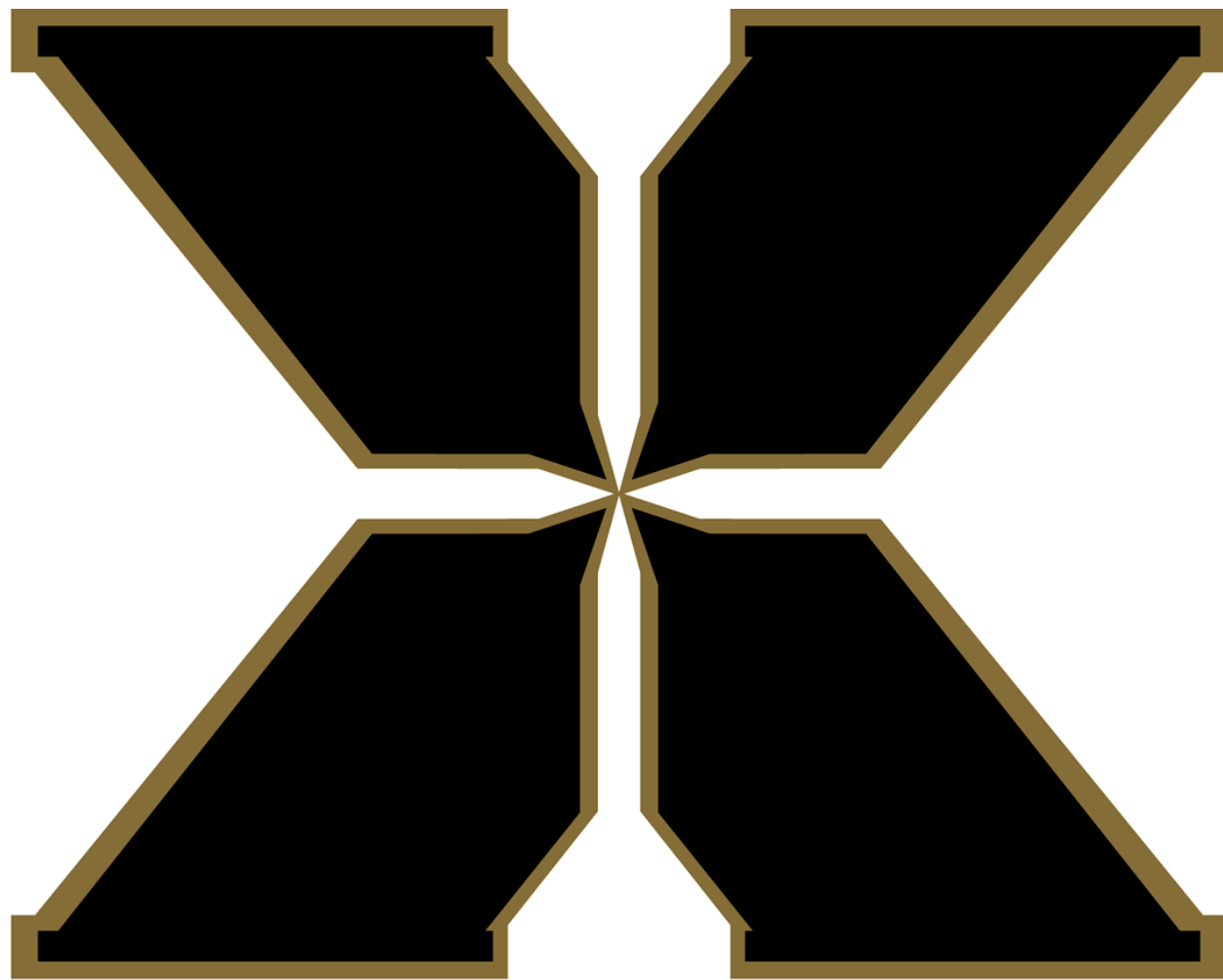


A.M.D.G.



XAVIER

COLLEGE PREP

2022 - 2023
Student - Parent Handbook

34-200 Cook Street Palm Desert, CA 92211
760-601-3900
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

- 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.

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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 - PARENT 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.

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.

STUDENT - PARENT COMMITMENT (continued)

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 and their families. 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).

