieve these two academic goals during their probationary period may result in a student's dismissal from Xavier.

Disabilities

Parents are asked to report all physical and learning disabilities to the Principal in writing as soon as possible. Documentation will be required in all cases. The Principal will meet with the student's teacher(s) for all cases that require special accommodation. Xavier will do its best to accommodate all students' needs within a reasonable framework of what may be provided.

Grading

It is important for parent(s)/guardian(s) and students to acknowledge the difference between a passing grade and a college-recommending grade. A recommending grade is a mark of at least C. For the benefit of the student, he/she is expected to work for the highest grade commensurate with his or her God-given gifts and talents. Not only will a student experience the pride and satisfaction that comes with working to one's potential, but students who realize a high level of academic achievement have many more options available to them when they begin the process of choosing a college or university.

Grades represent a judgment by the teacher; they may not necessarily represent a mathematical average. Only semester grades are a part of a student's permanent record. Quarter grades are simply a progress report. Point values are assigned to each letter grade. These point values are used in the determination of the grade point average (GPA).

Grading System

Grade	Point Value	Grade	Point Value
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

The grade of "I" (Incomplete) will only be given with the permission of the Principal when extended illness or other unusual circumstances warrant giving the student additional time to fulfill the course work. These grades must be removed within six weeks of the next semester, or they become "F".

Grading Scale

A	100 – 93%	C	76 – 73%
A-	92 – 90%	C-	72 – 70%
B+	89 – 87%	D+	69 – 67%
B	86 – 83%	D	66 – 63%
B-	82 – 80%	D-	62 – 60%
C+	79 – 77%	F	below 60%

Weighting of Grades

Grades for students enrolled in honors or AP classes are weighted to reflect the greater requirements and challenge involved.

In an AP class, 1.00 is added to the numerical value of the grade (e.g., a B in an AP class is numerically a 4.00 rather than a 3.00).

In an honors class, 0.50 is added to the numerical value of the grade (e.g., a B in an honors class is numerically a 3.50 rather than a 3.00).

Graduation Requirements (27 credits – total):

Religion.....4 years	Mathematics.....3 years	Foreign Language.....3 years
English.....4 years	Fine Arts.....2 years	Electives.....3 years
Social Science.....4 years	Physical Education.....1/2 year	
Science (lab).....3 years	Health.....1/2 year	

Course Failures/Summer School Repeated Courses

If a student received one or more semester failures (grade of F) in one year, the deficiency must be corrected during the summer session that follows the close of the school year. Failed courses may be made up at Xavier's summer school (if offered) or at schools approved by the Principal prior to the student's enrollment in another summer school. A summer school grade does not take the place of the original grade; rather, it is included on a student's transcript and becomes part of the student's cumulative GPA. A student who receives three or more semester failures (as a total of 1st and 2nd semesters) may be subject to academic dismissal. Students who do not make up the required courses will not advance to the next subject level.

Parent (Teacher/Administrator/Counselor) Conferences

The shared responsibility for student learning mandates that all parties are apprised of any difficulties the student might be having. When parents would like to set up an appointment with a teacher, counselor or administrator they are encouraged to call or e-mail the individual to make an appointment.

Parent/Teacher conferences are formally held after the first, second and third quarters. **Conferences after the 1st quarter and the 3rd quarter are led by the student.**

At these times the parents can meet and discuss with all of their son or daughter's teachers the progress for the current year and, if needed, possible courses of action.

Withdrawal

If a parent wishes to withdraw or transfer a student from Xavier, it is his/her responsibility to notify the Principal in writing. In some cases, the Principal may want to meet with the student's parents as well.

ACADEMIC INTEGRITY

The Xavier faculty and administration believe in academic integrity, and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments. Xavier students are also expected to deny all requests to copy from their own work. All work is considered an individual effort unless the teacher makes it clear that any given assignment is a group effort. The teacher must make this distinction every time there is a group assignment.

The highest level of integrity must characterize the relationship between the teacher and the student. When a teacher gives a student an assignment – homework, paper, project, lab, etc. – or when a quiz or exam is given, that teacher is building the framework for the student's learning. When the student returns the assignment or takes the quiz or exam, his or her name at the top of the paper indicates that he or she has followed the teacher's directions and has not taken credit **for any work that is not one's own**. Violation of the trust between teacher and student is called cheating.

To be in compliance with the academic ethics guidelines at Xavier, it is stated:

1. Students will not use or give to another any notes, materials, or other sources of information on any assignment including homework, quizzes, tests, or semester examinations that have not been approved by the teacher.
2. Student's homework and in-class work fulfill the intention of the instructor in a specific class. a) Individual assignments must be represented by individual work and b) Group assignments must be represented by group work.
3. Students will not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own. This includes: a) Direct copying of another person's (living or deceased) work and b) Using any amount of another person's material or ideas without proper documentation.

CONSEQUENCES FOR VIOLATING ACADEMIC INTEGRITY

All suspected incidences of cheating and/or plagiarism will be taken seriously. Students found violating the guidelines for academic integrity will be reported by the teacher or proctor to the Dean of Students. For a first offense, the student will receive a zero on the assignment in question, JUG will be assigned and contact will be made with a parent/guardian. Consequences for a student found violating academic integrity after a first offense will also include a suspension or possible dismissal from Xavier.

