



**“Committed to Educating *Men for Others*  
through Academic Excellence,  
Spiritual and Religious Formation,  
Co-Curricular Involvement.”**

# **Student-Parent Handbook**

Effective: August 15, 2013

## **JESUIT HIGH SCHOOL**

1200 Jacob Lane, Carmichael CA 95608

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Attendance Line (916) 480-2135

## **Mission Statement**

Jesuit High School of Sacramento is a Roman Catholic college preparatory dedicated to forming competent young men into conscientious leaders in compassionate service to others for the greater glory of God.

## **Student/Parent Code of Conduct**

As a necessary condition of continued enrollment, students must behave in a manner, both on and off-campus, that is consistent with the principles and Christian philosophy of Jesuit High School. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student conform to these standards of conduct as determined by Jesuit High School.

It is essential that students, parents and school officials work together to assure that each student receives a values-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, Jesuit High School may find it necessary, at its discretion, to require parents/guardians to withdraw their son from the school. Some guidelines include the following:

1. Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, Jesuit expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other students and other parents;
2. Students and parents/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff, however, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive;
3. These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips, etc.) as well as interaction with school staff, other Jesuit students and parents at any other time.

Jesuit High School reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, a suspension of a student and/or parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

Enrollment at Jesuit High School is considered to be a privilege and it is also a voluntary association between the student and the school. As such, the relationship can be terminated at any time and for any reason, either by the parents/legal guardian of the student or by the school administration.

## **Acceptance of Student-Parent Handbook as Contract:**

All Students, along with their Parent(s)/Guardian(s), explicitly accept the provisions set forth in the current Student-Parent Handbook as a condition of enrollment at Jesuit High School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. Jesuit High School reserves the right to amend the Student-Parent Handbook at any time should the need arise. Any policy statements published during the course of the school year are considered to be an addendum to the Student-Parent Handbook. The policies stated in the Student-Parent Handbook shall prevail should inconsistencies be found with the published policies in other Jesuit High School publications.

## **Notice of Non-Discrimination Policy as it applies to Students and Employees:**

Jesuit High School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs and other school administered programs. Likewise, Jesuit High School does not discriminate against any applicant for employment because of race, color, national or ethnic origin or sex.

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<b>ATTENDANCE LINE</b> ..... <b>480-2135</b>
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## Philosophy Statement

The educational philosophy of Jesuit High School is Catholic and, therefore it is based on a faith response to the Gospel of Jesus Christ; it is Jesuit and, therefore, it is formed by Ignatius of Loyola's vision of Christ and the world. The school's purpose is to lovingly serve the young men of the wider Sacramento area, from every ethnic and socio-economic background and a broad spectrum of academic achievement. Our role, in support of parents as primary educators, is to help our students realize the fullness of their spiritual, intellectual, artistic, physical, and social potential.

The spiritual dimension of the students' development is fostered through their incorporation into a community where Catholic beliefs, morals and values, inspired by faith in the Gospel and a belief in the full brotherhood/sisterhood of the human family, are taught, professed and experienced, and where personal action is proposed as a response. The intellectual dimension is developed through a curriculum which is oriented towards college-bound students and an environment which fosters academic excellence, nurturing reflective analysis and creative expression. The students are encouraged to develop their artistic and affective nature through exposure to and participation in Visual and Performing Arts. Thus they come to an appreciation of the creative Spirit which is within and around them. The students should learn to respect and care for their bodies as gifts from God. Thus, the physical education requirements, the intramural and the interscholastic athletic programs are an integral part of the total curriculum.

In response to the Gospel message, all members of the Jesuit High School family, that is parents, faculty, administrators, staff and students, share in the mission of nurturing in each other the social skills and cultural awareness necessary for Christian community. This is accomplished through the school's various activities and events, especially those which stress community outreach and personal interaction. In this way, all are encouraged to address the social needs and injustices in the world around us.

Therefore, all the young men who enroll in Jesuit High School are encouraged to use their spiritual gifts, intellectual talents, artistic qualities, and physical abilities to be of help to those they encounter. Ultimately, the students are to be "agents for change," "men for others."

## History of Jesuit High School

A Jesuit High School for the Sacramento area had been initially envisioned by the late Bishop Robert Armstrong. It was his successor, Bishop Joseph McGucken who invited the Jesuits of the California Province to begin the project. In January of 1961, the Society of Jesus purchased twenty-one acres of the Horst Ranch property which was to be used for the new school campus. In May of 1962, a fund raising effort was spearheaded by Mr. Elwood Maleville, Mr. Jack Maleville, and other Catholic lay people. The well-known architect Harry Devine began work on the plans for the first phase of the 2.5 million dollar plant. The contracting firm of Harbison and Mahoney undertook the construction of the buildings, having a Fall 1963 target date for completion.

On September 17, 1963, Jesuit High School opened its doors to 93 freshmen students. The faculty consisted of six Jesuit priests and one lay person. Fr. Jack Geiszel, S.J. was appointed Principal, and Fr. Joseph Keane, S.J., was named first Superior and President. The school was dedicated by Bishop Alden Bell to the Jesuit North American Martyrs. In September of 1964, twenty-one acres, known as the Haggin Bottomland, were acquired for athletic facilities. The faculty residence was enlarged in 1966, and two years later the gymnasium-little theater complex was completed.

In 1973-74, Jesuit High School was threatened with closure due to financial and manpower difficulties. An "Ad Hoc Committee to Save Jesuit High School" was formed to address the serious problems facing the school. A Board of Trustees, under the leadership of the late Mr. James Carr was created and assumed the financial and policy-making responsibilities for the school. The Jesuit Order retained its role as administrators of the school.

Jesuit enrollment has increased over the years to a current level of 1,000 students. Since its founding, there have been many improvements on the campus and the original 21 acre parcel has more than doubled to 51 acres. A new Library addition, dedicated by Bishop Alden Bell to Rev. Joseph J. King, S.J. opened during the 1980-81 school year. This fund drive also provided increased scholarship aid to families needing financial assistance to send their sons to Jesuit. In 1986, construction of a competitive swimming facility was completed. In 1992, a new Mathematics/Life Sciences classroom wing was completed. The Edwin B. Harris Center which includes a cafeteria and multi-purpose space, a theater, and a music rehearsal and performance space was completed in June, 2000. A new Social Sciences wing (Alumni Hall) was added in 2003. An ambitious Capital Campaign, "Building for the Future," was begun in the Fall of 2003 in an effort to raise \$10-15 million for the construction of new facilities, infrastructure upgrades, property acquisition, and increased scholarship endowment. Projects completed to date include the Student Athletic Center housing a state-of-the-art weight room, two locker rooms, coaches' offices and conference space along with new Counseling and Campus Ministry-Christian Service centers. Twenty-three of the original classrooms and labs, constructed in 1963, were retro-fitted for air conditioning. A new student chapel dedicated to the North American Martyrs, our patron saints, is currently in the design phase. The two-year process for developing a Comprehensive Strategic Plan to identify the needs of Jesuit High School more than 20 years into the future was completed in 2005. The proposed Facility Master Plan, completed fall, 2007, includes a new Laboratory Science building, Library/Media Center, faculty/staff work space, additional classrooms, ADA upgrades and a Visual and Performing Arts Center.

In the spring of 2007, Jesuit completed a Sponsorship Review for the California Province of the Society of Jesus (Jesuits) resulting in its affirmation as an "apostolic work" of the Society. During the Fall of 2007, Jesuit also completed its most recent WASC/WCEA accreditation process and was granted a full six-year term.

# Profile of the Graduate of Jesuit High School at Graduation

During the 2000-2001 school year, the Jesuit High School faculty and staff created a list of 'Expected School-Wide Learning Results' in preparation for the WASC accreditation process. Jesuit revised the ESLR's in preparation for the school's 2013 accreditation and in response to the Jesuit Secondary Education Association's 2010 "Re-Visioned Profile of the Graduate at Graduation."

**I. OPEN TO GROWTH:** By graduation, the Jesuit High School student:

1. strives for integrity, commitment and excellence in all areas of life;
2. is learning to make prudent decisions to prioritize his responsibilities and to maintain a healthy balance in his life;
3. is beginning to challenge stereotypes involving gender roles, sexual orientation, race, origin, religious beliefs, intellectual or physical ability, and socio-economic status;
4. is learning to accept the talents and limitations of self and others with a sense of humility and gratitude;
5. is open to and seeks participation in a variety of new aesthetic and creative experiences;
6. is becoming open and responsive to others' points of view, recognizing the value of listening;
7. is beginning to seek new experiences, even those which might involve some risk or the possibility of failure;
8. is developing a habit of reflection on experience which informs his future actions and is learning to accept responsibility for those actions; and
9. is beginning to practice effective leadership skills, including collaborating with others and acting with integrity.

**II. INTELLECTUALLY COMPETENT:** By graduation, the Jesuit High School student:

**Academic requirements:** has mastered the fundamental skills of language, mathematics, writing, reading and use of technology as required for college entrance.

**General skills and attitudes:**

1. is developing the skills of logical and critical thought;
2. is developing written and oral skills to enable him to present his ideas in an organized, logical manner; and
3. uses technology effectively, creatively, and critically to support learning, problem-solving, and communication.

**Substantive knowledge:** has gained an understanding and appreciation for:

1. a variety of intellectual disciplines;
2. his own and others' cultural heritage;
3. current issues and their relationship to historical perspectives;
4. the rights and responsibilities of U.S. citizens; and
5. the development of a critical consciousness which enables him to analyze contemporary issues.

**III. RELIGIOUS:** By graduation, the Jesuit High School student:

1. has a basic knowledge of Christianity, the major doctrines and practices of the Catholic Church, and the spirituality of St. Ignatius of Loyola;
2. is continuing to form a Christian conscience and to evaluate his own moral choices and other moral issues in light of the model of Jesus, Church teaching, and the Ignatian practice of discernment;
3. has examined his religious beliefs and his personal relationship with God in developing a commitment to a religious tradition and community; and
4. has had some personal experience of God in private and communal prayer, especially through the sacraments of Eucharist and Reconciliation, while in class, on retreat, or while serving others.

**IV. LOVING:** By graduation, the Jesuit High School student:

1. has experienced the support of various types of community in the school and has made positive contributions to the development of the school community;
2. is increasingly mature and respectful in relating with others, especially those of a different gender;
3. is beginning to develop his love for people through serving others and is becoming more caring about life and the natural environment; and
4. is coming to recognize and accept himself as loved by God and others.

**V. COMMITTED TO DOING JUSTICE:** By graduation, the Jesuit High School student:

1. is beginning to see that God and Christian faith demand an active commitment to fostering a just society as a "man for and with others;"
2. recognizes and has empathy for the disadvantaged segments of the community through working with them in service;
3. is beginning to identify and respond to the sources of injustice in business practices, social institutions, attitudes and customs;
4. understands the need for individual and communal stewardship of the earth and its resources; and
5. recognizes the need for a compassionate response to the victims of injustice despite the complexities and moral ambiguities inherent in social problems.

# 2013-2014 Board of Trustees

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Dr. Stephen R. Peters, *Vice-Chair*  
Mr. Timothy S. Lien '75, *Secretary Treasurer*

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Sr. Eileen Enright, R.S.M.	Rev. Michael E. Moynahan, S.J.	Mrs. Bridget O. Tarzwell
Rev. Phillip A. Ganir, S.J.	Rev. Thomas H. O'Neill, S.J.	Rev. Charles J. Tilley, S.J.