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. **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. Please notify the school's attendance office prior to the start of school each day.
2. **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 Student Affairs. Xavier retains the right to request documentation pertaining to any absence.

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. 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.

3. **Procedure for Returning to School after same-day Absence:** Student should bring a note from their appointment (doctor, dentist, etc.) to the school's office upon return in order to be readmitted to class.

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.
6. **Co-Curricular Events, Athletics, and Xavier Field Trips:** Excessive tardiness or absences 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 Student Affairs 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. **Midterm and Final Exams:** All students in all courses will be required to take both a midterm and a final exam for each course. Failure to complete exams will result in an "Incomplete" grade, and the withholding of academic credit. Dates for exams are published a year in advanced and are also listed on the Xavier website. **Students missing a midterm or final exam for any reason outside of a medical emergency will be charged a \$50.00 makeup fee per exam.**
11. **Skiping 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 Student Affairs for disciplinary consequences.

Tardy Policy

If it is foreseeable a student will be tardy, one of the student's parents or guardians must notify the school's Attendance Office direct line at 760-601-3900 ext. 6123. **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 Student Affairs are not excuses for tardiness.

Excessive tardiness 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.

GENERAL ACADEMIC INFORMATION

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 visit our Counseling page on our website or contact the Learning Specialist for documentation guidelines.

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 a 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. Students are removed from academic probation if they achieve a GPA of 2.00 or better for the following semester and their cumulative GPS is 2.00 or better. Failure to achieve these two academic standards during their probationary period may result in a student's dismissal from Xavier.

GRADING SYSTEM

It is important for parent(s)/guardian(s) and students to acknowledge the difference between a passing grade and a college-recommending grade. A college recommending grade determined by the University of California system is a mark of at least C. A passing grade for the purpose of academic credit is a D. 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.

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).

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

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).

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

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	50% - 60%

GRADUATION REQUIREMENTS - VPA emphasis	GRADUATION REQUIREMENTS - Technology Emphasis
4.0 ENGLISH 3.0 MATHEMATICS 4.0 THEOLOGY 3.5 SOCIAL STUDIES 3.0 SCIENCE 3.0 WORLD LANGUAGE 2.0 VISUAL AND PERFORMING ARTS 0.5 TECHNOLOGY & CTE 0.5 PHYSICAL EDUCATION 0.5 HEALTH 3.0 ELECTIVES	4.0 ENGLISH 3.0 MATHEMATICS 4.0 THEOLOGY 3.5 SOCIAL STUDIES 3.0 SCIENCE 3.0 WORLD LANGUAGE 1.0 VISUAL AND PERFORMING ARTS 1.5 TECHNOLOGY & CTE 0.5 PHYSICAL EDUCATION 0.5 HEALTH 3.0 ELECTIVES
27 Credits	27 Credits

Change of Schedule

Students may request a change in their schedule no later than mid-quarter. 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:

- Midterm and Final Exams will not 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. **Students missing midterm or final exams for any purpose outside of a medical emergency will be charged a makeup fee of \$50.00 per exam.**
- Until Final Exams are made-up, students will carry an Incomplete on their grade report for the semester.

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 which follows the close of the school year. Failed courses may be made up at Xavier's summer school (if offered) or at a school approved by the Director of Academic Programs 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.

Student/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.

Student/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/Parent/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 Assistant Principal for Academics.
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 attached to the document 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 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 Assistant Principal for Academics.

First Occurrence: Students will be required to meet with the Assistant Principal for Academics, and complete an after school training course about guidelines and expectations of academic integrity. Scheduling for this training will supersede any athletic or co-curricular activities. Students will receive timely makeup privileges for full credit on the offending assignment.

Second Occurrence: The student will receive a 0 (zero) for an assignment in question regardless of point value. The parents/guardians will be notified; and a formal letter indicating disciplinary consequence of Academic Probation.

Any Additional Occurrence: The student will receive a 0 (zero) on the assignment in question. The parents/guardians will be notified and expulsion from Xavier may be considered.

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 Student Affairs. 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; smart watches; 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.

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).

SECURITY

Students are expected to respect security as a high priority. Xavier reserves the right to monitor all computer use either electronically or visibly 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.