INTERNET USAGE POLICY

Internet access is available and required of members of the Xavier community. Xavier is pleased to offer Internet access, its unique tools and its multitude of resources for student and faculty use. While the Internet may have its disadvantages, Xavier firmly believes that the benefits to students and educators from access to the Internet far exceed any drawbacks.

Using the Internet, however, is a privilege, not a right. This privilege may be revoked at the discretion of the Principal or the Dean of Students. This Agreement has been developed to govern the use of Internet resources and to ensure that those resources are used solely in accordance with Xavier's stated mission, goals and objectives. All students agree to indemnify and release Xavier College Preparatory High School, its faculty, staff, directors, employees and all related organizations from any liability, damages or consequences that may result from the use of the Internet.

All students and parent(s)/guardian(s) of students enrolled in classes at Xavier College Preparatory High School must read the following [Internet Use Agreement](#) and as an implicit condition of enrollment agree to its terms prior to a student being allowed access to the internet at Xavier.

INTERNET USE AGREEMENT (5 parts)

I. Acceptable Use Policy

Only usage supportive of educational research and consistent with the objectives and standards of Xavier College Preparatory High School is allowed. Use of other organizations' networks or resources must comply with rules appropriate to said networks.

Transmission of materials in violation of any United States or state organization or law is prohibited. These materials include, but are not limited to, copyrighted material, threatening or obscene material, or materials protected by trade-secret law. Use of the Internet at Xavier for commercial activities or on behalf of for-profit institutions is not acceptable. All data, information, and materials stored, either school or personal related, on Xavier computers or networks are considered property of Xavier and can be subject to modification, deletion, or review.

II. Code of Computer Etiquette and Online Conduct

Users are responsible for behaving in a way that is consistent with the values of Xavier while using school computer networks. Any and all policies outlined in the Student - Parent Handbook apply. All activity deemed unacceptable, inappropriate or illegal by Xavier is prohibited. Information detected to be in violation of said policies will be forwarded to the Dean of Students and dealt with in accordance with policies laid forth in the Student-Parent Handbook. Such activity may include, but is not limited to, the following:

- Intentionally downloading, displaying or sending pornographic, racist or otherwise offensive material.
- Using obscene or profane language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or networks. This includes, but is not limited to:
 1. **Modifying single-workstation Control Panel settings, spell-checking dictionaries or other utilities.**
 2. **Installing, or attempting to install, software without express permission from appropriate authorities.**
 3. **Changing hardware configuration settings for computers or printers.**
- Violating copyright laws.
- Using other users' passwords to access network resources.
- Reviewing, modifying or displaying information from the files of administrative systems of Xavier College Preparatory High School or of other organizations.
- Intentionally wasting limited resources.
- Using computer systems for commercial purposes.
- Any other activity which may be deemed inappropriate at the discretion of the Xavier Administration.

III. Electronic Mail

Electronic mail is defined as a personal electronic message sent by or to a user in correspondence with another person or persons having Internet access. Users are expected to remove old messages in a timely fashion, and system administrators reserve the right to remove such messages if not attended to by the user in question.

The passing of chain letters via electronic mail is specifically prohibited.

Mail messages may be monitored and inspected by the system administrators, although the system administrators will not normally inspect the contents of messages sent by one member to an identified addressee or disclose such contents to other than the sender or an intended recipient without the consent of the same, unless required to do so by law or by policy of Xavier, or to investigate complaints regarding defamatory, abusive, obscene, profane, threatening, offensive or illegal material. Users are expected to abide by reasonable standards of etiquette in the use of electronic mail and to obey the norms set down in section (II) herein.

IV. Security

Users are expected to respect security as a high priority. If a security problem in any computer, network, or Internet connection is detected, the user must notify a system administrator of the problem without demonstrating said problem to other users. Users may not let others use their account and password. Attempts to log in to the system using another user's account will result in termination of the account.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another member, Xavier College Preparatory High School or any of the agencies or networks connected to the Internet. Vandalism may also include the destruction of, or tampering with, any computer or the system network by erasing programs, reconfiguring hard drives or disconnecting from the network. Vandalism as defined herein may include, but is not limited to, the uploading or creation of computer viruses. Suspension and/or expulsion from Xavier will result.

Persons identified as security risks or as having a history of problems related to computer systems may be denied access at the discretion of the Xavier Administration.

V. Miscellaneous

- A. **Copyright and Public-Domain Material:** Copyrighted material must not be placed on any system connected to Xavier without the copyright owner's permission. Only the owner, owners or persons specifically authorized thereby may upload copyrighted information. User may download copyrighted material for his own use. Any user may also non-commercially redistribute a copyrighted program with the express permission of the owner or authorized person. Any user may upload public-domain programs to the network. Any user may download public-domain programs for their own use or non-commercially redistribute a public-domain program. Users assume all risks regarding the determination of whether a program is in the public domain.
- B. **Disclaimer:** Xavier College Preparatory High School cannot guarantee smooth operation of its computer systems. Students are expected to account for inconveniences in planning for the completion of their assignments. It is the sole responsibility of the student to have any required assignments completed by the deadlines provided by their instructor(s). Printing problems, loss of data, inability to access data, or other network problems are not to be considered acceptable excuses for late assignments, absence or tardiness. It is required that students make backup copies of all assignments in print and electronic form.