## Administration

Rev. David J. Suwalsky, S.J. (2011), Ph.D - President  
Ms. Lorraine W. Paul (2011), M.A. - Principal  
Ms. Maureen B. Longyear (2004), B.S. – Vice President for Advancement  
Ms. Sharon A. Tobar (2012), M.B.A.- Vice President and Chief Financial Officer  
Mr. Jordan Blair (2010), M.A., M.P.A. – Vice President for Marketing and Community Relations

Mr. Earl R. Andrews (2003), M.Ed. – Assistant Principal for Curriculum and Assessment  
Mr. Timothy P. Caslin (2000), M.A. - Assistant Principal for Instruction and Student Life  
Mr. Timothy J. Warren '70 (1978), M.A. - Assistant Principal, Dean of Students

## Program Directors

Ms. Gina M. Anderson (2008), M.Div. – Director of Christian Service  
\*Mr. David A. Bischoff '79 (1990), M.A. - Director of Visual and Performing Arts  
Mr. Michael H. Cheney (2002), M.A. - Director of Faculty Development  
Ms. Julia Clark (2004), B.A. - Director of Annual Giving and Grants  
Mr. Christopher J. Fahey '92 (2000), M.Ed. - Director of Athletics  
Mr. Justin M. Hall (2000), B.A. – Director of Student Activities  
Mr. Gerald C. Lane (1988), B.A. - Director of Admissions  
Mr. Paul J. LeBoeuf (1996), M.A. - Director of Campus Ministry  
Ms. Jill Leopold (2008), B.A. – Director of Major Gifts and Events  
Mr. Stephen McLaughlin (2007), B.A. - Director of Alumni Relations  
Mr. Joshua Palone '99 (2010), B.A. - Director of Diversity, Assistant Director of Admissions  
Ms. Carol M. Rose (1995), M.A. - Director of Counseling  
Mr. George C. Wagner '83 (1988), B.A. - Director of Technology

## Faculty

Mrs. Kelly R. Barnes (2006), M.A. ....	Christian Service, Campus Ministry
Mr. Timothy J. Beers (1984), B.A. ....	Science
Mr. Bernard Bernardi (2000), B.A. ....	Mathematics
Mr. Marlon A. Blanton (2012) B.A. ....	Social Sciences, Physical Education
Mr. Carlos Brusel-Casals (1998), M.A. ....	Spanish
Ms. Sarah L. Buick (2009), M.A. ....	Spanish
Mr. Gerardo G. Campos (1976), M.A. ....	Spanish
Ms. Charlene M. Cardenas (2002), M.R.E. ....	Campus Ministry, Theology
Mr. John E. Cargile (2011), M.Mus. ....	Instrumental Music
Mr. Richard B. Carrigan (1999), M.A. ....	English
Ms. Victoria A. Cerati (1999), B.A. ....	English
Mr. Christopher O. Chandley '93 (2001), B.A. ....	Mathematics, Yearbook

Ms. Angelika Creel (1985), M.A.	French, Spanish
Mrs. Anne M. Crew-Renzo (2012), M.T.S.	Theology
Mr. Ronald Cunha (2008),	Concert Band, Jazz Ensemble, Pep Band
*Ms. Antonia L. Doherty (2002), B.S.	Mathematics
*Mr. Ross L. Evans (1977), M.S.	Science, Physical Education, Assistant Athletic Director
Ms. Mary K. Friedman (2000), M.Ed.	Social Sciences
Ms. Kathryn S. Fox (2011), B.A.	Spanish
Mr. Kevin D. Hancock (2003), M.A.	English
*Mr. Gregory C. Harcos '89 (1998), M.A.	Science, Mathematics
Mr. George H. Harper (1981), B.A.	Science
Ms. Leah C. Heine (2004), B.M.	Choral Music, Music Theory
*Mr. Vernon T. Hornback III '83 (1998), M.A.	English
Mr. Rodrick T. Jett (2002), B.A.	Social Sciences
*Mr. Timothy F. Kelly (2004), B.A.	Assistant Dean of Students, Social Sciences
Rev. David F. Klein, S.J. (1998), M.A., M.Div.	Campus Ministry
Mr. Nick Lai (2010), M.A.	Science, Mathematics
Mr. Thomas S. Lane (2005), MBA	Mathematics
Rev. Kevin A. Leidich, S.J. (2001), M.Div., M.R.E., M.A.	Theology
Mr. Michael J. Lorenc '73 (1988), M.A.	English, Film
Mr. Nickolas T. Luppino '98 (2005), M.A.	Theology, English
Ms. Kristen N. Matteoni (2012), B.A.	French
*Ms. Katie M. Maynard (2005), M.A.	Theology
Dr. Robert B. McAleese (2000), M.S., Ph.D.	Counselor
Ms. Cleann T. McGuire (2003), M.S.	Counselor
Mr. Thomas F. McGuire (1981), M.A.	Social Sciences
Ms. Alma V. Morales-Gonzalez (2009), M.A.	Spanish
Mr. Edward T. Novinsky '72 (2000), B.A.	Studio Art
Mr. Phillip Nuxoll '83 (1989), B.A.	English
Mr. Colin O'Connor '04 (2009), B.A.	English
Rev. Charles R. Olsen, S.J. (1981), S.T.M.	Theology
Ms. Kimberly A. Pell (1998), M.A.	Mathematics
Mr. James E. Phillips (2004), M.A.T.	Mathematics
Mr. Joseph S. Potulny '76 (1989), B.S.	Physical Education
Dr. Maureen L. Pryor (2009), M.Ed., M.A., D. Min.	Theology, Christian Service
Ms. Jennifer K. Rasmussen (2007), M.S.	Counselor
Mr. Paul V. Rose (1979), B.A.	Social Sciences, Campus Ministry
Mr. Jon Rotz '92 (2012), B.A.	Designated Prefect
Ms. Sara J. Schlehofer (2012), M.Ed.	Assistant Librarian
Dr. Paul C. Seishas (1983), M.A., M.S., Ed.D.	Counselor
Ms. Jessica M. Scheimer (2011), M.Ed.	Science
Mr. Thomas J. Shakely (1977), B.S.	English
Mr. Michael E. Solander '92 (2004), M.A.	Social Sciences
Ms. Diane S. Taggart (2009), M.A.	Mathematics
Mr. Edward E. Trafton '84 (1990), B.A.	English, Film, Drama
Mr. Justin C. Tsai (2009), B.A.	Mathematics, Science
Ms. Kathy L. Van Liefde (1996), M.S.	Counselor
Ms. Roberta R. Wahlberg (2010), M.L.S.	Director of Library and Information Services
*Ms. Leslie A. Willson (2008), M.A.	French
Mr. Jon C. Witucki (2000), M.A.	Latin, English
Mr. Thomas M. Witzgall '98 (2006), B.S.	Science
Ms. Julia Yang (2001), B.S.	Science
Ms. Tristine F. Zanutto (2001), M.Ed.	English
Mr. David W. Zielke (1992), B.A.	Mathematics, Director of Scheduling

'YR indicates JHS Graduate - year \* - indicates department chair  
( ) indicates year(s) of hire



## Admissions

### Admissions Policy

Jesuit High School admits those students whose ability and previous general record indicate the probability of academic success in the program of studies offered by the high school. Consequently, no student will be denied admission to this school on the basis of race, color or national origin.

Admission is based on five major factors:

1. Previous scholastic accomplishment evidenced in school records;
2. Academic and character recommendation from student's current school;
3. Recommendation from student's **Pastor or other religious leader.** (*Demonstrated openness to religious dimension of the school*);
4. A personal interview; and
5. Standardized test scores including the Catholic High School Placement Test (HSPT).

Any student taking the placement exam at Jesuit and his family are given the opportunity for the personal interview. The interview, recommendations (academic and pastor), test scores, and previous accomplishments are used to evaluate the applicant's ability and his family's openness to Jesuit's total school program. The admissions committee not only tries to determine the applicant's academic preparedness, but also his willingness to participate in the spiritual, social, and co-curricular dimensions of the school.

Although Jesuit is supported and financed through tuition, ability to pay is not a condition for admission. Jesuit does offer some financial assistance in the form of

grants-in-aid and work assistance; families needing economic assistance are encouraged to apply through the Business Office. Inability to pay should not deter qualified students from applying to Jesuit (see page 9).

### Medical Examinations

Medical examination forms must be on file for every student attending Jesuit High School. Incoming freshmen are required to submit a current (completed between June 17<sup>th</sup>, 2013 – July 31<sup>st</sup>, 2013) **Jesuit High School Pre-participation Physical Evaluation** form before entering Jesuit. Please see page 24 - Medical - regarding CIF athletic physical rules.

Parents should notify the Main Office of any physical or medical condition which might affect the health or learning ability of the student. This information is often valuable to teachers and administrators as they assist the student with his academic growth.

Parents are required to complete the Infosnap online registration form prior to the start of school. The virtual signature on this document will allow the school to secure medical attention for a student when parents cannot be reached. The school will not be responsible for the fees incurred in the case of an emergency where a student requires an ambulance or immediate medical attention.

The immunization forms, as required by law, **must** be completed and on file, or a student will be denied admission to Jesuit High School. These forms must be forwarded to Jesuit from your son's last school of attendance.

## Business Office

### Tuition and Fees

Students must re-enroll for subsequent school years. An annual on-line enrollment/re-enrollment process is open each spring for the subsequent school year and the annual registration fee is due at that time. The non-refundable registration fee is your tangible commitment to Jesuit High School which allows us to complete placement and scheduling for your son.

A current year Tuition and Fees Contract Agreement is required for each student. We offer three payment plans for tuition: one annual payment due August 1st; two semester payments due August 1st and January 2nd; or ten monthly installments. All monthly installments must be paid by our automatic payment plan (electronic funds transfer– EFT). Your payment plan selection is indicated on the Tuition and Fees Contract Agreement.

A late fee of \$25 will be assessed after the 12th of each month on the unpaid balance. A returned item from your bank for any reason will incur a returned item fee of \$35.

If an account remains unpaid on the 1st of the following month, the student will be excluded from classes and co-curricular activities until the proper payment has been made.

A student whose account is not current at the end of the semester will not receive a report card, grades will not be posted to transcripts, he will not be promoted to the next grade level, or be granted a diploma until all indebtedness to the school is resolved. Accounts will be turned over to an outside collection agency and legal action will be invoked if the terms of the Tuition and Fees Contract Agreement are not met.

### Other fees and charges that may appear on your account

- \$500 Fee for non-participation of the Volunteers-in-Partnership service hours for parents.
- \$35 Fee for returned checks and/or automatic payments (EFT).
- \$25 Fee for late tuition payments.
- AP exam, library fees, athletic and co-curricular fees.

### Volunteers-In-Partnership (VIP) Program

Parental involvement is an integral part of a student's success at Jesuit High School. Each family is required to volunteer a total of 20 hours in support of Jesuit High School events or activities during the school year. Hours for the current school year must be recorded in the volunteer database by April 30th. Families who fail to record their volunteer hours or

choose not to complete their annual service hours will be charged a non-participation fee of \$500.

This volunteer commitment is for adults (parents/guardians) and does not cover any student-required volunteer and/or work study hours. A VIP account that is not current at the end of the school year will result in a hold placed on your son's report card. No posting of grades to transcript; promotion to the next grade level or diploma will be granted until all indebtedness to the school has been resolved.

### **Tuition Assistance Program**

Tuition assistance is available for families whose financial resources might otherwise prevent them from sending their sons to Jesuit High School. Our tuition assistance program is an annual program and families must re-apply each year. Please note that tuition assistance is restricted to tuition charges only and cannot be applied to fees or other costs.

Students must maintain a 2.0 GPA or better; maintain exemplary behavior and attitude; and maintain satisfactory job performance and attendance in the student work program. Students who have not completed their student work hours by the end of the school year will have a hold placed on their report card; no posting of grades to transcript; promotion to the next grade level or be granted a diploma until all indebtedness to the school has been resolved.