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 when 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 Student Affairs 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 Student Affairs. Failure to comply with the dress code guidelines will result in disciplinary action. *All final decisions will be made at the discretion of the Dean of Student Affairs.*

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.

STUDENT DRESS CODE

Footwear : 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.

Outerwear: All outerwear worn during the school day (sweaters, sweatshirts, caps, beanies, visors, other hats, quarter zips, warm ups, face masks, etc.) must have a visible Xavier logo.

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 are not allowed. Length of shorts must be approaching the knees. Athletic style pants (wind suit or track suit) are not permitted. Pants must be hemmed and without an ankle zipper, elastic or velcro.

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.

Additional Daily Wear for Girls:

Skirts: (plaid only) must be purchased from Norman's or Xavier varsity store. Must fit properly and be worn at the waist. Skirts must cover undergarments when sitting, standing, or bending. Hemlines on skirts should be approaching the knee.

Tights: Footed tights that are solid black, white or grey in color.

Mass Wear for Boys: (Mass attire required for every Mass Nov. 1 - March 1)

- Dress pants (khaki, grey or black) with a belt (khaki or black).
- School tie (black with gold stripe) purchased through Norman's or Xavier's Varsity Store.
- Dress shirt (long sleeve, white).
- Xavier sweater, sweater vest or Xavier quarter zip styles only (hoodies are not permitted for Mass).
- Shoes must be closed toe, closed heel, clean appropriate and presentable.

athletic, tennis, sandals or skate type shoes are not acceptable for Mass dress

Mass Wear for Girls: (Mass attire required for every Mass Nov. 1 - March 1)

- Skirt (pleated, plaid, from Norman's). Must fit properly and be worn at the waist. Skirts must cover undergarments when sitting, standing, or bending. Hemlines on skirts should be approaching the knee.
- Dress grey, khaki or black slacks or capris, hemmed with rear internal pocket (LuLu style pants are not acceptable for Mass).
- Oxford blouse (long sleeve, white) must be tucked in.
- Xavier sweater, sweater vest or Xavier quarter zip styles only (hoodies are not permitted for Mass).
- Shoes must be closed toe, closed heel, clean appropriate and presentable.

athletic, tennis, sandals or skate type shoes are not acceptable for Mass dress

THEMED/SPIRIT DRESS DAYS

The Principal or Dean of Student Affairs 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.

Hair / Earrings / Jewelry/Makeup

ALLOWED (Boys)

NOT ALLOWED (Boys)

<p>Hair that is neat, groomed and does not hang in the face.</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 to the middle of the earlobes. 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 (Mohawks, fauxhawks, spikes, tails, unnatural colors, steps, and excessive use of gels or spray).</p> <p>Exaggerated shaved areas (i.e. words, numbers, designs, etc.).</p> <p>Any hairstyle considered inappropriate by the Dean of Student Affairs will not be allowed.</p> <p>Fingernail polish and/or makeup.</p> <p>Visible body art must be covered.</p> <p>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>
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ALLOWED (Girls)

NOT ALLOWED (Girls)

<p>Hair that is neat, groomed and does not hang in the face.</p> <p>The Administration has the right to require haircuts that reflect decent length and grooming.</p> <p>Moderately-sized ear-rings.</p> <p>Nose ring (stud only).</p>	<p>Exaggerated hair styles (tails, feather hair extensions, unnatural colored hair). Shaved areas or hair that hangs in the face.</p> <p>Excessive makeup or glitter makeup.</p> <p>Visible body art and/or body piercing other than one pair of earrings and one nose stud (includes tongue, nose, eyebrow, etc.)</p> <p>Exaggerated jewelry, including, but not limited to large chains, crosses, or medallions; headbands, etc.</p>
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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 Student Affairs will be prohibited.

Online learning Dress Code Guidelines:

Students should be clothed in appropriate attire. A Xavier polo shirt is preferred and any shirt with a visible Xavier logo must be worn during class time (Xavier Polo, House Shirt, Sports Polos).

Hats nor hoods shall be worn during online learning.

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 Student Affairs. The Dean of Student Affairs will determine the appropriate action to take based on the circumstances. All

discipline is intended to help the student realize choices carry consequences and 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 Student Affairs by students and parents is expected.

