

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.

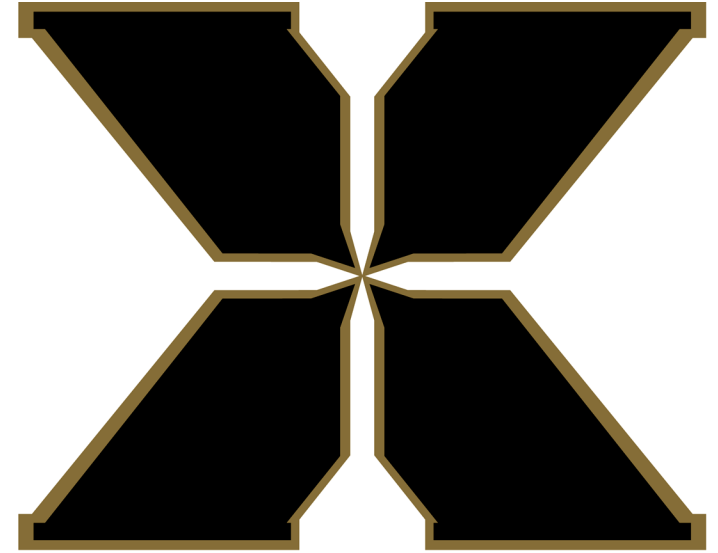
Ignatius of Loyola (1491 – 1556) – Youngest child of a noble Basque family - fiercely loyal to the Spanish crown. Raised to be a courtier, he was trying valiantly to defend the fortress town of Pamplona in 1521 when a French cannonball shattered his leg. During a long convalescence, he found himself 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.

A.M.D.G.



**XAVIER
COLLEGE PREP**

2019 – 2020

Student - Parent Handbook

34-200 Cook Street
Palm Desert, CA 92211

760-601-3900

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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.

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

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.

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 all required immunizations should be noted. 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 under: "Quick Links"- Faculty and Staff Directory.

TABLE OF CONTENTS

11 Academic Integrity	19 Harassment Policy
9 Academic Probation	28 Health and Safety Procedures
12 Acceptable Use Policy (Internet, computers, etc.)	30 Ignatian Terms
24 Alcohol Policy	12 Internet use (policies)
22 Athletic Eligibility Rule	26 Lockers
7 Attendance Policies	27 Lunch
26 Cell Phone Policy	15 Mass dress
10 Change of Schedule	2 Mission Statement
2 Characteristics of Jesuit Educ.	2 Non-discrimination Policy
26 Closed Campus	27 Out of Bounds
21 Co-curricular Activities	5 Parental Cooperation/Pledge
22 Co-curricular Eligibility Rule	27 Parking on Campus
22 Dance Guidelines	27 Pornographic Material
18 Disciplinary Probation	29 Prayers
17 Disciplinary Procedures	27 Prescription Drugs
17 Discipline Record Notification to Colleges	11 Resolving student/teacher issues
14 Dress Code	27 Skateboards
24 Drug Policy	27 Stealing
23 Drug Testing Program	4 Student Pledge
26 Early Dismissal	8 Tardy Policy
26 E-cigs, hookah pens, etc.	27 Textbook Policy
26 Electronic Devices	24 Tobacco Policy
26 Elevator	10 Weighting of Grades
8 Excused Absence Form	
28 Faculty and Staff	
10 Final Exams	
26 Gambling	
26 Gangs	
10 Grading Scale	
9 Grading System	
10 Graduation Requirements	
26 Gum	

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.

PARENT / STUDENT COMMITMENT TO XAVIER'S MISSION

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.

STUDENT: As a student at Xavier College Prep I am asked to consider Xavier's Mission Statement (see p. 2) as it relates to me as a person who seeks to grow in the spiritual, religious, intellectual, physical, and emotional aspects of my life. My desire to be a member of the Xavier community assumes my dedication to pursuing growth as stated in our Mission. It further assumes I will abide by a standard of behavior in and out of school, which preserves the integrity of our school community.

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.

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 or breaks. Parents delivering lunches for students should leave them at the designated table.

Students may not order food for delivery to Xavier.