## **Fundraising and Support Organizations**

### **Advancement Office**

The Advancement Office works closely with the entire Jesuit community to advance the mission of Jesuit High School. The Advancement Office works to build and increase the level of support for all the programs and projects at Jesuit. The office is responsible for all fundraising activities conducted by and on behalf of Jesuit High School including annual appeals, capital campaigns, special events, bequests and other planned gifts.

The Advancement Office has two primary functions: 1) to generate the additional resources necessary for Jesuit to carry out its mission; and 2) to safeguard the integrity of all gifts made to Jesuit. In addition, the Advancement Office works closely with the Jesuit support groups to assist and advise them in their fundraising efforts. The Advancement Office is also responsible for maintaining ties with Jesuit's alumni.

Because tuition alone does not cover the cost of educating a student, the Advancement Office seeks ways to bridge this shortfall. The two most significant fundraising activities are the **Annual Fund** and the **PACE Gala and Auction** in the Spring.

### **Annual Fund**

With education costs continuing to escalate year after year, Annual Fund contributions go to pay for the operating costs of the school. Operating costs include curriculum improvement, support of co-curricular activities - including Athletics, Visual and Performing Arts, Campus Ministry and Christian Service - and much more. At the beginning of each year, all Jesuit High School families are asked to consider a pledge at least

Our program is a "needs based" program. Jesuit High School uses a third party to compile our data for the Tuition Assistance Program. Applications are made available on our website at: [www.jesuithighschool.org](http://www.jesuithighschool.org). If a family applies for tuition assistance outside our normal enrollment periods, they should contact the Business Office for an application.

### **Withdrawal Procedure**

In the event a family chooses to withdraw their son from Jesuit High School they must contact the Registrar. The family will then schedule an Exit Interview with an administrator in order to complete the withdrawal process. Students who withdraw from Jesuit High School must be cleared of any indebtedness to the school.

### **Tuition Refund Policy**

Parents are responsible for payment of tuition for each month during which their son is enrolled at Jesuit High School. Enrollment for one day in a month constitutes enrollment for that month. In the event that parents have paid on an annual or semester basis, the unused portion of the tuition will be refunded based on the definition above. For purposes of tuition computation, enrollment during student orientation week constitutes enrollment during the month of August.

equal to the shortfall between tuition charged and the actual cost to educate their son(s). Many families cannot afford to give the full amount, while others can give in excess of the shortfall amount. It is our goal that we have 100% participation - every family participating according to its ability. Unlike tuition, Annual Fund contributions are fully tax-deductible as charitable gifts to the extent provided by law. Those who donate at least \$2,500 per fiscal year are recognized as members of the **President's Club** and are honored at the annual President's Dinner.

### **Planned Giving**

We are reliant upon your generosity, today and tomorrow, to ensure a strong future for Jesuit High School - the institution and its mission. There are numerous Planned Giving options by which donors may leave a legacy of support that will have a positive impact on generations of students to come.

Remembering Jesuit in your estate plans can also assist in meeting your financial and tax-planning needs. Whether through bequests, charitable remainder trusts, or other means, gifting Jesuit through Planned Giving is a wonderful way to fulfill your philanthropic wishes and honor a lifetime of generosity.

### **PACE Gala and Auction**

**PACE (Providing A Christian Education)** is a longstanding Jesuit tradition and an important annual event benefitting the school. All proceeds from PACE go directly to help fund the general operations of the school. This event is a 5-star evening complete with fantastic food and beverages, great student

involvement, and terrific live and silent auction fun. The entire Jesuit community of parents, faculty and staff, alumni, alumni parents, friends and benefactors of Jesuit High School work diligently throughout the year to create a special and memorable evening to benefit Jesuit High School.

Each year PACE raises hundreds of thousands of dollars for our school. The date is listed on the school calendar. You are invited to participate in this Sacramento area tradition. To take part in this exciting and fun event, please contact us at [PACE@jesuithighschool.org](mailto:PACE@jesuithighschool.org).

## Alumni

At Jesuit, alumni are "Marauders for Life." The Advancement Office, Director of Alumni Relations and members of the alumni body are constantly working together to maintain the bond between alumni and Jesuit High School. Numerous projects are undertaken each year to bring alumni together, both on campus and off. Activities and events include our yearly Alumni/Senior Day (consisting of Career Day activities and an Alumni Induction Ceremony), class reunions, Holy Bowl tailgates, Christmastime sports tournaments (including basketball, soccer, lacrosse), and a great many events organized regionally across the state and country.

## Release of Student Information

Although Jesuit is a private school, we follow the general guidelines of the Family Educational Rights and Privacy Act (FERPA), a federal law for public schools, which requires that schools, with certain exceptions, obtain parent(s) written consent prior to the disclosure of personally identifiable information from the student's education records to anyone other than a school official with a legitimate educational interest.

A notable exception is to include certain identifying information, individual or group pictures and/or student-created work in school publications, on the school web page, in the yearbook or school newspaper, as part of a playbill, the Honor Roll, graduation programs, athletic rosters and articles, the student phone directory, Jesuit volunteer group rosters (Loyola Guild, etc.) and school-related media and general marketing activities. Occasionally, students may be interviewed on school property by the media in the presence of a school representative. As part of their ongoing professional development both on campus and in university programs, teachers may occasionally videotape their classes.

If a student withdraws pending disciplinary action, Jesuit High School reserves the right to disclose the student's disciplinary history to the transfer school and/or district office.

Student home addresses, email addresses and phone numbers will never be published, posted or

## Loyola Guild

Established in 1955, the Loyola Guild is a non-profit corporation of Jesuit parents and friends which fosters the educational and social needs of the high school community. The Guild sponsors annual events which include New Parent Orientation Coffee, Mother-Son Dance, Logo Wear Sales and Christmas Tree Lane, with profits going towards Jesuit's scholarship endowment. In addition, this active group supports many of the school sponsored events such as Freshman Retreat, Mother-Son & Father-Son Masses, and Baccalaureate Mass to name a few. Volunteer opportunities are plentiful - this is a great way for parents to get involved and stay involved even after graduation!

## Boosters Club

The Boosters Club is an active organization of men and women who are current parents, alumni, alumni parents and friends of Jesuit High School. The Boosters provide volunteer help to staff student activities, including sporting events and the visual and performing arts performances, and host seasonal athletic banquets. They sponsor a series of social and fundraising events throughout the year to provide additional support to the school, including the annual Crab Feed and the Vehicle Donor Program.

## Student Records

released outside the immediate school community without a parent's prior consent. Directory information is withheld from any and all individuals and organizations including colleges, universities, scholarship programs, the media, employment and government agencies including the U.S. Armed Forces (Military) recruiting agencies. We annually release the names (but not phone numbers or addresses) and GPA's of all seniors to the California Student Aid Commission (Cal Grant Scholarship Service).

Jesuit High School releases school transcripts and other relevant school records (which may include test scores) to other high schools, colleges, universities, and athletic and scholarship programs. Additionally, Jesuit High School reserves the right to disclose and discuss discipline matters (including probation, suspension, or expulsion) with colleges and universities.

Jesuit is required by law to release information and/or provide student access to law enforcement and/or child protective service agencies. We must also release educational records including attendance and discipline when subpoenaed by a court of law.

While FERPA affords parents and eligible students (over 16 years of age or having completed sophomore year) the right to inspect and review the student's education records within 45 days of receiving a written request, at Jesuit, we try to accommodate these requests within 48 hours. Parents, guardians and eligible students may request the school to correct any record they believe is inaccurate.

## General Student Information

**Address or Email Changes** – If a family moves or changes their email address, parents should contact the Main Office as soon as possible to update their contact

information. Students and parents should also make any changes to their email address on Edline.

**Legal Custody Issues** - Jesuit High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Jesuit High School will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the custody section of the divorce decree. Never-married parents should also have custody documents on file, as needed. This information will help officials in determining when, if ever, the child and/or his records can be released to the non-custodial parent.

**Student Body Cards** - All Jesuit students are issued Student Body Cards that must be carried at all times. Students who fail to have a current Student Body Card in their possession will be given detention. The cards are required for admission to dances at all Catholic schools, and serve as identification at any school's functions. Lost cards must be reported to the Dean's Office and will be replaced for a \$10 fee.

**Cancellation of School** - School may be canceled in case of a power outage, inclement weather (flooding) or other emergency. Our only authorized source to disseminate this information is AM radio station KFBK 1530. Students and parents are responsible for verifying that Jesuit has been officially closed. Students absent from school due to a prank call when school is actually in session will be counted as an unexcused absence.

**Emergency/Disaster Plan** - In the event of an emergency or a disaster, Jesuit students will only be released to a parent or guardian listed on the Registration Cards kept in the Dean's Office.

**Lost and Found** - Students should put their names on their books and clothes. Lost items may be claimed in the Dean's Office. Items not claimed within a reasonable amount of time will be given to charity.

**Chapel** - The Chapel is located in the Jesuit Residence. Mass is offered daily at 7:30 a.m.

**Library** - The Library hours are: Monday - Thursday, 7:30 a.m. - 6:00 p.m.; Friday, 7:30 a.m. (except for late-start Fridays) - 4:00 p.m. All Library materials should be returned promptly on the day they are due. Fines are assessed on all overdue materials - reference and videos at .50/day and all other materials at .25/day. Overdue notices are distributed through homeroom.

**Textbooks/EBooks** - The official source for Jesuit High School textbooks is [myschoolbookstore.com](http://myschoolbookstore.com). Regardless of where you choose to purchase your books, it is the student's responsibility to have his textbooks by the first day of class each semester.

**Telephones** - In case of emergency, students may use the phone in the Dean's Office.

**Messages** - In extraordinary situations, messages for students will be posted on the message board inside the Dean's Office. The school does not accept responsibility for undelivered messages. Messages will not be delivered to a student's classroom except in the case of a serious family emergency. Flowers, candy, gifts and other items may not be left at the office for student pick-up.

**Copy Machines** - Two copy machines for student use are available in the Library at ten cents per copy. Students are not permitted to use school copy machines.

**Food Service** - Epicurean Group is the contracted food service provider for the Marauder Galley Café here on campus. Daily breakfast and lunch menus are posted on the electronic display boards and the Jesuit website, and will also be included in the Daily Announcements during the regular school year. Hot breakfast items, a hot lunch entrée and a large number of "grab and go" items (sandwiches, salads, yogurt parfaits, fruit, chips, cookies, and dairy goods) are available each day. Epicurean Group utilizes a cashless, smart-phone friendly payment system called MySchoolBucks. Students may access their pre-loaded accounts via a PIN number for all Café purchases. Information regarding this program is available at [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

**Lockers** - Each student is assigned an academic locker and a combination. Students should memorize their combination and make sure that they do not give it to anyone else. If students have any problems with their book lockers, they should report them to the Dean's Office. Lockers are the possession of Jesuit High School. The school reserves the right to open a locker at any time for any reason and may confiscate objectionable or banned items.

**Note: Lockers must be cleared out by 3:00 p.m. on the Thursday of final exam week. All items left in student lockers after that time will be appropriately disposed of by the school.**

**Bicycles** - Each student is responsible for the security of his bike. Bikes are to be parked and securely locked in the designated bike racks located at the west end of the Library, near the vending machines.

**Catholic High School Dances** - Jesuit, Christian Brothers, Cristo Rey and St. Francis hold age-appropriate dances throughout the school year. All four schools have accepted a common set of expectations and practices to help provide the best possible environment for healthy social interaction between the schools.

**Dance Dress Code:** The Jesuit High School dress code is modified for dances. Jeans, athletic shoes, and non-collared shirts are permitted. Formal dances are the exception with traditional formal (modest) dress *recommended* (in lieu of formal dress, dress attire is *required*).