Discipline Record Notification to Colleges

The Common Application (and most college school reports) asks Xavier to answer two 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 is the Ignatian term for "detention", begins within fifteen (15) minutes of the closing bell. 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 Student Affairs.

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 Student Affairs.

Saturday JUG: The student will work on campus assigned by the Dean of Student Affairs on Saturdays or non-school days from 8:00 am - 12:00 pm at the convenience of the school for more serious or continuous disciplinary infractions. Missing a Saturday JUG may result in

suspension. Medical appointments, personal appointments, work, or co-curricular activities are not excusable reason 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 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 Student Affairs 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 Student Affairs 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 Student Affairs. 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 Student Affairs 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.
- 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.
- Violation of the Harassment Policy.
- Any action deemed serious by the Dean of Student Affairs 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 & 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.
- 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 Student Affairs 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 Student Affairs, 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 unwelcome 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:

1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually-related jokes.
5. 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 Student Affairs.
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome 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 Student Affairs, 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 Student Affairs, 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 (Including Athletics)

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 Student Affairs 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 below).

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.

Co-curricular / Athletic 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 Assistant Principal for Academics .

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.

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. Xavier students can now be armed with a powerful tool to resist illegal drugs and this self-destructive behavior. This test will identify those already in need of help. The test uses a snip of hair then 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 randomly selects students to be drug tested throughout the school year. Students may also be selected if there is reasonable suspicion. Xavier uses 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 Student Affairs and the Principal will be 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 Student Affairs and the Principal only. If appropriate, the Assistant Principal, the Student's Counselor and/or members of the Discipline Board may 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 Student Affairs 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 Student Affairs 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 test- ing program.
- Xavier College Preparatory will require a conference between the parents/guardians of a student testing positive and the Dean of Student Affairs 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.

ALCOHOL, DRUG AND 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;
- 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:

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

A. 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 Student Affairs.
- Professional assessment by outside counselor (paid for by parents). Xavier shall receive 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.

B. 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 Student Affairs.
- Professional assessment by outside counselor (paid for by parents). Xavier shall receive 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 guide- lines for expected behavior set by the Dean, with approval of the Principal.
- Student may undergo regular counseling during the probation period.

C. 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 of Student Affairs, with approval of the Principal, and suspension from school for 4 days.

II. 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.
- On Xavier's Campus:** Student will be liable to immediate dismissal from Xavier.
- Consequences for selling and/or distribution of 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.

ADDITIONAL POLICIES

Cell Phones: The use of cell phones and other communication devices is determined by the teacher in each course/class. Cell phone use is allowed outside the buildings but not in hallways or inside the building without teacher approval. Failure to comply may result in their confiscation. Confiscated devices will be turned over to the Dean of Student Affairs and result in disciplinary action.

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 Student Affairs.

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, vape devices, 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, vape devices, and other devices electronic or otherwise. Any device will be confiscated and turned over to the Dean of Student Affairs and result in disciplinary action.

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.

Headphones: Headphones are not to be used on campus from the first bell until the end of the school day unless used under teacher's specific instruction. These devices can be disruptive to the educational process, they may prevent building community, and/or they may cause a liability issue.

Lockers: Lockers are the property of Xavier and are assigned to the student on a loan basis. Lockers are to be kept neat, clean and free of stickers, decals, etc. Lockers are subject to search by school authorities. *Xavier can provide a lock for your assigned locker upon request, or you can purchase your own.*

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

Entering or attempting to enter another student's locker, without the owner's permission, 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. Xavier students are not permitted to leave campus during lunch or breaks. There will be no lunch delivery allowed.

Out of Bounds: The following areas are out of bounds for students except with specific permission:

- Faculty work room.
- Weight room, dance room, or gym when a coach, teacher, or designated supervisor is not present.
- Any classroom or office unless a staff member is present.
- Locker rooms during the school day unless directed by a coach or designated staff person.
- 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 Student Affairs 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 Student Affairs 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 Student Affairs prior to possessing or using them in school, on school grounds or at school- sponsored events.

Public Displays of Affection (PDA): 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 is 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 shoes 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.

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 below for policy on e-cigs, vape devices, etc.)