- C. **Enforcement Provisions:** In order to assure adherence to this Agreement, Xavier reserve the right to monitor any and all system activity and to inspect any files, including electronic mail, stored on the system. Users' privacy is not guaranteed.
- D. **Limitation of Liability:** All policies stated herein are applicable to Xavier's computer facilities. This document reflects the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of California and the United States of America.

DRESS CODE

It is the responsibility of the parents to see that their student leaves home properly dressed for school and school-sponsored activities. Students are expected to be clean and neat in their personal grooming, observing the standards of modesty, moderation, and good taste. *The following guidelines are to be observed while students are on campus during the school day. This includes before school, break, lunch, school activities, exam days, and after school.* The Dean of Students has final discretion in terms of student compliance to the "spirit" of the dress code. The "spirit" of the dress code refers to the style and fit of clothes. The style and fit of clothing should be similar to items purchased from Norman's, the uniform supplier for Xavier. Exceptions to any of these guidelines must have the prior approval of the Dean of Students.

Parents may be called to pick up a student who is improperly dressed or asked to bring appropriate clothes to the Dean's office.

Daily Wear for Boys:

Shorts or pants (black or khaki) must fit properly. Tight-fitting or loose pants or shorts are not appropriate for school attire and may not be worn. Pants or shorts must be worn at the waistline with a belt and may not be rolled up.

Polo shirt (black or white short sleeve with Xavier logo) . **Must be purchased from Norman's.** Shirt sleeves may not be rolled up. Undershirts must be either black or white and not extend beyond the uniform shirt.

Daily Wear for Girls

Shorts or pants (black or khaki) must fit properly (i.e. no skinny cut pants). **Pants must be purchased from Norman's.** Tight-fitting or loose pants or shorts are not appropriate for school attire and may not be worn. Pants or shorts must be worn at the waistline with a belt and may not be rolled up.

Skirts (black or plaid) or **skorts** (khaki) may be worn if they "fall at the knee" or below. **It is not acceptable if they are too tight or too short and may not be worn. Must be purchased from Norman's.**

Polo shirt (black or white short sleeve with Xavier logo). **Must be purchased from Norman's.** Any clothing worn under the uniform shirt must be either black or white and not extend beyond the uniform shirt. Shirt sleeves may not be rolled up.

Sweatshirts/Jackets/Sweaters/Outer Wear

All sweatshirts, jackets, sweaters, and outer wear that have not been purchased from Xavier or Norman's, our uniform supplier, must be solid black, white, or gray in color.

Footwear (all students): Shoes must be worn at all times. All shoes must cover the toes and must either cover the heel or have a heel strap. No Uggs (or similar style boots), work or combat boots, flip flops, athletic sandals, slippers, or shoes with heels.

Socks: Socks must be worn with the exception of leather, dress-style sandals and must be black, white, or gray in color. Girls may wear footed tights that are solid black, white, or gray in color.

Hats: Hats may be worn only outside the buildings. (no hats with Mass dress)

Mass Wear for Boys (no hats)

- pants (khaki or black) with a belt (khaki or black)
- school tie (black and gold stripe – purchased through Norman’s)
- dress shirt (long sleeve, white, no Xavier logo)
- dress shoes with socks (no tennis shoes or sandals)
- Xavier sweatshirt or sweater only

Mass Wear for Girls (no hats)

- skirt (4 pleat, plaid) *length must fall “at the knee”
- oxford blouse (long sleeve, white)
- dress shoes (no tennis shoes or heels)
- Xavier sweatshirt or sweater only

CASUAL DRESS DAYS

The Principal or Dean of Students must authorize and approve all Casual Dress Days. They may reflect a particular holiday and/or theme; however, the following guidelines are to be observed on all Casual Dress Days:

1. Boys may wear casual shorts or pants, including clean and **un-torn** jeans. Shorts or pants are to be worn at the waistline with a belt.
2. Girls may wear casual slacks (including clean and **un-torn** jeans), skirts (no torn jean skirts), shorts or skorts and appropriate blouses. **Skirts and skorts are not permitted if they are shorter than the uniform skirts and skorts (“at the knee”)**
3. Boys and girls are permitted to wear t-shirts, sweat shirts or other casual shirts/blouses provided they are modest and do not make reference to drugs, alcoholic beverages, taverns, immoral activities or hard rock concerts, etc. “Double meaning” t-shirts are not permitted. At no time for boys and girls are mid-drift t-shirts, sweat-shirts or other casual shirts/blouses to be worn as well as clothing that expose the mid-drift (stomach/waist). Tank tops or sleeveless attire are not permitted for boys or girls.
4. Footwear guidelines are the same as the guidelines for daily wear (see above).
5. All casual attire must reflect Christian values. Any student, who has doubt about what to wear, should simply not wear it.

The Administration reserves the right, according to needs and circumstances, to amend any of the dress code regulations.