**Students wearing the following will not be admitted:**

1. Shorts, skirts, pants, and dresses that are too short (i.e. no more than 3" above the middle of the knee) or "low rise." Leggings do not change the length rule.
2. Tops that expose the stomach, back or chest: halter or backless, tube or strapless, one shoulder, crop tops or those with straps less than 1" wide
3. Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin
4. Clothing w/references to alcohol, sex or drugs, racist or sexist sayings
5. Any manner of hand-decorated apparel
6. Glow, strobe, flashing or light accessories of any kind are not allowed at any time.

Appropriate dress is determined by host school staff. If a specific dress code is required for a dance, it will be announced in advance.

**Dance Behavior Code:** Students (and guests) are expected to act appropriately at all dances. The appropriateness of behavior will be determined by the host school staff. Students deemed in non-compliance with these or other school rules will be sent home (parents will be called to escort students from the dance) and be liable for disciplinary action.

**Students (from any school) exhibiting the following are subject to immediate disciplinary action:**

1. Straddling or wrapping legs around another person
2. Inappropriate physical contact, lap dancing
3. Lying or sitting on tables or floors
4. Possession or use of alcohol, drugs, or other contraband
5. "Moshing," front-to-back dancing, grinding, freaking, sandwiching, or other types of dancing that are lewd or potentially dangerous
6. Break or circle dancing

#### **Other Dance Policies**

1. All students must show a current Student Body Card at the door in order to enter the dance.
2. Dances are normally held from 7:30-10:30 p.m. Students are not permitted to enter the dance one hour after the beginning nor leave more than one-half hour before the end of the dance. Tickets may only be purchased in advance at school.

## **Technology Use Information**

**Computer Use Policy** - All students, in order to use school computers, personal electronic devices (including iPads, laptops and smart phones), the computer network and/or Internet services, are required to review and understand the Digital Citizenship Contract in this handbook and complete all required online training. Signatures from both parent/guardian and student in agreement to the terms of the Parent-Student Handbook will also initiate the technology use contract which remains in effect while the student remains at Jesuit. A copy of this policy is posted on the school web page [www.jesuithighschool.org](http://www.jesuithighschool.org).

Use of school computers, personal electronic devices, the computer network and/or Internet services are privileges which may be restricted or revoked at any time. School rules for behavior and communication shall apply to all forms of technology on or off campus. Students are required to bring their iPads (iPad 2 or newer) to school every day. Use of the iPad and other electronic devices in the classroom is at the discretion of the teacher. Students are allowed to access their devices outside the classroom. When using personal devices on campus, sound should be set to a level that does not interfere with individuals and activities in the vicinity. No sounds on electronic devices (ringer, alarm, tone) may be activated during school hours. Ear buds may be used on campus, and they may be used in the classroom at the discretion of the teacher.

Students agree to comply with school policies and the rules of any network accessed. Students must follow the directions of administrators, teachers and school staff regarding the use of technology. School

**Note:** *Any student left at the dance without a ride home beyond :30 after the scheduled end time is subject to a taxi ride home at the parent's expense.*

3. Jesuit reserves the right to conduct random and selective breathalyzer testing at any and all school events including dances. Detection canines may be used to survey cars and bags for contraband. (See Drug/Alcohol Policy, p. 28)
4. Jesuit's non-date dances are open to Catholic high school students only. At certain designated open dances, Jesuit students may bring one female guest from a public high school by completing a Guest Pass Request Form and returning it to the Activities Office for approval by the end of the last school day prior to the dance. This request requires the signature of the guest's parent along with an emergency contact number. Both the Jesuit student and the public school guest must present a current and valid Student Body Card ID at the door. If any problems arise due to that guest's presence at a Jesuit dance, the Jesuit student will assume full responsibility.
5. Jesuit High School has a "no limousine" policy and does not allow limousines to deliver students to our dances (on or off-campus) or wait on our grounds. This policy also extends to RV's.

computers may never be used for commercial purposes to include offering, providing or procuring goods or services for personal use.

Students who use personal or school electronic devices without permission, who access unauthorized databases, who procure access to inappropriate information or images, who use inappropriate or demeaning language, or who damage or deface computer hardware or software, may lose their technology use privileges and be subject to disciplinary action up to and including expulsion.

**iPads** – Each student is required to bring a fully-charged iPad to school each day. The iPad must be an iPad 2 or newer, to include the iPad Mini, and have a minimum of 16 GB of internal memory. iPads with 32 GB or more internal memory are recommended but not required. Jesuit High School will not supply the device to the students unless special arrangements have been made through financial assistance.

**Electronic Communications** – Students will be assigned a school-provided Google account and required to use this email account when contacting any school faculty, staff and administration.

**Apps** - Much like textbooks, some classes will require certain apps. The necessary apps will be listed on the same website as the textbooks and ebooks.

#### **Jesuit High School Digital Citizenship Contract**

Digital citizenship consists of self-monitored behaviors, attitudes and actions that positively shape and impact digital content and communities. These habits include everything from proper online etiquette to the appropriate use of technology to maintaining privacy

in the digital world. As members of the Jesuit High School community, students are expected to consistently demonstrate these behaviors and values on and off campus. The expectations listed below represent the fundamentals necessary for individuals to maintain a good standing in the digital community and the school. While technology is constantly in a state of change, the standards governing proper behavior do not vary so the administration retains the right to make the final determination concerning all behavioral issues related to technology.

1. **Rights and Responsibilities.** Involvement in the digital community comes with rights and responsibilities. Students have the right to seek, receive and impart information and ideas but also take the responsibility to do so in a manner that is consistent with any class rule, school policy, state or federal regulation or expectation set in this contract. Students are asked to report any misuse of the school systems to the appropriate member of the administration, faculty or staff. These misuses may come in many forms, but are commonly viewed as any message(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described below. Inability to adhere to these expectations will result in loss of technology privileges and students in violation will be subject to disciplinary action, up to and including expulsion.
2. **Privacy and Security.** Students have a right to privacy and to maintain the security of personal information in the digital community. This process begins by individuals controlling what personal information they share through the local network and Internet. Students must also be responsible for what information they share about others and need to request permission before posting any information about someone else. In order to help preserve this right, neither still photography nor video capturing is allowed on campus unless directed by a member of a faculty member to meet an educational goal or approved by an authorized member of the administration, faculty or staff. Both behavioral and legal action may be taken against individuals not respecting these rights.
3. **Ethics and Morality.** Much like the morals, ethics and values which influence our conduct within society, students must use these same standards when participating in the digital community. Issues such as digital harassment (also called "cyberbullying"), music sharing or "pirating," pornography, and gambling have greatly increased of the past few years so students must be aware of these and other ethical dilemmas encompassing our daily lives. Ultimately, students are expected to maintain the highest standards of conduct and decorum regardless if the student is in class, at home or online. If a conflict arises concerning the interpretation of the ethics of digital use, the administration reserves the right to make a final determination.

4. **Access.** Students are given access to multiple computer systems and websites on campus in order to encourage the use of technology in support of educational goals and/or research. Anyone who uses computers (including laptops, iPads, phones, or other mobile devices) or computer services on campus must understand and comply with school policies and regulations. While digital commerce is an important part of our digital society, school computers may never be used for commercial purposes to include offering, providing or purchasing goods or services for personal use. The use of any computer, mobile device, network, wireless and Internet service on the Jesuit High School campus is a privilege which may be restricted or revoked if not used responsibly.
5. **Creative Credit and Copyright.** Students have the right to protect their own creative works also the responsibility to use other people's creative works in a fair and legal manner. Academic integrity is at the core of this school's values so failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action.
6. **Communication.** Mediums of communication, such as text messaging, social networking, and instant messaging have expanded dramatically over the past decade. Students are encouraged to responsibly use these forums to enhance their academic experience with faculty and other students. When using these systems, especially the school email system, students must meet the expectations established in the Student-Parent Handbook. Misuse of any of these systems may result in the loss of technology privileges and students in violation will be subject to disciplinary action, up to and including expulsion.
7. **Digital Identity.** Nearly everything an individual posts, writes and accesses on the Internet is saved and establishes an identity within the digital community. Much like a personal reputation, this online identity communicates many characteristics which may negatively affect your personal, professional and educational careers. As a representative of Jesuit High School, students must be diligent in maintaining a positive online identity knowing that actions contrary to the rules and policies of the school are subject to disciplinary action.

#### **Disclaimer**

Jesuit High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Jesuit High School will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays or service interruptions caused by the system or anyone's errors or omissions. Use of any information obtained via the computer information system is at your own risk. Jesuit High School specifically denies any responsibility for the accuracy of information obtained through allowing access to the Internet.

## Academics

Jesuit High School is a college preparatory and as such students graduating from Jesuit will have completed a course of study which satisfies the minimum admission requirements of most colleges and universities. It is hoped that each student will have developed intellectual skills and understandings which cut across and go beyond academic requirements for college entrance; that they will begin to see the need for intellectual integrity in their personal quest for truth and in their responses to social issues. The goal of Jesuit education is to help each student realize the fullness of his intellectual, spiritual, artistic, physical, and social potential so that he can more effectively help God build His Kingdom on earth as it is in Heaven. All curricular/academic policies have been developed with that goal in mind.

### Homework

Academic objectives in a college preparatory school depend heavily on work performed at school and at home. Homework for the Jesuit student is not limited solely to written work; it also includes reading, study, and test preparation and will generally require 30-45 minutes per class per night. Homework is expected to be neat and completed in accordance with the directions given by the teacher. Assignments may not be sent by FAX or e-mail unless *students* are specifically required to do so.

Classroom and homework assignments are *the sole responsibility of the student*. All students should obtain the phone numbers of other reliable students whom they can contact for missed assignments due to absences. In extreme circumstances, such as hospitalization or long term illness of more than one week, the Dean's Office and the student's counselor will assist students in gathering information relative to missed work. In some cases, outside tutoring or home tutoring may be required to bring students current in classes. Outside tutoring will be at the expense of the student's family.

### Academic Detention

A student will be assigned to Academic Detention by his teacher on any (and every) day on which he does not produce the written or study work assigned for that day. Unlike Disciplinary Detention, students must serve Academic Detention on the day that it is assigned. There are no exceptions to this rule. Excuses for missing detention (e.g., athletic or other co-curricular events, work, carpool, medical appointments) will not be accepted. Academic Detention will be held daily (Monday - Friday) beginning approximately 10 minutes after the final bell rings and lasting for one hour. Failure to attend an assigned Academic Detention may result in a one day suspension and/or three days of Disciplinary Detention.

### Electronic Grade Reports & Assignments

One of our goals at Jesuit High School is to develop independent and confident students ready for the rigors of college. High school years are a balance, then, between parental involvement and student accountability and organization. To help keep parents informed while also encouraging student independence, Jesuit teachers

use a system called Edline to record grades and, in some cases, post assignments. Teachers post grades approximately every two weeks. Parents must establish an Edline account in order to receive this information. Instructions for establishing a new account will be mailed to new parents in August. (For more information, see the school website or email [edline@jesuithighschool.org](mailto:edline@jesuithighschool.org).)

### Interpretation of Grades

Grades represent a judgment by the instructor, and although they do not always represent a perfect judgment, they are devices for measuring and reporting progress and achievement. Grades aid students in determining their individual strengths and weaknesses; they may also be incentives to greater academic growth. Academic grades are not directly dependent upon behavior and are never lowered for disciplinary reasons. Letter grades are not given for citizenship. A comment code is used to indicate a student's status or progress as it pertains to attendance, attitude, and general conduct.

- "A" Indicates **superior** proficiency and achievement
- "B" Indicates **above average** proficiency and achievement
- "C" Indicates **satisfactory** proficiency and achievement
- "D" Indicates **minimum** proficiency and achievement -- credit given
- "F" **Unacceptable** work -- no credit given.