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. 4. locker rooms during the school day unless directed by a coach or designated staff person. 5. Parking lot during school hours. Students are responsible to bring all materials and food with them into school at the beginning of the day and store in locker if necessary.

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 in a student designated area. Parking spaces are first-come, first-served. **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 or social media 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.

Public Displays of Affection (PDA's): Public displays of affection (holding hands, sitting on laps, etc.) isolates students from the larger community and inhibits the invitation to relationship among the greater community. PDA's are not allowed at any time on campus.

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 be subject to disciplinary action.

Skateboards, etc.: Skateboards, roller skates or blades, Heelys® type shoe 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 or being in the possession of stolen property 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.

ADDITIONAL POLICIES

Cell Phones: Cell phones and other communication devices are not to be seen or heard on campus from the first bell 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 without permission from the teacher (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 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.

E-cigarettes, hookah pens, vapes, etc. These devices are not permitted on campus, within view of Xavier or at any school function (on or off campus). This includes possession of e-cigs, hookah pens, and other devices electronic or otherwise

Electronic Devices: MP3 players, iPods, headphones and other electronic devices are not to be used on campus from the first bell until the end of the school day. These devices 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.

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 provided 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.

PARENT/STUDENT COMMITMENT (continued)

PARENT/GUARDIAN: 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 social media 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.

As part of this partnership with us, you, the parents and guardians 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 and moral formation of our students.

I pledge as a parent/guardian to cooperate with school personnel when our 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 our home as a healthy and safe gathering place for young people; and to participate with the school in the spiritual and moral formation of our student(s).

- **2nd Offense**
 - Suspension from school (3 days)
 - 60-calendar day disciplinary probation during the academic year. (90 days for a student who hosts the party at his/her home)
 - 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, with 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. 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. On Xavier's campus:

Student will be liable to immediate dismissal from Xavier.

D. Consequences for selling and/or distributing alcohol, illegal drugs, or controlled substances (including prescription drugs) or related paraphernalia on or off campus:

Student will be liable to immediate dismissal from Xavier.

E. 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. (See pg. 27 for policy on e-cigs, hookah pens, etc.)

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;
- Provide information/assistance for those having difficulty with substance abuse.

All teachers and staff at Xavier desire to support students dealing with substance abuse issues. Prior to a first offense and before being notified of a test, 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.) In addition, it is imperative parents notify school of anything that may cause a positive response to a drug test including prescription and over the counter medications. Because we believe that alcohol, tobacco 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, tobacco, illegal drugs, or unauthorized prescription drugs at Xavier-sponsored or Xavier-related functions.

Consequences for being under the influence of, possessing, using, facilitating or purchasing tobacco, alcohol, illegal drugs, controlled substances, unauthorized prescription drugs or related paraphernalia (see A, B, or C) may include:

A. At a Xavier-sponsored or Xavier-related activity (off campus):

- **1st Offense**
 - Suspension from school (2 days)
 - 30-calendar day disciplinary probation during the academic year. (45 days for a student who hosts the party at his/her home)
 - 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 will be retested with every subsequent drug test administered by Xavier at the expense of the parents until the student graduates or withdraws from Xavier.

ATTENDANCE POLICIES

Our most successful students are rarely absent from school. Studies have shown that there is a correlation between school attendance and student achievement.

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 and other occasion deemed excused by the Dean of Students.

ALL OTHER ABSENCES ARE UNEXCUSED.

Students will be allowed to makeup 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. It is the responsibility of the student to turn in work, take tests, etc. prior to missing the class or as otherwise arranged with the teacher in order to receive credit.

2. **Procedure for being absent: Parent or guardian will notify the school's Attendance Office direct line at 760-601-3900 ext. 6123 each day the student is absent.**

Procedure for Returning to School after Absence: Student should bring a note from a parent using the Absentee Note form on our website (under Current Saints/Dean's Page) or documentation from their appointment (doctor, dentist, etc.) to the school's office before the start of school in order to be readmitted to class.