Hair / Earrings / Jewelry/Makeup

ALLOWED (Girls)

NOT ALLOWED (Girls)

<p>Hair that is neat, clean and moderate and of one natural color (except for light frosting) and combed in such a way that it does not hang in the face.</p> <p>The Administration has the right to require haircuts that reflect decent length and grooming.</p>	<p>Exaggerated hair styles (tails, feather hair extensions, unnatural red, blue, or other colored hair). Shaved areas or hair that hangs in the face.</p> <p>Excessive use of gels or sprays.</p> <p>Excessive makeup or glitter makeup (e.g. nail polish) is not permitted at any time.</p>
<p>One pair (only) of moderately-sized earrings.</p>	<p>Dark nail polish (e.g. black, purple, etc.) .</p>
	<p>Visible body art and/or body piercing other than one pair of earrings (includes tongue, nose, eyebrow, etc.)</p> <p>Exaggerated jewelry, including, but not limited to large chains, crosses, or medallions; headbands, etc.</p>

ALLOWED (Boys)

NOT ALLOWED (Boys)

<p>Hair that is neat, clean and moderately cut (this includes being above the collar in back and above the eyebrows in front and above the middle of the earlobes on the sides).</p> <p>Hair is to be his natural hair color: bleaching and/or dying are not permitted.</p> <p>Must be clean-shaven daily; no beards or goatees; sideburns must be trimmed. Students may be required to shave while at school.</p> <p>The Administration has the right to require haircuts that reflect decent length and grooming.</p>	<p>Exaggerated hair styles (spikes, tails, unnatural colors such as red, blue, green, yellow, etc., steps, and excessive use of gels or spray).</p> <p>Hair extending below the eyebrows or collar or middle of the ear.</p> <p>Exaggerated shaved areas (i.e. words, numbers, designs, etc.).</p> <p>Any hairstyle that is considered inappropriate by the Dean of Students will not be allowed.</p>
	<p>Visible body art and/or body piercing (includes ear, tongue, nose, eyebrow, etc.).</p> <p>Exaggerated jewelry, including, but not limited to large chains, crosses, or medallions; bandannas, sweatbands, etc.</p>
	<p>Fingernail polish and/or makeup.</p>

Note: Any hairstyle, makeup, mode of dress, or excessive ornamentation (e.g. heavy jewelry, long chain wallets, or key chains extending outside the pants or shorts) deemed inappropriate by the Dean of Students will be prohibited.

DISCIPLINARY PROCEDURES

When a student's behavior is inconsistent with the school's philosophy or when there is a violation of the rules, the student will be referred to the Dean of Students. The Dean of Students will determine the appropriate action to take based on the circumstances. All discipline is intended to help the student realize that all choices carry consequences and that the Gospel values of Jesus teach respect for all people and rules, as well as personal responsibility for one's actions.

Discipline Record Notification to Colleges

The Common Application (and most college school reports) asks Xavier to answer three questions regarding a student's discipline record at the time of application and when final transcripts are sent.

1. Has the applicant ever been found responsible for a disciplinary violation at your school from 9th grade forward, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution?
2. To your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?
3. Have you observed problematic behaviors, perhaps separable from academic performance, that an admission committee should explore further?

JUG (*Justice Under God*): JUG begins 10 minutes after school. It customarily lasts up to one hour and may take the form of written or physical work. Students who are tardy or miss JUG may receive additional sanctions. Chronic tardiness or absence from JUG makes suspension a possibility.

Absence from **JUG** for medical or personal appointments, work, or co-curricular activities is not permitted without permission from the Dean of Students.

JUG will be assigned for violations including, but not limited to the following:

- truancy or tardiness
- dress code violations
- class disturbances
- lack of phone call and/or note from a parent excusing a tardiness or absence
- academic dishonesty
- insubordination
- failure to check in or out of school
- any other conduct violation as deemed so by the Dean of Students

Saturday JUG: The student will work on campus as assigned by the Dean on Saturdays or holidays from 8:00 a.m. to 12:00 p.m. at the convenience of the school for more serious disciplinary infractions. Missing a Saturday JUG may result in a suspension. Medical appointments, personal appointments, work, or co-curricular activities are not excusable reasons for missing Saturday JUG.

Disciplinary Probation

Disciplinary probation is both a formal notification to parent(s)/guardian(s) that their son or daughter faces possible dismissal from Xavier and a trial period for the student in which he or she must demonstrate a **significant improvement in behavior**. Disciplinary probation is used for those students who have not shown improvement in conduct after warnings from the Dean, after suspension or other serious misconduct, or at the recommendation of the faculty or administration.

The student and his or her parent(s)/guardian(s) will receive a Disciplinary Probation Contract and an explanation of the conditions of the probation. A student who violates the conditions of the probation may be dismissed from Xavier.

Suspension: A suspension is invoked when a student demonstrates a deliberate disregard for Xavier guidelines. Suspension is generally served from one to five school days. The student's parent(s)/guardian(s) will be informed that their child has been suspended. A conference with the Principal or Dean of Students may be deemed necessary.

While on suspension the student may not attend his or her regular classes, any school function, or school activity. Students will be given the opportunity to make up missed assignments, quizzes, tests, or class projects. Suspension will be assigned for serious disciplinary offenses including, but not limited to the following:

- Failure to report to the Dean when sent from class for a disciplinary reason.
- Throwing anything that could cause personal injury or property damage. Endangerment (in any form) of other students, faculty, staff, or self.
- Leaving the campus during school hours without written approval of the Principal or Dean of Students.
- The use or possession of any form of tobacco on campus or within view of Xavier's campus or at any school function.
- Obscenity.
- Fighting on campus or at any school function.