Teachers may assign "pluses" and "minuses" at their discretion within each grade range. For the *regular GPA*, Jesuit uses a non-weighted 4.0 grade system as defined here:

A+	4.0	A	4.0	A-	3.7
B+	3.3	B	3.0	B-	2.7
C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7
F	(no credit given)				

Jesuit also uses a fully-weighted grade system to calculate an "Honors" GPA. In this system, all courses designated "Advanced Placement" (AP) or "Honors" (H) are given an additional grade point for the purpose of determining "Honors" Grade Point Average (GPA), and an A+ is 5.3. No additional grade point is given for a "D" or an "F."

#### Notes:

- The UC and CSU systems will not accept grades of less than "C" to fulfill any subject requirements - students who do not receive grades of at least "C" are deficient and must remediate deficient courses to be eligible to apply to either state school system.
- Grades of **"I"** are only given at the semester, must be cleared within 30 calendar days from report card mailing and are considered "F's" until the incomplete grade has been cleared by the teacher (unless an exception has been approved by the AP for Curriculum and Assessment).
- Grades of **"NC"** indicate that the student has exceeded the mandatory attendance requirement (no more than 8 *non-school related absences* in a

semester) and will receive “No Credit” unless an exception is made by the Dean of Students and the AP for Curriculum and Assessment.

## Comment Codes

### I ATTENDANCE:

- 1 - Absence has affected academic achievement
- 2 - Excessive tardiness

### II ATTITUDE:

- 3 - Demonstrates **Commendable** attitude and/or behavior towards class, subject, teacher and fellow students.
- 4 - Demonstrates **Acceptable** attitude and/or behavior towards class, subject, teacher and fellow students.
- 51 - Demonstrates **Inconsistent** attitude in this class in terms of academic effort.
- 52 - Demonstrates **Inconsistent** behavior in this class towards the subject, teacher and/or fellow students.
- 6 - Demonstrates **Unsatisfactory** attitude and/or behavior which requires immediate improvement.
- 7 - Attitude and/or behavior **Seriously Interferes** with classroom instruction.

### III CONDUCT/EFFORT:

- 10 - Motivated, enthusiastic, actively participates
- 11 - Reliable, responsible, hard-working
- 12 - Respectful and cooperative
- 13 - Effort and performance improving
- 20 - Inattentive in class, unable to concentrate
- 21 - Inadequate preparation for class; (written work, projects, labs, etc.)
- 22 - Lacks serious approach to study
- 23 - Not working up to potential
- 24 - Poor test / quiz scores
- 25 - Failure to submit written assignments
- 26 - Poorly done written assignments
- 27 - Inadequate ability / foundation (adequate effort)
- 28 - Adequate ability (inadequate effort)
- 29 - Tutoring recommended
- 30 - Excessive talking, distracts others
- 31 - Rude and discourteous
- 32 - Disruptive and uncooperative
- 53 - Teacher requests email from parent
- 54 - Teacher requests a phone call from parent

## Disputed Grades

Students or parents who have a question regarding a grade should first attempt to resolve the issue with the teacher. The request for a grade review must be made within one month of the grade being issued. If the dispute is not resolved, the teacher and/or student/parent may appeal to the Department Chair for further review. If necessary, the Chair may call a meeting of all parties concerned for final resolution of the dispute.

## Transcripts

Transcripts are permanent records of all courses taken and semester grades earned from Jesuit High School. At the discretion of the Assistant Principal for

Curriculum and Assessment and with prior approval, college preparatory courses taken at other schools during summer session will also be recorded. Grades may be changed only by the teacher assigning the grade and with approval of the AP for Curriculum and Assessment.

Once a course has been completed, it may not be replaced or deleted from a student’s transcript. Students and their parents/legal guardians have the right to review the student’s transcript and may obtain an “unofficial” copy of it from the Registrar upon request.

Official transcripts may be obtained through the Registrar’s Office. Most colleges and universities require an official transcript mailed directly from Jesuit High School. You may request a transcript by contacting the Registrar or by completing a Transcript Request Form located in the Main Office. When requesting a transcript please include your full name, birth date, year of graduation/or attendance, and the correct mailing address to which the transcript should be sent. There is no charge for the first three transcripts; each additional transcript will incur of a fee of \$2.00. Please allow 24 hours for processing.

## Courses Taken Outside of Jesuit H.S.

Online courses may not replace a class offered at Jesuit High School except under special circumstances and may only be done with prior approval of the Counselor, Department Chair and AP for Curriculum. Parents are responsible for determining if the course meets UC or other college acceptance requirements.

A community college course is only approved if the course is not offered at Jesuit or if the student has a major schedule conflict which cannot be resolved otherwise. The course must be pre-approved by the Counselor, Department Chair, and the AP for Curriculum. Only courses pre-approved or taken for remediation will be placed on the Jesuit transcript. All other courses will not be posted, and no courses taken outside of Jesuit will be calculated in the student’s Jesuit GPA.

## Grade Point Average

Each student’s grade-point average (GPA) is calculated at the conclusion of each grading period (quarter/semester) for the purpose of determining co-curricular eligibility, academic probation status, etc.

Only semester grades are placed on the student’s transcript as part of his permanent school record. Only “college preparatory” courses *taken at Jesuit High School* are counted towards a student’s GPA. All other courses (Physical Education, Christian Service, and Study Hall) are posted on the student’s transcript but are not included in the student’s GPA.

Starting with the class of 2017, the student’s Cumulative Academic GPA includes all “college prep” courses while in high school, including the freshman year. For the classes of 2014, 2015, and 2016, the Cumulative Academic GPA will include all “college prep” courses while in high school excluding the freshman year since that was the policy when they started at Jesuit High School. All students transcripts contain the record of their freshman grades.



The cumulative GPA reported to most colleges is based on a 4-point scale. Each individual college and university will assign additional grade point credit according to their own policy. For example, the UC system will add an additional point for each Honors/AP course taken in the Sophomore, Junior, and/or Senior year to a maximum of eight grade points. A Jesuit High School "Honors" GPA is provided upon request.

## **Class Rank**

Class rank is determined from each student's Honors GPA and includes all courses taken at Jesuit High School after the freshman year. Class rank is not reported unless *not doing so* would jeopardize a student's application.

## **Honor Roll**

Students will be awarded an Honor Roll certificate if they satisfactorily complete all academic courses in a semester with the minimum GPA's indicated below, with no grades of D, F, or I, and with no more than one 5 and no 6's or 7's (Attitude Codes).

### **First Honors:**

Students with an Honors GPA of 4.0 or better.

### **Second Honors:**

Students with an Honors GPA of 3.7 or better.

## **Diplomas**

Diplomas are awarded to each senior who successfully completes all graduation and subject area requirements and who is approved by the Principal and Board of Trustees. Seniors with failing grades (F's), missing work or service hours (I's) or excessive absences (NC's) will not be issued a diploma. If a student is earning an F, I, or NC in two or more courses he will not be allowed to participate in the graduation ceremony.

An Honors Diploma is awarded to all students (with at least four semesters of "honors" course work) who complete their last six semesters with a cumulative Honors GPA of at least 3.7 or who are CSF Lifetime Members. Students with an Honors GPA of 4.0 or better are awarded the distinction of Magna Cum Laude. The student(s) with the highest Honors GPA will graduate with the distinction Summa Cum Laude.

## **Academic Integrity - Cheating**

Jesuit High School exists in order to provide an environment where Christian values are taught and practiced. Every student is strongly encouraged to use his intellectual talents to the best of his ability. The personal development of each student, however, is deemed more important than the achievement of academic success. Personal integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating: (1) violating the procedures of a test or assignment; (2) plagiarizing; and (3) knowingly enabling another student to cheat.

The second category, plagiarizing, pertains to the rights of intellectual property, the ownership of the

content and form of one's intellectual expression. Plagiarism is the appropriation of another's ideas (content) and/or language (form), in part or in whole, without the necessary assignment of credit. Plagiarism includes copying homework or labs and quoting, paraphrasing, or summarizing another's written work (including sources off the Internet) or oral statements without proper citation.

Cheating in any form violates the philosophy of Jesuit High School and will not be tolerated. Any student who cheats will receive a zero for the exam or work in question, and the Dean's Office will be notified of the incident. A student who cheats on a quarter or semester exam is liable to receive a zero for that exam and an "F" for that grading period.

The Dean will notify the student's parents and ascertain appropriate punishment, which may include detention, suspension, disciplinary probation, or expulsion, depending on the severity of the offense.

## **Academic Probation**

All students are expected to achieve at least a 2.00 GPA. What is demanded from each student, however, is a consistent and responsible effort in each subject.

Any student whose grade point average (GPA) falls below a 2.00 ("C" average) or who receives two "D's" or one "F" at any grading period is automatically placed on Academic Probation. Should the student's GPA remain below 2.00 at the end of the semester, he will be liable for dismissal.

Students on Academic Probation who wish to participate on an athletic team or in any other major co-curricular activity must petition the Principal (or designee) for an eligibility extension, not to exceed one quarter, before beginning or continuing (if already in progress) the activity or sport. This petition may be obtained from the counselor or Principal's office. A letter of appeal must be attached to the petition and the student must meet with the Principal. An eligibility extension will normally be granted only once during a student's high school career.

## **Parent/Teacher Conferences**

A Parent/Teacher Conference evening is held after the first quarter grading period. A second "conference-by-appointment" week is held following the third quarter grading period.

Parents are requested to conference with a teacher if their son is experiencing academic or behavioral difficulties. Parents are directed to consult the school calendar for the specific dates and times of these conferences.

If contact with a teacher is desired between these conferences, parents should contact the teacher via e-mail and request a conference. Teachers are expected to return all messages within 48 hours, weekends and holidays excepted.

## **Examinations**

Students should expect to take numerous tests and quizzes during their years at Jesuit. Comprehensive semester and final examinations are required in all courses not only for evaluation of the semester's work,

but also to provide the student with the experience of taking major exams under strict time requirements. No student may take an early examination and delayed semester examinations require proof of illness or family emergency. Absence from two or more days of exams requires medical verification. Absences due to personal convenience and/or early vacation are seldom allowed and must be pre-approved by the AP for Curriculum and Assessment.

**Parents are required to follow the normal attendance policy and call the Dean's Office when their son will be absent from school on any school day - including semester exams and National Test Day.** Delayed semester exams must be taken during the "make-up testing" times scheduled by the school and must be completed no later than three weeks following the regularly scheduled semester exams. The school does not provide for missed National Test Day testing.

### **Extended Time Testing**

Only students who have been evaluated by an educational specialist, have submitted appropriate paperwork and have been approved by the College Board will be allowed "extended time" testing on tests administered in academic classes or on standardized tests (SAT, ACT, etc.). Students and parents will be assisted in this process by a counselor and this process should be completed by the end of the student's freshman year.

### **Exemptions**

Any senior who has earned a grade of "A" or "A-" for the entire second semester may be awarded, **at the discretion of the teacher**, an exemption from that final exam. Students who have missed six or more classes in the second semester (excluding school events) may not be eligible, at the discretion of the teacher, for an exemption. Seniors in AP classes may not earn an exemption. In order to prepare for the AP examination, AP teachers may give the second semester final exam before the official exam week.

### **Repetitions**

The process of repetition is an integral part of Jesuit pedagogy. Teachers are required to use the last two instructional meetings prior to each semester exam to review the material that will be assessed. No exams may be given, no projects or presentations may be due, and no graded/collected homework may be required during these repetition days. Activities like group study (vs. teacher-directed review), movies and end-of-year parties may not be held during repetitions. Teachers are encouraged to outline the material to be assessed the week prior to comprehensive semester exams in order to give students the benefit of a weekend to study and get organized.