Failure to provide the school's office with appropriate communication upon a student's return may result in the absences being recorded as unexcused and disciplinary action. Upon return to school it is the student's responsibility to contact each teacher to arrange make-up work. It is assumed that the student, upon their return, will be ready for any tests or quizzes scheduled for that day. Should this not be the case, it is the student's obligation to consult with the teacher prior to the scheduled class time.

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. Leaving campus without proper permission will result in disciplinary consequences.
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.

DRUG TESTING PROGRAM

All students who enroll at Xavier will automatically be enrolled in the Drug Testing Program and are eligible to be randomly tested.

– Xavier has implemented this drug prevention program for one PRIMARY purpose – to provide our students with a resource they can draw upon when faced with choosing for or against drugs. Some students are able to make that choice on their own without any fear of social pressure; but some are not. We hope this program will help their decision-making in this crucial area.

– Xavier uses Omega Labs to perform the drug tests through hair testing. Thanks to remarkable science Xavier students can now be armed with a powerful tool to resist illegal drugs and those who would lure them into this self-destructive behavior. In addition, this test will allow us to identify those already in need of help more accurately and precisely than ever before. With a snip of hair, a 90-day window of detection is provided that is accurate, reliable and 5-10 times more effective in identifying drug use than urine testing.

– Xavier will randomly select students to be drug tested throughout the school year. Students may also be selected if there is reasonable suspicion. Xavier will use trained personnel to perform the hair collections using procedures established by Omega Laboratories and students will be assigned a unique identification number. The Dean of Students and the Principal will be the only people privy to the identification numbers.

– All hair collections and results will be identified by the unique individually coded number of the student. No names will be recorded on the collection bag. Test results of students will be confidentially provided by Omega Laboratories to the Dean of Students and the Principal only. If appropriate, the Assistant Principal, the Student's Counselor and/or members of the Discipline Board will be privy to results.

– Parents will NOT be notified if a test is negative. Xavier will notify the student's parents/guardians of a positive result within 15 days of receipt of the test results. All test results of students will remain strictly confidential between the student, his or her parents/guardians, the Dean of Students and Principal and the counselor selected by the parents/guardians as discussed below.

– No test result of any student will be disclosed to any person or agency beyond the persons identified above without signed written consent of his or her parents/guardians. Release of test results of students will be requested by the Dean of Students or Principal for purposes of referral for professional evaluation and possible treatment recommendations.

– If a student testing positive wishes to contest the test result, he or she may do so within ten days of notification of the student's parents/guardians of the positive result. Re-tests will be at the expense of the student's parents/guardians. Any student who has tested positive on a test administered in the Drug Testing Program remains subject to all disciplinary policies and procedures as outlined in the Student – Parent Handbook. Xavier College Preparatory personnel will not initiate criminal charges or other legal action against the student or the student's parents/guardians based solely on a positive drug test obtained in the testing program.

– Xavier College Preparatory will require a conference between the parents/guardians of a student testing positive and the Dean of Students and/or Principal. Xavier will recommend that any student who tests positive and the parents/guardians of any such student obtain a substance abuse evaluation through a counselor or community agency. All costs for the recommended counseling are the responsibility of the parents/guardians.

– Any student who tests positive will be retested with every subsequent drug test administered by Xavier at the expense of the student's parents/guardians until the student graduates or withdraws from Xavier.

- 7/15/2019
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 the second half of his or her classes for the day in order to participate in any of that day's co-curricular activities.

7. Incomplete/Withdrawal from a Class: Constant tardiness (excused or unexcused) or ten (10) absences (excused or unexcused) in a course (per semester) for ANY REASON other than school-sponsored activities may result in a student being denied credit for the class. Chronic illness will be reviewed individually and every attempt is made to assist the student academically.
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.
10. Skipping Class, Mass, Assembly, etc.: – Any student intentionally missing a scheduled class or activity without proper permission will be noted as unexcused for that period and will be referred to the Dean of Students for disciplinary consequences.

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 who misses at least half a class is considered absent.

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

Excessive tardy may result in Saturday JUG.

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 must inform the office staff that they have been excused from class upon arrival to the school's office. Students must also inform office staff if they report in ill in between classes. 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 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.