- Failure to report to **JUG** after school or to Saturday **JUG**.
- Failure of past disciplinary action to effect improved conduct.
- Demonstrating disregard for teachers, administrators, staff, fellow students or the Xavier community through attitude or behavior.
- Falsification or misrepresentation of notes or phone calls of a parent or guardian.
- Violation of academic integrity.
- Any other actions deemed serious by the Dean of Students or Xavier administration.

Dismissal: A dismissal takes place when a student is asked to withdraw from Xavier College Preparatory. The reasons for dismissal include, but are not limited to:

- 3rd offense under the Alcohol & Drug Policies
- Distribution or selling of alcohol, illegal drugs or controlled substances of any kind to anyone.
- Stealing.
- Insubordination, disobedience, or disregard for legitimate Xavier authority.
- Obscenity.
- Violation of academic integrity. (continued on next page)

- Possession, handling or transmittal of any object that reasonably can be considered a weapon of any kind. This includes on the school grounds, off the school grounds at any school function and/or while in route between home and school.
- Harassment, discrimination, or prejudiced behavior of any type.
- Further serious misconduct after being placed on disciplinary probation.
- Vandalism, bomb threats, false fire alarms, arson, and/or any serious disruption to the learning process.
- Falsification or misrepresentation of notes or phone calls of a parent or guardian.
- Demonstrating disregard for teachers, administrators, staff, fellow students or the Xavier community through attitude or behavior.
- Any other actions deemed serious by the Dean of Students or Xavier administration.

Conduct of any kind that brings discredit upon Xavier College Preparatory High School or is in conflict with the values for which Xavier stands for or is in violation of criminal or civil law or the reasonable rights of others is grounds for dismissal.

Dismissal Process: The final decision regarding the dismissal of a student lies with the Principal. Typically, situations that would be grounds for dismissal are thoroughly investigated by the Dean of Students, who reports the details of the investigation to the Principal. Depending on the circumstances, the Principal may dismiss the student immediately or convene the Discipline Board.

Discipline Board: The Discipline Board is comprised of three faculty members and is designated with the responsibility of interviewing the student, providing for the inclusion of all circumstances surrounding the student's offense, and providing the student with the most complete hearing possible. The Discipline Board's ultimate concern is to recommend to the Principal on the question of dismissal from Xavier College Preparatory.

HARASSMENT POLICY

Xavier believes in the inviolability and integrity of all persons and is committed to providing a learning environment that is free from harassment of any kind. Any form of harassment is contrary to this belief. All students and employees of Xavier are forbidden from engaging in any behavior of this nature which is directed at any member of the Xavier community. This policy also extends to any visitor or guest to the Xavier campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, religion, color, national origin, age, veteran status, gender, physical disability, or sexual orientation.

Harassment can occur any time. This includes, but is not limited to school-related activities or away from campus in the form of cyber-bullying. Harassment includes, but is not limited to, any or all of the following:

Verbal Harassment

Any written or verbal language or physical gesture directed at another person that is insolent, demeaning, abusive, or implicitly or explicitly implies a threat of bodily harm. This includes derogatory comments and jokes.

Physical Harassment

Any unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual and/or Electronic Harassment

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures, etc. This includes inappropriate messages communicated via computer, cell phone, or other electronic device.

Sexual Harassment

Includes unwelcomed sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- a. making unsolicited sexual advances and propositions
- b. using sexually degrading words to describe an individual or an individual's body
- c. displaying sexually suggestive objects or pictures
- d. telling inappropriate or sexually-related jokes
- e. making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances

It is the responsibility of Xavier College Preparatory High School to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct herself/himself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal or Dean of Students;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcomed conduct, to discontinue that conduct immediately.

Complaint filing and investigation procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The individual may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, Dean of Students, or to a teacher who will report it to the Principal, or to the Assistant Principal if the Principal is the subject of the allegation.
2. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Dean of Students, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal from Xavier or termination of employment.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

STUDENT CO-CURRICULAR ACTIVITIES

Co-curricular activities and related functions are an integral part of student life at Xavier. Participation in the school's clubs, organizations, student government, and activities are encouraged to create a stronger environment and promote school spirit. These activities are designed to promote the physical and social development of the student, to provide opportunities of leadership, to provide avenues to serve the school and the community and to develop interests and talents that may not be tapped in classroom activity. They also allow students the opportunity to get to know faculty and staff members outside of the classroom experience.

A student who has been absent from school on a given day may not attend nor participate in any co-curricular activities on that day without the prior permission of the Dean of Students or other Administrator. This includes athletics, drama, speech and debate, cheer, etc.

A student must attend at least ½ of his or her classes on a given day in order to participate in co-curricular activities.

Eligibility for co-curricular activities follows the same rule as athletics (refer to athletic eligibility rule on the next page).

ATHLETICS

Philosophy: We are committed to the Jesuit tradition of the student-athlete being emotionally, spiritually, and physically prepared to compete. We will strive to implement an awareness of God-given talents and skills and strive to practice, play, and achieve athletic excellence.