### **National Testing Program**

Jesuit students will be given a number of standardized tests throughout their high school careers. These tests include nationally "normed" standardized tests administered in the freshman (Educational Development Test), sophomore (PLAN - pre-ACT) and

junior (PSAT - pre-SAT) years administered during the school day and funded by the annual student body fee.

Students are "prepped" to take both the SAT (Scholastic Ability Test) Reasoning and the SAT Subject tests in the Spring of their junior year and the Fall of their senior year. Students must register online and pay the fees directly to the Educational Testing Service. The Counseling Department provides information for these tests. The SAT is administered at Jesuit on six national Saturday test dates. A practice SAT and ACT are also offered each February for interested juniors. The ACT test for college admissions is also offered on campus in October, December and June.

Other "subject specific" tests include the annual Advanced Placement tests administered each May, national exams in Latin and French, and the UC Davis Mathematics Proficiency exams following each level of mathematics.

### **Class Scheduling**

Students begin the scheduling process for the upcoming year in January and February. Freshmen receive information in counselor presentations in the classroom. Sophomores and juniors have mandatory class scheduling meetings, as listed on the school calendar. All additional dates related to scheduling are listed on the school calendar including Honors application dates and deadlines.

Class schedules are prepared during the summer and are mailed to all returning students in July. Requests for schedule changes, once schedules have been printed, must be made by completing the Change Request Form found on the school website by the date indicated on the school calendar. Since classes will have already been assigned and class size balanced, approval for schedule changes are at the discretion of the Director of Student Scheduling.

Students must attend their assigned class orientation at the end of the summer to receive their final schedules.

Placement in Honors/Advanced Placement and elective courses is based on teacher recommendation (including attitude, behavior, participation, and cooperation), prior related academic performance, standardized test scores and the approval of the Department Chair. Placement into such courses is competitive. Sophomores and juniors are limited to a maximum of two "advanced" classes; seniors are limited to three. Exceptions to these limits must be approved by the Counseling Department and the Assistant Principal for Curriculum and Assessment.

### **Schedule Change (Drop/Add) Policy**

Once instruction begins in August, all schedule change requests require the approval of the student's parent, counselor, the sending and receiving teachers, the Director of Student Scheduling and the AP for Curriculum and Assessment.

Considerations for approving schedule changes include class size and the appropriateness of the curriculum placement being requested. In the absence of extraordinary circumstances, lateral moves (from one teacher to another in the same level of the same

subject) are never approved. A fee of \$25.00 will be charged for each schedule change made once classes have begun

The last day to ADD a class is on the 10<sup>th</sup> day of instruction at the beginning of each semester. The deadline to drop a semester elective is 20 days after the first day of instruction. To drop a year-long elective, the deadline is one week after the first quarter grades are posted. All other DROPS will be posted to the transcript as “WF” (withdraw passing) or “WF” (withdraw failing).

## Study Hall

Students who have not scheduled an academic class in a given period will be assigned to the Study Hall in the Library. Students are expected to make profitable use of this supervised period with all regular classroom rules in effect.

Study Hall is not a free period or a recreation period. Students are encouraged to consider taking enrichment and elective courses or serve as office or teacher assistants (min. GPA 2.75) in lieu of Study Hall.

**Senior Privilege:** Seniors who are not on academic or disciplinary probation, with the written permission of a parent or guardian, may petition the Dean's Office to leave campus when their Study Hall falls on the last period of the day. Students must check in first with their Study Hall teacher and are not allowed to loiter on the school grounds; they must leave the campus until the end of the school day.

## Summer School

Jesuit High School offers a wide variety of credit, review, preparation and enrichment courses as well as soccer, basketball, volleyball, baseball, rugby and sports conditioning camps. A complete summer school directory is published each Spring. Please check the website at [jesuithighschool.org](http://jesuithighschool.org) after February 15th for information. All rules contained in this handbook regarding behavior, appropriate dress, homework, academic integrity and attendance apply to summer school unless otherwise noted.

## Summer Reading

Jesuit requires students to complete summer reading. Books are assigned in May and students are held accountable by taking a reading test or presenting a paper or project on the first day of regular classes in the fall. Scores from these assessments will count towards their 1<sup>st</sup> semester grades. Assignments for summer reading are posted after June 15<sup>th</sup>.

## Academic Awards

Special recognition is given to outstanding students at the annual Awards Convocation in May. Students are recognized for excellence in academics, service, spiritual growth and co-curricular involvement. The school **Awards Committee** gathers nominations and information from students, faculty and program directors. Students who do not complete their annual “Activity and Involvement Form” risk jeopardizing their consideration for these awards. Following an extensive and deliberate process, the Committee recommends

awards to the Principal in each category including graduation awards.

**General Excellence Awards** are presented to outstanding students who are recognized as extraordinary in all aspects of school life. To be considered for this award, students must have a cumulative honors GPA of 3.8 or better. These students must also be significantly involved in two or more co-curricular activities (music, athletics, service, etc.).

**Outstanding Service Awards** are given to those students whose hard work and dedication in service to the school community exemplifies “men for others.” There is no grade point requirement but students must be conspicuously involved in *service to the school* beyond the service required of all students.

Each teacher is also invited to submit the name of one student who exemplifies integrity and hard work to receive a **Thomas More Award**.

A number of outstanding seniors are also selected by members of the faculty to receive a Jesuit High School academic **Department Award**. The recipients of each of these special awards are selected by the faculty for distinguished achievement in a particular area of study or school program.

Outstanding juniors who show extraordinary promise in academic areas are given **Junior Book Awards** as recommended by our faculty and staff.

Graduation awards are given to extraordinary seniors at the Commencement Exercises as follows:

## Graduation Awards

**Salutatorian**, given to a senior who is recognized as an outstanding representative and religious leader of his class and delivers the invocation at Commencement.

**Scholar-Artist Award**, given to the senior who has consistently maintained a high grade point average and who has contributed significantly to the visual and performing arts program of the school.

**Scholar-Athlete Award**, given to the senior who has consistently maintained a high grade point average and who has contributed significantly to the athletic program.

**Pedro Arrupe, S.J. Award**, given to the senior who has excelled in his concern for Christian social justice.

**Aloysius Gonzaga, S.J. Award**, named for the Jesuit patron saint of students, is given to the Senior who, in the spirit of the *magis*, has demonstrated extraordinary achievement in Jesuit's academic program.

**Jesuit Secondary Education Association Award**, given to the senior who embodies those qualities of the Profile of the Graduate which lead to action for others in response to the spirit and presence of Jesus Christ.

**North American Martyrs Award**, given to the senior who best demonstrates the values and attributes of the Jesuit North American Martyrs, Patron Saints of Jesuit High School.

**Alumni Association Service Award**, given to a senior who has contributed conspicuously to the activities of the school, often without recognition and always with hard work.

**Principal's Award**, given to the senior who has distinguished himself by his school spirit, service and general excellence.

**President's Award**, given to the senior who has distinguished himself by his scholarship, excellence in conduct, outstanding devotion to the school and by participation in both curricular and co-curricular activities.

**Valedictorian**, given to a senior in recognition of his outstanding achievements during his high school years. He represents the senior class in expressing gratitude to the parents and farewell for his classmates.

**Ignatian Award**, given to a senior who has been deemed most outstanding in all phases of school life.

The Ignatian and Valedictorian awards are considered Jesuit's highest honors.

## Graduation Requirements

Units Required for Graduation	Units
English .....	40
World Languages.....	30
Mathematics.....	30
Science .....	25
Social Sciences .....	35
Theology .....	30
Visual and Performing Arts .....	10
Christian Service.....	5
P.E. (or Music).....	10
College Prep Electives.....	15
<b>TOTAL</b> .....	<b>230</b>

**Required Courses by Department**, listed in the order to be taken:

### English

English 1 (or English 1A & 1B)  
 English 2  
 American Literature  
 or AP English Language  
 English Electives (2 semesters)  
 or AP English Literature

### Mathematics

Algebra I  
 Geometry  
 Algebra II  
*Optional:*  
*College Algebra*  
*Stats/Trig*  
*Pre-Calculus*  
*Calculus*

### World Languages

Three (3) years of the same language or  
 Two (2) years of two different languages  
 (French, Latin or Spanish)

### Social Sciences

Global Studies  
 Western Cultures (one semester)  
 United States History  
 Economics or Civics **plus** one additional Senior Elective or AP Econ or AP Government (total two semesters Sr. year)

### Theology

9<sup>th</sup> - Intro to Catholic Christianity  
 10<sup>th</sup> - The Old Testament and Introduction to Morality (one semester each)  
 11<sup>th</sup> - Social Justice  
 12<sup>th</sup> - Christian Testament and a Senior Elective (one semester each) or Liturgy Workshop

### Visual and Performing Arts (VPA)

Intro to Art, Drawing, Film, Band or Chorus (One semester required 9<sup>th</sup> grade - CSU and UC require two semesters *in the same subject*)

### Science

General Science or Pre-AP Biology (one semester)  
 Biology  
 Chemistry  
*Optional:*  
*Physics*

### Physical Education

Freshman, sophomore and junior year, (a total of two semesters of PE plus a 3<sup>rd</sup> semester of PE and/or Visual and Performing Arts) and Health

### Christian Service

9<sup>th</sup> - service included in the Global Studies curriculum (16 hours)  
 10<sup>th</sup> - service included in the Theology curriculum (16 hours)  
 11<sup>th</sup> - service included in the Social Justice curriculum (16 hours)  
 12<sup>th</sup> - Senior Project (50 hours)

## Required Courses by Year Level

**FRESHMAN:** (6 courses each semester - 60 units)

English ..... 2 sem  
 World Languages ..... 2 sem  
 (or 4 sem of English 1A/1B)  
 Mathematics..... 2 sem  
 PE (or Band/Chorus)..... 1 sem  
 Science ..... 1 sem  
 Theology ..... 1 sem  
 Social Sciences ..... 2 sem  
 Visual and Performing Arts ..... 1 sem

**SOPHOMORE:** (6 courses each semester - 60 units)

English ..... 2 sem  
 World Languages..... 2 sem  
 Mathematics..... 2 sem  
 Science ..... 2 sem  
 PE (or Band/Chorus)..... 1 sem  
 Theology ..... 2 sem  
 Social Sciences..... 1 sem

**JUNIOR:** (6 courses each semester - 60 units)

English .....	2 sem
World Languages .....	2 sem
Mathematics .....	2 sem
Science .....	2 sem
Elective (PE, VPA or Computer) .....	1 sem
Theology .....	1 sem
Social Sciences .....	2 sem

**SENIOR:** (at least 5 academic courses/semester - 50 units)

English Electives .....	2 sem
Theology Electives .....	2 sem
Social Sciences Electives (incl. Civ or Econ.) .....	2 sem
Christian Service .....	1 sem
College Prep Electives .....	3 sem
Other Electives, Teacher's Assistant, Study Hall ..	2 sem

For more detailed information related to Department requirements, please consult the Department web pages at [www.jesuithighschool.org](http://www.jesuithighschool.org).

## Counseling

### Academic Guidance

The philosophy of the Jesuit High School Counseling Department is rooted firmly in the Jesuit concept of "cura personalis," that is, to address the needs of each individual. Therefore, this comprehensive counseling program seeks to meet the personal, academic, college and career needs of our students. This is done in partnership with the student, his parent(s), his teachers and co-curricular moderators, and the school administration.

A major responsibility of school counseling is the comprehensive program of academic guidance. This service includes the dissemination and discussion of information relevant to the student's academic needs to enable him to make sound and mature decisions regarding his performance and future planning. Exploration and education about such issues as course selection, study skills, behavior, motivation and problem solving are also provided.

It is recognized that some students will need careful monitoring. Special attention is given to these students through the Counseling and Peer Mentoring programs. Referrals for testing, tutorials or other assistance are developed as needed for each student.