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 / Co-curricular Eligibility Rule: Eligibility for students will be determined at the end of each grading period (i.e. when grades are posted after each quarter). A student with an F in a class or a student who does not achieve a GPA of 2.00 will be ineligible until a review at the end of the next mid-quarter grade check. Approval for eligibility is determined by the Director of Curriculum.

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

Guests for dances (from another school), when permitted, must show their current high school ID card to be admitted and Xavier host student must have a completed and approved Dance Guest Form on file for their guest. Guests must abide by Xavier dress and conduct codes. Xavier students are allowed to bring one guest from another school.

Students and guests may be subject to breathalyzer testing. Any student or guest 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. A guest will be expected to secure a dependable ride off campus. 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.

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 on Academic Probation may not participate in co-curricular activities. They may attend at the discretion of the coach or moderator. 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.

Accommodations

Xavier College Prep is committed to provide an inclusive and equitable learning experience for all students. Students who would like to receive accommodations must contact the Learning Specialist and Principal. Appropriate documentation is required in all cases. Please contact the Learning Specialist for documentation guidelines.

RASH— (Required After School Homework) May be assigned by a teacher to require a student to meet for additional academic assistance or make up work when appropriate.

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	

Change of Schedule:

There is a 15 class-day window at the start of each semester during which time students may request a change in their schedule. Students need a compelling reason for the change to be granted. Full details are in the Course Catalogue on our website under Academics.

Final Exams:

- No Final Exams will be administered in advance of the published Final Exam dates.
- Students must make-up missed Final Exams during the scheduled make-up periods for each semester. No Final Exams will be administered after the designated deadlines for each semester.
- Until Final Exams are made-up, students will carry an Incomplete on their grade report for the semester. If Final Exams are not completed by the designated deadlines, Incompletes will become zeros on the student's record resulting in an Incomplete being recorded for the course grade.

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.

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 suspended or 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

Philosophy: Co-curricular activities and related functions are an integral part of student life at Xavier. Participation in the school's teams, clubs, organizations, student government, and other 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 the second half of his or her classes for the day in order to participate in any of that day's co-curricular activities.

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

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.
4. The 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 perceived²⁰ as engaging in discriminatory, intimidating, harassing or unwelcomed conduct, to discontinue that conduct immediately.

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 and third quarters. Conferences 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.

Procedure for Resolving Student/Teacher Issue

Xavier College Prep follows a tiered approach to student/teacher issue resolution. When a student needs to resolve an issue with a teacher, the following process is followed: 1) Student meets with the teacher. 2) Student and parent(s) meet with the teacher. 3) Student and parent(s) meet with the teacher and assigned counselor. 4) Student and parent(s) meet with the teacher and Director of Instruction and Faculty Development. 5) Student and parent(s) meet with the teacher and Principal.

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 GUIDELINES

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 considered cheating and is a direct violation of our Academic Integrity Guidelines.

To be in compliance with the academic integrity 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 and citation.

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 may also include a suspension and/or placement on disciplinary probation, or dismissal from Xavier.

ACCEPTABLE USE POLICY

The use of electronic information systems (defined below) of Xavier College Preparatory is a privilege, not a right. All school rules for behavior and communication shall apply to such use and, therefore, use may be restricted or revoked at any time at the discretion of the Dean of Students. The failure of any user to follow the terms of this policy may result in the loss of privileges, other disciplinary action, and/or appropriate legal action. All students agree to indemnify and release Xavier, its faculty, staff, directors, employees and all related organizations from any liability, damages or consequences that may result from the use of the electronic information systems.

Definitions. “Electronic information systems” includes, but is not limited to, computers, networks, servers and other similar electronic devices administered by or for Xavier as well as any electronic communications transmitted, received, or viewed on and electronic devices accessed or used on such devices.

“Electronic devices” includes, but is not limited to, regular, mobile, and smart telephones; computers; laptops; electronic notebooks; tablets; audio and video equipment; flash drives; memory sticks; iPods; MP3 players; and other wireless equipment.

“Electronic communications” includes, but is not limited to, the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (Internet), social media outlets or other such electronic tools.