Athletic Eligibility Rule: Athletic eligibility for students (as well as participation in co-curricular activities like dance, cheer, drama, etc.) will be determined at the end of each grading period (i.e. when grades are posted after each quarter). A student who does not achieve a GPA of 2.00 or better will be ineligible until the end of the next grading period. Students with an F in a class are ineligible for two-week intervals (i.e. until the grade is no longer an F). Approval for eligibility is determined by the Athletic Director and the Principal.

GUIDELINES FOR SCHOOL DANCES

Periodically throughout the year school dances are held on campus or in another announced location. To attend a school-sponsored dance, a student must:

1. present a current Xavier ID card
2. arrive no later than one hour after the scheduled start of the dance
3. remain at the dance until 30 minutes before the dance is scheduled to end or until the end of the dance (depends on prior directions)
4. wear proper attire (according to the theme and/or announced directives)
5. be picked up no later than 15 minutes after the dance has ended

Students may be subject to breathalyzer testing.

Guests for dances (from another school), when permitted, must show their current high school ID card to be admitted. Guests must abide by Xavier dress and conduct codes.

Any student believed to be under the influence of drugs or alcohol will be detained by the Administrator on duty. The parents will be contacted and required to pick up the student and the consequences as outlined in this Handbook will be implemented. Smoking is not permitted by students or their guests at any school event.

Music: Music that is degrading, violent, sexually explicit, or has inappropriate content will not be allowed to be played at Xavier dances.

Guidelines for Dancing: Only appropriate front-to-front dancing will be permitted. Sexually-explicit dancing is not allowed. Any dancing that involves physical bumping, shoving, pushing, etc. is not allowed and offenders will be asked to stop. If the action continues, parents will be called and disciplinary action will be taken.

Dress for Dances: Students and guests are expected to observe the standards of modesty, moderation, and good taste. Specific guidelines will be provided depending on the theme of the dance.

Xavier reserves the right to deny anyone entrance to any school activity or event.

ALCOHOL, DRUG & TOBACCO POLICIES

Xavier fosters respect for each individual member of the Xavier community and promotes the well-being, health, and safety of all students, faculty, and parents. We expect that students' activities in private homes reflect the same values and philosophy, and we encourage parents to communicate with other parents to achieve these ends. **It is expected that parents will not provide students access to alcohol or drugs in their homes and that they will supervise students' social activities held at their house.**

The school's policy towards alcohol, drug, and tobacco use is designed to:

- Provide avenues for students to safely care for themselves and their friends;
- Educate students, parents, and faculty about alcohol, drugs and tobacco;
- Promote alcohol-free, drug-free, and tobacco-free activities;
- Promote the health, well-being, and safety of our students and our community;
- Promote trust and communication within the school community;
- Provide information and assistance for students having difficulty with substance abuse

All teachers and staff at Xavier desire to support students dealing with substance abuse issues. **A student who seeks assistance or is referred for assistance regarding an issue with substance abuse will not be subject to disciplinary consequences.** (However, a student must not be under the influence of any substance when requesting assistance.)

Because we believe that alcohol and drugs present a grave health risk to our students, the following consequences may apply if a student has been found to facilitate another student's ability to use controlled substances, be under the influence of, possess, use, exchange, or purchase alcohol, illegal drugs, or unauthorized prescription drugs at Xavier-sponsored or Xavier-related functions.

A. Consequences for being under the influence of, possessing, using, exchanging, facilitating or purchasing alcohol, illegal drugs or unauthorized prescription drugs at a Xavier-sponsored or Xavier-related activity:

- **1st Offense**
 - Suspension from school (2 days)
 - 28-calendar day disciplinary probation (during the academic year)
 - Student will not be allowed to participate in or attend co-curricular activities, athletic events, dances, etc. Xavier reserves the right to modify or extend the probation period at the discretion of the Dean of Students.
 - Professional assessment by outside counselor (paid for by parents). Xavier reserves the right to a copy of any professional assessment before removing conditions of probation. A copy will be provided to the Dean's office. Students and families must follow through with recommendations of assessment. Failure to complete the assessment may result in recommendation for withdrawal or dismissal from Xavier.
 - The student may be required to participate in an alcohol/drug education program with an outside agency.

- **2nd Offense**

- Suspension from school (3 days)
- 45-calendar day disciplinary probation (during the academic year)
- Student will not be allowed to participate in or attend co-curricular activities, athletic events, dances, etc. Xavier reserves the right to modify or extend the probation period at the discretion of the Dean of Students.
- Professional assessment by outside counselor (paid for by parents). Xavier reserves the right to a copy of any professional assessment before removing conditions of probation. A copy will be provided to the Dean's office. Students and families must follow through with recommendations of assessment. Failure to complete the assessment may result in recommendation for withdrawal or dismissal from Xavier.
- The student may be required to participate in an alcohol/drug education program with an outside agency .
- The student and parent(s) will be required to sign a personalized Disciplinary Probation Contract that will include restrictions and guidelines for expected behavior set by the Dean of Students, with the approval of the Principal.
- Student may undergo regular counseling during the probation period.

- **3rd Offense**

- May result in immediate dismissal from Xavier.
- If student is not dismissed, the student and parent(s) will be required to sign a personalized Disciplinary Probation Contract that will include restrictions and guidelines for expected behavior set by the Dean, with approval of the Principal, and suspension from school for 4 days.