The Jesuit High School Counseling Department does not consult with "third parties" with the rare exception of licensed educational psychologists, medical doctors and licensed psychologists.

### College Guidance

Counselors provide students with information concerning college admissions and financial aid. Counselors guide students through the college admissions process by providing information on college search, financial aid, testing and scholarships. Information is disseminated through individual and/or group meetings, handouts, our website and announcements. A College Information Night, a Financial Aid Information Night and the Jesuit College Fair are hosted on campus in the fall. Students are also made aware of college fairs at local colleges and universities. Each year more than fifty college admissions representatives visit the campus to talk with interested students.

Jesuit High School releases school transcripts and other relevant school records (which may include test scores) to colleges, universities, and athletic & scholarship programs. Additionally, Jesuit High School reserves the right to disclose and discuss discipline

matters (including probation, suspension, or expulsion) with colleges and universities.

### Personal Counseling

Personal counseling is offered both individually and in groups. This type of counseling in the school context focuses on creating a safe place where students can talk openly about the issues troubling them, and get support and assistance in problem solving. It is important to distinguish school counseling from psychotherapy. Students who may require individual or family therapy will be referred to outside agencies for assessment. A list of referrals will be offered to the student and his family.

### Additional Services

The Counseling Staff also:

1. Acts as consultants for teachers, parents and administrators on a variety of issues.
2. Conducts a variety of appropriate support groups.
3. Makes appropriate referrals for students and their families to tutoring services, learning centers, for educational testing, family therapy, individual therapy, substance abuse programs, etc.
4. Acts as a resource for parents and the school regarding the student's growth and development.
5. Arranges conferences with teachers, parents and administrators.

### Request to Change Counselors

Any request for a counselor change must be submitted to the Director of Counseling Services, or if it involves the Director, to the AP for Curriculum and Assessment. Only *student* requests for a change that involve a prior personal experience or event with the assigned counselor will be considered. In an effort to facilitate better communication in these instances, we encourage students and parents to address the concern with the counselors first. If the Director or AP determines that the request warrants consideration, the proposed change must be discussed with both counselors involved. The proposed change must be presented to the AP for Curriculum and Assessment for review and final disposition.

## Confidentiality

Any information disclosed by a student in the process of counseling is confidential. However, matters of health, life, and safety will be discussed with the Director of Counseling Services and/or the AP for Curriculum and Assessment and/or the Principal in the normal course of staff supervision.

In addition, California State Law specifies six exceptions to this understanding of confidentiality:

1. Discussions with licensed physicians, psychiatrists, psychologists or other health care providers for the sole purpose of referring the student for treatment.
2. Reporting child abuse as required by law.

3. Reporting information to the Principal or parents when the counselor has reasonable cause to believe that disclosure is necessary to avert a clear and imminent danger to the health, safety, or welfare of the student or others.
4. Reporting information to persons outside the school when a student indicates that a crime, involving the likelihood of significant personal injury or significant property losses, will be or has been committed.
5. Reporting to one or more specific persons in a written waiver after this waiver has been read and signed by the student and preserved in the student's counseling file.
6. Disclosing confidential information when required to do so by a court of law.

## Campus Ministry

### Spirituality

Jesuit High School of Sacramento is a Roman Catholic school rooted in the more than 450-year tradition of Jesuit education. Jesuit education is committed to the formation of the whole person—intellect, body, and soul, for the greater glory of God. At Jesuit, the soul or spirit is believed to be the most important of these three.

Jesuit High School exists because the members of the Society of Jesus (Jesuits) and their partners in ministry have dedicated themselves to the task of bringing out in each person those spiritual gifts which elevate people towards the realization and acceptance of their calling as true children of God.

This religious/spiritual dimension permeates the entire education of the young men at Jesuit. Administration, faculty, and staff foster the creative Spirit at work in each person, offering opportunities for a faith response to God “within all things,” while at the same time recognizing that faith cannot be imposed. Believing that God is active in all creation and in all human history, Jesuit High School promotes dialogue between faith and culture. Jesuit's primary concern is to prepare each young man for life, leading each to become a spiritual value-centered person in this complex world, within the model of the life of Jesus Christ, a person for others.

In concrete terms, this means that at Jesuit there is a need to form a living and vital faith community among all faculty and students. For this to happen, we foster individual care and concern for each person. We are conscious and accepting of each person's uniqueness and particular stage of spiritual development. This community is based on Catholic-Christian values where students and faculty alike are challenged and inspired to continue growing as human beings to become more accepting, affirming, and loving of others.

### Programs

To foster our community of faith, religious activity and study are part of the daily schedule. A 7:30 a.m. **liturgy** is celebrated each morning in the Jesuit Community Chapel. All students and parents are invited to attend. Before the first class of the day, a **school-wide prayer** is prayed over the P.A. system to unify students and faculty in offering the work of the day to the

Lord. In addition to the school-wide prayer, each class begins with prayer. After lunch each day, the school community is led in praying the Examen over the PA. Monthly liturgies, planned by the Liturgy Planning Committee (LPC), are an opportunity for the entire Jesuit community, including parents and friends of Jesuit, to come together to pray in thanksgiving and petition. Students are encouraged to get involved in the LPC. During Advent and Lent, students attend reconciliation services.

All Jesuit students are required to attend our school-wide liturgies. During the school year, we celebrate the Mass of the Holy Spirit, the Feast of the North American Martyrs (our patrons), All Saints Day, the Feast of the Immaculate Conception, Ash Wednesday, the Farewell Liturgy, and other designated liturgies. Seniors are also required to attend the Baccalaureate Eucharistic Liturgy.

To cultivate both deeper self-affirmation and acceptance of God's unconditional love, our Freshman Overnight, Sophomore Day, and Junior Overnight retreats are mandatory. Sophomores and Juniors will attend the retreats with their Theology class. Because of the tested value of peer ministry, these retreats are led by trained seniors who are part of either the Big Brother Program or the Senior Retreat Team. Kairos, an optional four-day senior retreat, is the pinnacle of our retreat programming.

Under the direction of the Student Body Religious Coordinator, the Campus Ministry Advisory Team provides opportunities for students to get involved with the planning of Jesuit's spiritual activities. Campus Ministry invites all students to belong to a Christian Life Community (CLC). CLC's are small groups of students who, along with a faculty member, support and challenge each other on their spiritual journey. To foster the spiritual dimension of athletics and the arts, there is a chaplain for athletic teams, theater productions, publications, and bands.

In order to promote the spiritual formation of faculty and staff at Jesuit High School, a Faculty/Staff retreat, prayer breakfasts, and opportunities for involvement in student retreat programs are offered. Faculty and staff members are also invited to participate in CLC, both with students and each other.

In order to provide spiritual opportunities for adults connected with Jesuit, Campus Ministry offers a variety

of activities for parents. We celebrate a Mother-Son Mass and Reception in November and a Father-Son Mass and Reception in February. During the Freshman year, we require parent involvement during the Frosh Overnight Retreat.

It is hoped that after spending four years as part of this faith community, the young men graduating from

Jesuit will have become more aware of their own goodness and the goodness of others. We also hope they will identify their personal needs and the needs of others, especially the poor and oppressed. Our goal is that Jesuit High School graduates leave here ready and willing to assume mature roles of spiritual leadership in service to their college, parish, and the Church at large.

## Christian Service

### Philosophy

An integral part of the Jesuit High School curriculum is the Christian Service Program. This program promotes the personal experience of serving our neighbors. The Ignatian view of men and women for and with others is experienced at an age when students begin to move away from self-concern toward genuine love and concern for others. Christian Service advocates putting love into action by sharing the gifts and talents God has given us.

### Four-Year Program

Students participate in Christian Service during each of their four years at Jesuit. The Freshman, Sophomore, and Junior Service Programs require the students to complete 16 hours over the course of a semester. Oral and written reflections are integrated into a course of Theological study as part of their grade.

Service orientations conducted by the Christian Service Department occur in class at the beginning of each semester to direct the students in their service projects.

Seniors enroll in a semester-long Christian Service course. This includes 50 hours of *service in direct contact with those in need in our community* and 10 hours of classroom time which includes reflection, a final synthesis essay and a final documentary project.

Seniors are the only students who may elect to take Christian Service during the summer prior to their senior year. Summer options include camps for the physically/developmentally challenged, service immersions and a four-week local program.

The benefits to those involved in the Christian Service Program are obvious, not only for those being served, but even more for the students who come to realize that in giving of themselves to others, they receive much more than they give.

## Student Activities

Student activities are a vital and necessary component of the curriculum and the Jesuit “experience.” These activities are designed to promote the physical and social development of the student, to provide opportunities for leadership, to promote avenues to serve school and community, and to further develop the students’ interests and talents. Each year a ***Student Activities Handbook*** is published on Jesuit’s website. This handbook details all of the co-curricular activities and clubs, meeting times and locations as well as descriptions of all the activities offered at Jesuit High School.

Eligibility - All students must have passing grades in all of their subjects. Passing means achieving a grade of “D” or better. Any student who falls below a 2.0 grade point average in any quarter or semester (college preparatory courses only) or who receives two “D’s” or one “F” becomes ineligible to participate in any major co-curricular activity and is placed on Academic Probation.

### Publications

*Cutlass* - The Jesuit High School yearbook production is offered as an activity to all students with instructor approval. Photography, computer design, word processing and copy writing are some of the skills acquired by the yearbook staff.

*Plank* - The school newspaper is offered as an activity to all students with instructor approval. The publication reports on all aspects of school life at Jesuit.

### Clubs and Activities

Big Brothers	Liturgy Planning Committee
Black Student Union	Mathletes - Math Club
Block “J” Service Club	Mock Trial
Calif. Scholarship Federation	Movie Club
Car Club	National Honor Society
Christian Life Communities	Operation Smile
Christmas Food Drive	Pacific-Asian Heritage Club
Drama	Peace & Justice Club
Drum Line	Pep Band
French Club	Philosophy Club
Future Business Leaders of America	Ping Pong Club
Galley Crew	Portuguese Club
German Club	Retreat Team
Jewish Student Union	Robotics
Holy Rollers Bowling Club	Science Olympiad
Intramurals	Soles for Souls
Irish Heritage Club	Sons of Garibaldi Italian Club
Junior Statesmen of America	Speech and Debate
La Raza Club	Student Council/ Student Government
Latin Club	Students for Others

### Performing Arts

Instrumental/Choral Music — Students with musical talent or those who wish to develop musical skills may become a member of a school band or chorus. The program includes Beginning Band, Symphonic Band, a co-ed Orchestra, Jazz Band, Pep Bands as well as Beginning and Intermediate Chorus. These ensembles perform at a number of school and community functions.

Theater — Two formal productions are presented each year. Students may participate as actors, technical

crew members, and in many other ways depending on their interests and talents.

## Campus Ministry

Senior Retreat Team - This group of seniors lead the Sophomore Day Retreats and Junior Overnight Retreats throughout the school year. They are also responsible for leadership of the Fall Frosh Overnight Retreat and Big Brother Liturgy in the second semester.

“Big Brothers” Group - Seniors are trained to lead Freshman Orientation and the Freshman Overnight Retreat. Throughout the school year, seniors act as Big Brothers to the freshmen who were in their small group during Orientation and the Retreat.

## Guest Speakers

Community resource people invited on campus as guest speakers broaden the educational program and provide valuable service to the school. Faculty or students wishing to invite outside speakers must request clearance by submitting in writing the name of the speaker, the date and time of his/her presentation and the purpose of the presentation to the Assistant Principal for Instruction and Student Life.

The guest speaker's role should relate to the objectives of the course. If the speaker is considered controversial, explanation of the purpose of the speaker and his/her credentials ought to be emphasized to the

students. Opportunity for both sides of the question should be presented and crucial issues explained in a matter that avoids indoctrination or propaganda.