Acceptable Use. The use of all electronic information systems of Xavier shall be consistent with the school’s goal of promoting academic excellence by facilitating resource sharing, innovation, and communication. Access to the electronic information systems must be for the purpose of education or research and be consistent with the school’s educational objectives. Students are expected to use Xavier’s electronic information systems:

- for school-related activities and to facilitate the efficient exchange of information;
- to support learning in ways that are consistent with the mission of the school;
- to conduct research using the internet for instructional purposes related to class curriculum and personal interest and development;
- to infuse technology into their course work;
- to improve their information literacy and research skills;
- to access information that will facilitate their selection of the college or university that they want to attend;
- to increase their awareness of career path opportunities; and
- to find ways to use technology for service to others.

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 & Tobacco policies.
- Distribution or selling of alcohol, illegal drugs or controlled substances of any kind.
- Insubordination, disobedience, or disregard for legitimate Xavier authority.
- Stealing.
- Obscenity.
- Repeated violation of academic integrity.
- 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.
- Any physical contact that may cause harm on campus or at any school function.
- Subsequent violation of Acceptable Use Policy of electronic information systems (pg13-14.)
- Further serious misconduct after being suspended or 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.

HARRASSMENT 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.

Disciplinary Probation

7/15/2019

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 students after serious misconduct or for students who have not shown improvement in conduct after warnings from the Dean or for students 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. Concerning these matters, full cooperation with the office of the Dean of Students by students and parents is expected.

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

- **Off Campus Suspension**— While on suspension the student may not attend his or her regular classes, any school function, or school activity. Students will not be given the opportunity to make up missed assignments, quizzes, tests, or class projects.

- **In School Suspension**— The student will report to school on time and report to the Dean of Students. The student will be in a supervised area doing independent work provided by teachers or other school work. The student will have his/her own breaks and lunch period apart from the student body. At the end of the school day the student will immediately leave campus and is may not attend any school function, team practices or any other school activity. . 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.
- Failure to report to class if not properly excused.
- 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 approval of the Principal or Dean of Students or properly signing out.
- The use or possession of any form of tobacco on campus or within view of Xavier's campus or at any school function. This includes possession of e-cigs, hookah pens, and other devices electronic or otherwise.
- Stealing
- Obscenity
- Harassment, discrimination, or prejudiced behavior of any type.
- Any physical contact that may cause harm 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 or disrespect for teachers, administrators, staff, fellow students, property or the Xavier community through attitude or behavior.
- Falsification or misrepresentation of any communication (notes, phone calls, etc.) of a parent, guardian, coach, moderator, counselor or supervisor.
- Violation of the Alcohol, Drug & Tobacco policies.
- Violation of academic integrity.
- Violation of Acceptable Use Policy of electronic information systems (pg13-14.)
- Violation of the Harrassment Policy (pgs 20–22)
- Any action deemed serious by the Dean of Students or Xavier Administration.

Acceptable Use Policy (continued): Unacceptable Use. Students are responsible for their actions and activities involving electronic information systems both on and off campus. Examples of unacceptable use are:

- any illegal activity (e.g. impersonating another person or entity through electronic means, violation of copyright or other contracts);
- any form of plagiarism;
- private use or commercial advertising or financial gain;
- invading the privacy of other individuals including bullying and harassment;
- posting anonymous messages;
- accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, pornographic or illegal material;
- any form of vandalism, which includes, but is not limited to, stealing or damaging computers, computer systems, cyber-type or networks;
- obtaining or sending information which could be used to make destructive devices like guns, weapons, bombs, explosives or fireworks;
- failure to obey school or classroom policies, procedures or rules, including technology use rules;
- use of school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g. texting answers or taking pictures of exams) or to invade the rights of others (e.g. taking or transmitting unauthorized photographs or videos); or
- wastefully using resources like paper.

Security. Students are expected to respect security as a high priority because there are so many users. Xavier reserves the right to monitor all computer use either electronically or by school personnel. If a security problem is detected, a student is expected to notify school personnel right away without demonstrating the problem to other users. Never use another user's account. Any incidence of hardware or software damage (including viruses), any attempt to use equipment without permission or access unauthorized databases will be cause for disciplinary action and students will be held responsible for any financial impact. Any student identified as a security risk will be denied access to the computer systems.