B. Consequences for being under the influence of, possessing, using, exchanging, facilitating or purchasing alcohol, illegal drugs or unauthorized prescription drugs at a non-Xavier-sponsored or non-Xavier-related activity:

- **1st Offense and 2nd Offense:** same consequences as outlined above under 1st and 2nd offense except there will not be a suspension from school.
- **3rd Offense:** same consequences as outlined above under 3rd offense.

C. Consequences for selling and/or distributing alcohol, illegal drugs, or controlled substances (including prescription drugs):

Any student who sells or distributes alcohol, illegal drugs, or controlled substances will be liable for immediate dismissal from Xavier.

D. Tobacco: Possession of, use of, or distribution of any form of tobacco or tobacco product on campus, within view of Xavier or at any school function (on or off campus) is strictly prohibited, and makes suspension or dismissal of the student a possibility.

ADDITIONAL POLICIES

Cell Phones: Cell phones and other communication devices are not to be seen or heard on campus from 8:00 a.m. until the end of the school day except during break and lunch when students are permitted to make phone calls or check/send text messages outside the Dean's office only. All such devices will be turned off and stored so as not to interrupt the learning process. Failure to do so will result in their confiscation. Confiscated devices will be turned over to the Dean of Students and result in disciplinary action. Cell phones out during class (whether in use or not) will result in a zero on that day's homework, quiz, or test.

Closed Campus: Students will remain on campus during school hours. The only exception is if a student is excused in writing by the Principal or Dean of Students.

Early Dismissal: For up-to-date and timely information regarding school closure due to natural calamity or emergency situations, please access Xavier's website at www.xavierprep.org. Xavier reserves the right to dismiss students early when necessary and/or desirable without notice. Every effort will be made to contact families if this type of situation occurs.

Electronic Devices: MP3 players, iPods, headphones and other electronic devices are not allowed on campus because they can be disruptive to the educational process, they may prevent building community, and/or they may cause a liability issue.

Elevator: Students may use the elevator only with permission from the Dean.

Final Exams: Students will be allowed to take semester exams if tuition payments, in accordance with the selected payment plan, are paid in full or are current.

Gambling: Any form of gambling, whether or not money is involved, is prohibited on campus.

Gangs: Students associated with a gang, or a member of a gang, on or off campus are liable for dismissal from Xavier.

Gum: Gum is not permitted on campus.

Lockers: Lockers are the property of Xavier and are assigned to the student on a loan basis. ***Only locks purchased from the school can be used.*** School personnel will remove all other locks. Lockers are to be kept neat, clean and free of stickers, decals, etc. Lockers are subject to search by school authorities.

Xavier College Preparatory is not responsible for materials lost or stolen from lockers.

Entering or attempting to enter a student's locker can be interpreted as an attempted theft and the student can be subject to disciplinary action.

Lunch: Students must bring their own lunch to school or order through the hot lunch program. Xavier students are not permitted to leave campus during lunch. **Students may not order food for delivery to Xavier.**

Messages to Students: If an emergency situation arises, the student's parents should contact the Dean of Students. Otherwise, messages will not be delivered to students.

Out of Bounds: The following areas are out of bounds for students except with specific permission: 1. faculty work room; 2. weight room, dance room, or gym when a coach, teacher, or designated supervisor is not present; 3. any classroom or office unless a staff member is present.

Parking Guidelines: Parking is a privilege at Xavier. Students must complete a Parking Registration Form and have it on file with the Dean of Students in order to park on campus. Parking spaces will be assigned. **The speed limit on campus is 10 mph.** This guideline is enforced to protect the lives of everyone on campus. Students will be fined for speeding and will incur appropriate disciplinary measures. Repeat offenders will lose parking privileges.

At no time are students, drivers, or passengers permitted to loiter in or about the parking lot, nor are they permitted to go to their cars for any reason during school hours without permission from the Dean of Students or other Administrator.

Pornographic Material: Students in possession of, selling, promoting, sending or engaged in any internet activity with pornographic material, will result in disciplinary action, which includes possible suspension or dismissal from Xavier.

Prescription Drugs: Any student required to possess or use prescription drugs shall notify the Dean of Students prior to possessing or using them in school, on school grounds or at school-sponsored events.

Racism and/or Prejudiced Behavior: Students who exhibit verbal and/or physical behavior of a racist or prejudiced nature towards any other person at school or at any school-sponsored event will result in disciplinary action.

Skateboards, etc.: Skateboards, roller skates or blades, and scooters are not allowed on campus or in the parking lot. Items brought to campus will be confiscated and returned only to the parents.

Stealing: Stealing school property or the property of teachers or fellow students may result in immediate dismissal from Xavier.

Textbooks: Students are responsible for returning all textbooks they are issued. They will be charged the cost of a new book if not returned and in good shape.

Prayer to St. Francis Xavier

Help me become a hero—

One who executes both spiritual and physical feats;
One who gives himself up to be a part of something greater;
One who departs on a journey and returns changed.

Help me to emphasize the *magis*—

One who does his best in every area;
One who strives to be great in all aspects of his life.

Help me become a person with and for others—

One who respects himself as well as others;
One who performs deeds not for himself, but for others.

Help me become a leader—

One who persuades others to do the right thing;
One who guides others through action, not talk.