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 ONLINE LEARNING COMMUNITY GUIDELINES

Governing Philosophy

In keeping with the philosophy of Saint Ignatius of Loyola, the First Principle and Foundation assumes the goodwill and the best intentions of all members of the Xavier online community. Students and faculty alike are encouraged to proceed within this extended community with grace and patience. In keeping with the mission of Xavier College Preparatory High School, this document is prepared to establish guidelines that will best facilitate the Xavier online experience. This document is intended to stress the dignity, safety, and realistic needs of our students and faculty as individuals. Logistically Xavier online is not the same as Xavier in person; however, the needs of the community remain the same. The spirit of this document is intended to facilitate the individual's learning of content, and the community-oriented grace required to operate in an online format. These policies are intended to clarify, but not replace the existing Xavier College Preparatory Student Handbook.

Student Expectations for Online Learning

Attendance/Absences/Being Prepared for Class

A successful Xavier student, in class, is joining Zoom on time, in Xavier standard dress code for online learning, with the camera on, and has previously checked Google classroom for the day's plans. Students are responsible for checking Google Classroom to see what individual teachers require as part of attendance. If a student is late to his or her Zoom class, he/she will be automatically placed in the classroom's waiting room and will be allowed in the class at the teacher's convenience.

Students will be responsible for connecting with the teacher to make up any work missed.

Visual presentation on screen

Students should be seated and refrain from lying down while on Zoom and in class. The use of virtual backgrounds is at the discretion of the instructor. In the order for students to be admitted into the classroom he/she must sign in with his/her school email address and use full name.

Academic Integrity

Academic integrity is an essential component to all modalities of education and therefore all Academic Integrity policies and procedures already laid out in the Xavier Student-Parent Handbook continues to apply in the online format.

Online Etiquette

Students should develop and display positive behaviors toward faculty and peers. Cameras must be turned on and kept on during class unless otherwise indicated by the teacher. If a student needs to leave the class for several minutes during instruction, students should send a private message to the teacher or send an email. If a student has a need to record, photograph, or take a screenshot of the online learning experience, request permission from the teacher first. This information is for personal learning purposes only; distribution of any such material without Xavier's consent is a violation of intellectual property privacy policy.

Learning Environment

We encourage students to find the best place for uninterrupted, focused learning in the home. If possible, please find backup places for learning. Desks and tables are preferable for learning. If students must be on a bed, students must be seated instead of lying down. Please be aware of what the video background displays to the rest of your class.

Communication

Communication is critical in online learning environments. Therefore, emails must be sent to and from @xcphs.org email address only; do not use personal email addresses. Students are going to be asked to check their email on a daily basis (morning, throughout the day, evening). In addition, Google Classroom/Google Suite and Canvas communication notifications should be turned on (email/smartphone app), and students will be asked to check Google Classroom daily for updates. Any issues or questions or concerns should be directed to teachers immediately.

Technology

In order to best facilitate the online learning environment, student devices need to meet the following requirements: Students should have a device with both a microphone and camera; devices should be able to access all of the primary platforms and tools. A touchscreen device is not required but highly recommended. Students should contact Xavier immediately if they do not have a device that meets these standards.

Connectivity

Students are expected to have a consistent and reliable internet connection. If you should experience technical difficulties, follow **ALL** of these steps in order:

- Reach out to the teacher immediately via any method of communication.
- Call the Xavier front office, and if you do not speak to someone, you are required to leave a message at the front desk leaving your name, grade, course, and a detailed description of your problem: 760-601-3900.

- Be prepared to produce documentation (screenshot, video, etc.) of your tech issue.
Teachers will have every right to ask you to produce this information.

Primary platforms and tools

Students are required to have access to, and have comfort using the following tools and platforms: FACTS SIS, Canvas, Xavier Gmail, Google Classroom, Google Suite (Docs, Sheets, Slides), Google Apps (Jamboard, Science Journal, etc.), and Zoom. It is the responsibility of the student to seek assistance if they encounter issues or have questions surrounding any of these tools.

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

Teachers' voicemail extensions and email addresses can be found on our website at www.xavierprep.org under: "ABOUT" - "Meet the Team".

Teacher/Faculty E-Mails are typically the First Initial with last name @xavierprep.org

ie: Susan Smith = ssmith@xavierprep.org