No Expectation of Privacy. Anyone who uses Xavier electronic information systems agrees that by use they waive any right to privacy that they may have for such use, including use through personal electronic devices. Xavier may monitor use of its electronic information systems and may also examine all activities on the electronic information systems in which the user participates. Users should know that inappropriate or illegal content (including, but not limited to, sexual comments or images; racial slurs or other offensive comments; and defamatory, discriminatory or harassing materials) transmitted, accessed, or downloaded through the electronic information systems could expose users to disciplinary action as well as to legal liability.

Xavier reserves the right to inspect the content of any electronic devices, including personal electronic devices, brought to any school-sponsored activity, used to access the electronic information systems, or used to interact in real or delayed time with Xavier community members. Any such electronic device may be taken and held in the Dean's office until a parent or guardian picks it up and information found within may lead to disciplinary consequences or contact with law enforcement.

Acceptable Use Policy (continued): Services. Xavier cannot guarantee smooth operation of its electronic information 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 instructors. 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.

Xavier College Preparatory acknowledges with appreciation the use of thought and language from other Jesuit high schools in developing these guidelines.

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 any time they are on campus including athletics and any other co-curriculars.

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 dress code. 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. Failure to comply with the dress code guidelines will result in disciplinary action.

Parents may be called to pick up a student who is improperly dressed or asked to bring appropriate clothes to the Dean's office. This may result in a student being marked with an unexcused tardy or absence if this interferes with his or her class schedule.

Daily Wear for Boys:

Shorts or pants (black, grey or khaki) must fit properly. Pants or shorts must be worn at the waistline and of proper length. Cargo shorts/pants, or athletic shorts/pants are not allowed. Length of shorts must be approaching the knees.

Polo shirt (black, grey or white **with Xavier logo**) Must be worn at all times. Polo shirts must fit properly and not be too tight. 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.

Daily Wear for Girls:

Shorts or pants (black, grey or khaki) Pants or shorts must be worn at the waistline and of proper length. Cargo shorts/pants, or athletic shorts/pants are not allowed. Length of shorts must be approaching the knees.

Skirts (plaid only) Must be purchased from Norman's or Xavier varsity store. Must fit properly and be worn at the waist. Length must be at the knees.

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.

In such matters, full cooperation with the office of the Dean of Students by students and parents is expected.

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 (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in disciplinary action? These actions could include, but are not limited to: 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?

JUG (*Justice Under God*): JUG begins shortly 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
- academic dishonesty
- insubordination
- any other conduct violation described in the current Student-Parent Handbook or 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.

Hair / Earrings / Jewelry/Makeup

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

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

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.

Polo shirt (black, grey or white **with Xavier logo**). Must be worn at all times. Polo shirts must fit properly and not be too tight. 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.

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

Socks: Socks must be worn and appropriate. Girls may wear footed tights that are solid black, white, or gray in color. Knee high styles are acceptable. Thigh-high styles are not acceptable.

Outerwear - All outerwear worn during the school day (sweaters, sweatshirts, caps, beanies, visors, other hats, quarter zips, warm ups, etc.) is expected to have a visible Xavier logo.

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)
- dress shoes (solid black, brown or gray) with dress socks (solid black or brown)
- *athletic, tennis, sandals or skate type shoes are not acceptable as dress shoes*
- Xavier sweater, sweater vest or Xavier quarter zip styles only.

Mass Wear for Girls (no hats)

- skirt (pleated, plaid, from Norman’s) **Approaching the knee.**
- oxford blouse (long sleeve, white)
- dress shoes (solid black, brown or gray)
- *athletic, slipper type shoes or shoes with heels are not acceptable Mass dress*
- Xavier sweater, sweater vest or Xavier quarter zip styles only.

THEMED /SPIRIT DRESS DAYS

The Principal or Dean of Students must authorize and approve all Themed/Spirit Dress Days. They may reflect a particular holiday and/or theme; however, specific guidelines will be given for each theme and must be observed on all Themed/Spirit Dress Days.

If a student chooses to not participate in the day’s theme the usual school dress code is to be followed.

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