We pray to you for help, St. Xavier.

Amen.

Luke Rothan
St. Xavier High School
Cincinnati, Ohio

Excerpt from *In All Things: Everyday Prayers of Jesuit High School Students*, edited by Michael J. Daley and Lee P. Yeazell.

Personal Prayer of Pedro Arrupe, SJ

Grant me, O Lord, to see everything now with new eyes,
to discern and test the spirits
that help me read the signs of the times,
to relish the things that are yours,
and to communicate them to others.

Give me the clarity of understanding that you gave Ignatius.

—Pedro Arrupe, SJ

Excerpt from *Hearts on Fire: Praying with Jesuits*, edited by Michael Harter, SJ.

Prayer of St. Ignatius

Take, Lord, and receive all my liberty,
my memory, my understanding and my entire will.

All I have and call my own.

Whatever I have or hold, you have given me.

I restore it all to you and surrender it wholly

To be governed by your will.

Give me only Your love and grace
and I am rich enough, and ask for nothing more.



Prayer for Generosity

Lord, teach me to be generous.
Teach me to serve you as you deserve;
to give and not to count the cost,
to fight and not to heed the wounds,
to toil and not to seek for rest,
to labor and not to ask for reward,
save that of knowing that I do your will.

Glossary of Ignatian Terms

A.M.D.G. – Ad Majorem Dei Gloriam (Latin) – “For the greater glory of God.”

Francis Xavier (1506 – 1552) – Native of the Basque territory of northern Spain, Francis became a close friend of Ignatius at the University of Paris, came to share Ignatius’ vision through making the Spiritual Exercises, and realized that vision through missionary labors in India, the Indonesian archipelago, and Japan. He was the first Jesuit to go out to people of non-European culture.

Graduate at Graduation (“grad-at-grad”) – By the time a student is ready to graduate from a Jesuit high school; he or she should exhibit those qualities which seem most desirable for adult life: open to growth, intellectually competent, committed to justice, religious, loving and compassionate.

- At the time of graduation, a student has matured as a person – emotionally, intellectually, physically, socially, and religiously – to a level that reflects some intentional responsibility for one’s growth.
- At the time of graduation, a student will exhibit a mastery of those academic requirements for advanced forms of education.
- At the time of graduation, a student has achieved considerable knowledge of the many needs of local and wider communities and is preparing for the day when he or she will take a place in those communities as a competent, concerned, and responsible member.
- At the time of graduation, a student will have a basic knowledge of the major doctrines and practices of the Catholic Church and will have examined his or her own religious feelings and beliefs with a view to choosing a fundamental orientation toward God. He or she is on the threshold of being able to move beyond self-interest or self-centeredness in relationships with others.

Ignatian – Adjective, from the noun Ignatius. It indicates aspects of spirituality that derive from Ignatius of Loyola.

Ignatius of Loyola (1491 – 1556) – Youngest child of a noble Basque family - fiercely loyal to the Spanish crown. Raised to be a courtier, he was trying valiantly to defend the fortress town of Pamplona in 1521 when a French cannonball shattered his leg. During a long convalescence, he found himself drawn away from the romances of chivalry that had filled his imagination from an early age to more spiritual reading – an illustrated life of Jesus and a collection of saints’ lives.

While at the University of Paris he roomed with Francis Xavier and Peter Faber. After graduation, these three, together with several other Paris graduates, decided to become the Society of Jesus. Ignatius spent the last 16 years of his life in Rome directing the fledgling order, while the others went all over Europe, to the Far East, and eventually to the New World.

Magis (Latin for “more”) – The term traditionally used by Ignatius of Loyola and the Jesuits suggesting the spirit of generous excellence in which ministry should be carried on.

The Spiritual Exercises – An organized series of spiritual exercises put together by Ignatius of Loyola out of his own personal spiritual experience and that of others to whom he listened. They invite the individual to meditate on central aspects of Christian faith and especially to contemplate the life, death, and resurrection of Jesus.

HEALTH AND SAFETY PROCEDURES

Earthquakes and Disasters

The school has established earthquake emergency procedures in accordance with diocesan disaster preparedness guidelines. In the event of an earthquake or major disaster, students will not be released to anyone other than parents or guardians unless otherwise noted on the student's emergency form.

Health Records

Each student must have on file a health record obtained from the school of transfer. On the record will be noted all polio, measles, diphtheria and tetanus immunizations. When students transfer from Xavier College Preparatory High School, these records are sent to the new school.

Immunization/Medical Information

Medical examination forms must be on file for every student attending Xavier College Preparatory High School. Athletes are required to have a physical examination before participating in athletics. Parents must complete the health history form noting any physical or medical condition that might affect the health or learning ability of the student.

Parents are requested to fill out and return to the school office the "Emergency Contact Form" which permits the school to secure medical attention for a student, when necessary, if either parent or guardian cannot be reached.

Immunization forms must be completed and on file before the first day of school.

XAVIER FACULTY AND STAFF

Parents are encouraged to call or email a teacher or administrator if a conference is requested. Please ask each individual teacher as to which mode of communication is most convenient for them.

Xavier's Phone Number: 760-601-3900

Fax Number: 760-601-3901

Teachers' voice mail extensions and email addresses can be found on our website at www.xavierprep.org.