Speakers may also be invited to address the entire student body. These speakers would normally be solicited to reinforce the school's philosophy or to supplement the school's curriculum.

## Recycling Guidelines

In an effort to better steward our natural resources, Jesuit High School has adopted the following recycling policies:

**Green** containers in classrooms and work spaces are for mixed paper. This includes any clean and dry office paper, copy paper, junk mail (with non-paper inserts removed), magazines, newspapers, cardboard boxes, empty Kleenex boxes, envelopes, old textbooks, catalogues, etc. Mixed paper does not include any contaminated paper such as used Kleenex, paper towels, napkins, pizza boxes, coffee cups, soda cups, etc. Do not use the **Green** containers for trash, bottles, or cans.

**Blue** containers are for mixed beverage bottles. This includes plastic bottles, aluminum cans, and bottles. Do not use the **Blue** containers for trash or paper.

## Athletics

### Statement of Athletic Philosophy

The interscholastic athletic program is an integral part of the total education and growth experience at Jesuit High School. It provides an environment where the student may develop and refine athletic skills, test those skills through suitable competition and develop leadership and sportsmanship. Our athletic philosophy is designed to support and affirm the Philosophy and Mission Statement of Jesuit High School and attempts to promote and put into action the *Profile of the Graduate at Graduation*.

Students and parents are expected to conduct themselves in a positive manner, displaying good sportsmanship at all times, both as participants and as spectators at all athletic events. While winning and losing are components of interscholastic sports, competition and participation are emphasized at Jesuit and are the means by which students are guided to integrate the values of respect for one's body, sportsmanship, loyalty, cooperation, respect for others and fitness into their lives.

### OBJECTIVES:

1. To develop Christian attitudes through working with others.
2. To provide as many athletic activities for as many students as possible.
3. To help students develop agility and overall physical coordination.
4. To promote general physical fitness and an appreciation for physical activity.
5. To develop school spirit, morale and loyalty.

6. To expose students to a variety of situations which will help them develop sportsmanship, team cooperation, courtesy and self-control.
7. To develop concepts of goal attainment through hard work and rigorous self-discipline.
8. To provide the Jesuit High School community with the opportunity to view competition and to participate as spectators.

### Eligibility Requirements and General Information

**General Requirements** - Athletes must meet all Delta River League and C.I.F. requirements before they participate in the given sport (see the respective coach or Director of Athletics for more details). Students must also meet specific academic and conduct requirements of Jesuit High School to be eligible to participate in its athletic program.

**Academic Eligibility** - All students must have passing grades in all of their subjects. Passing means achieving a grade of “D” or better. Any athlete who falls below a 2.0 grade point average in any quarter or semester (college preparatory courses only) or who receives two “D’s” or one “F” becomes ineligible to participate in any athletic practices or contests and is placed on Academic Probation.

Students on Academic or Disciplinary Probation who wish to participate on an athletic team must petition the Principal for an eligibility extension, not to exceed one quarter, before beginning or continuing (if already in progress) the activity or sport. An eligibility extension will normally be granted only once during a student's high school career.



**Behavior** - Athletes are to conform to the codes and regulations of Jesuit High School as stated in the "Directives from the Dean of Students," as found on page 28. A student may be suspended from participation by a coach for violation of a training rule or by the Dean when he violates a student code that ordinarily calls for suspension.

**Drug and Alcohol Policy** - Unfortunately, the use and abuse of drugs and alcohol is widespread and persistent and it often is highlighted in the athletic community because of the visibility and public nature of the athletic programs. The policy of the Athletic Department regarding drug and alcohol use is consistent with the school policy as it is found in the *Student-Parent Handbook*. All student-athletes and their parents, legal guardians/caregivers hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We also recognize that under CIF Bylaw 200.D, there could be penalties for false or fraudulent information. We also understand that the Jesuit High School policy regarding the use of illegal drugs will be enforced for any violations of these rules.

If a coach becomes aware of any situation (either on-campus or off-campus use) involving drug and/or alcohol use by one or more of his/her student-athletes, he/she will immediately bring such information to the Dean of Students. Since the Drug and Alcohol Policy is applicable to all students and its enforcement falls under the responsibility of the Dean, a coach shall not take disciplinary action above and beyond that taken by the school prior to dialogue with the Principal, the Dean, the Director of Athletics, and the student's counselor. Any student-athlete specific or team specific discipline shall be appropriate to the nature of the offense (time, place, severity, frequency) and may involve suspension from practices and/or contests, as well as possible expulsion from the team.

If a student-athlete approaches a coach on a voluntary basis (not influenced by prior knowledge of an offense) and seeks help for a drug and alcohol problem, the coach will immediately bring this to the attention of the student-athlete's counselor. The coach will endeavor to work together with the student-athlete, the counselor and the parents of the student-athlete to provide whatever assistance is necessary. Such situations will not be considered disciplinary matters with the exception of violations of CIF Bylaw 524.

Each coach is required to address the issue of drug and alcohol use with his/her student-athletes and to review with them the policy of the school and the Athletic Department regarding drug and alcohol use.

**Medical** - C.I.F. rules require that all students wishing to participate in an interscholastic sport must show evidence of having a physical given by a licensed California physician and complete a pre-physical screening. The physical and screening must be completed on forms provided by the CIF. A physical exam is provided by the school for returning athletes during the summer and is good for one year. Returning athletes who miss the school provided physical must procure one on their own. The medical exams that

incoming freshmen must have before admission to Jesuit are good for one year. Jesuit has a full time trainer on staff and a committed group of physicians (parents of alumni and current students) who provide quality medical care and rehabilitation throughout the year. If a student suffers an injury during a practice or contest, the on-site medical personnel (can include, trainer, physician and/or EMT staff) will respond first. If they are not available the coach on site will assess the extent of the injury and either call the athlete's parents (non-serious injury) or 911 for emergency medical treatment.

**Parent Release Forms** - As part of the school registration process for the 2013-2014 school year, parents will complete electronically an Informed Consent and Emergency Form. This form must be completed online before the student will be allowed to practice or compete in any sport.

The school does provide parents of football players the option of purchasing additional accident liability insurance coverage. These forms are available from the Athletic Directors Office. Jesuit assumes that all students who participate in athletics have adequate medical/liability insurance in the case of an accident and/or sports related injury.

**Participation on Non-School Teams** - The head coach for each sport determines the policy for allowing athletes to compete on non-school sports teams during the high school season. The only sport in which a student may participate on a similar non-school team during that sport's season of play, as mandated by the C.I.F., is soccer. Failure to abide by the coach's stated non-school participation policy can result in suspension or removal of the offending student from the team.

**Schedules and Cancellations** - Schedules are developed by each head coach under the supervision of the Director of Athletics and in cooperation with the Delta River League. Contests are scheduled in such a way as to minimize lost class time and to avoid conflict with semester exams.

Should a condition occur when it is unsafe or undesirable to play an athletic contest (weather conditions), the Director of Athletics, in consultation with the respective head coach, will cancel the contest and will notify the opposing school and the officials. If a contest during the week is to be canceled, the decision will be made by 12:00 PM, at the latest, on the day in question. (If a weekend game, parents and athletes should contact the coach.) Parents should check the school website ([jesuithighschool.org](http://jesuithighschool.org)) between 12:00 - 12:30 PM, to receive updated information on the status of the contest. After 2:30 PM, the cancellation decision will be made by the head coach and game officials on-site.

**Transportation** - Transportation to Jesuit athletic contests is provided by bus, van, student driven vehicle or parent driven vehicle. Unfortunately, costs prevent us from transporting athletes by bus to every off-campus contest. In a sport in which coaches, athletes, and/or parents drive students to contests, the head coach will provide transportation permission forms and automobile insurance forms to each athlete. These forms are to be returned to the coach with the appropriate information

and parental signatures. Parents may designate whether or not their son(s) may travel with another student or parent, or would prefer that their son(s) only travel with a coach in a school assigned vehicle. On the day of a contest, the coach will assign athletes to specific vehicles and keep a list of those assignments. If an athlete leaves a contest with someone other than with whom he arrived (parent, friend, relative), he must notify his coach prior to his departure. Jesuit is responsible for all athletes who leave the school and proceed directly to an off-campus contest. If an athlete leaves campus on his own and goes home prior to his travel to an off-campus contest, the school is not to be held liable for the travels of that athlete.

**Overnight Travel Procedures** - Overnight travel trips are sanctioned events sponsored by Jesuit High School. This means that all school policies (Student-Parent Handbook, Athletic Department Handbook, Faculty Handbook) are to be enforced on said trips, and participants (athletes, coaches & parents) will be held to the rules and regulations outlined in each.

1. Athletes should stay in a team room. Exceptions to this rule may be granted by the Head Coach for the following reasons: (a) an athlete staying with his parents saves the family money because they will also be making the trip & staying in the team hotel. (b) The athlete staying with his family will have his own bed for proper rest. (c) Increases the ratio of student to adult supervision by sharing the responsibility with parents.
2. Athletes staying with their parents will abide by all the same rules & regulations set forth by Jesuit High School and specific teams (curfew, team meetings, etc.)
3. The coaching staff has the responsibility of room assignments & supervision of all team rooms. Athletes may not switch rooms for any reason without approval from the Head Coach.
4. The Head Coach will communicate a set curfew each night. The coaching staff will enforce this time with hallway & room checks as necessary. Athletes that violate curfew rules will face disciplinary action consistent with their actions.
5. No fraternization between genders will take place inside of a hotel room. Any visiting between genders will take place in the hallway outside of the hotel room or in the hotel lobby with adult supervision.
6. No congregation of large groups of players inside a single hotel room unless there is a team meeting held by a member of a coaching staff, or special circumstances approved by the Head Coach.
7. Athletes may not leave the premises of the hotel unless they are accompanied by an adult. If an athlete is going to leave an event, the hotel or any other team activity they must get prior approval from the Head Coach. The coaching staff should know the whereabouts of each athlete at all times.
8. The coaching staff should communicate these travel policies, team rules & the Jesuit High School Drug/Alcohol policy with all student-athletes and parents prior to departure for the trip.

(Inclusion of this policy should be placed in your program syllabus).

9. Any behavior that takes place on a trip that violates school policy must be communicated to school administration (Athletic Director) immediately following the events. The Athletic Director will forward this information to the Dean of Students for proper disciplinary action.

**Starting Dates** - There are three athletic seasons: Fall, Winter, and Spring. Each has a starting date designated for the beginning of practice:

<i>Fall</i>	August 12
<i>Winter</i>	November 11
<i>Spring</i>	February 10

Prior to these starting dates, the only activity that is permissible during the school year is conditioning and weight training. The use of sports equipment for a given sport will NOT be allowed prior to the set starting practice date for that sport.

The C.I.F. Sac-Joaquin Section and the Delta River League will be "dark" from June 1 until the first day of Fall practice. Therefore, all athletic activities during this time period are under the authority of Jesuit High School. All out-of-season activities sponsored by an agency not under the authority of the State C.I.F. or of the section in which a school employee-coach and his student athletes are participating shall be exempted from this rule.

**Off-Season Requirements** - Each head coach, with approval of the Principal and Director of Athletics, may offer opportunities for athletes to take part in off-season conditioning and competition that is consistent with league and C.I.F. rules. Coaches must make it clear to athletes and their parents/guardians that off-season programs are sponsored by outside agencies and **are not** Jesuit High School programs. Therefore, athletes are not covered by Jesuit High School insurance while participating in these programs. Parents/guardians are required to purchase for their son a membership card and the corresponding medical/accident insurance offered by the outside agency that is sponsoring the off-season program. This must be done for any and all of the off-season programs in which your son participates. Any expectations for participation in off-season programs must be put in writing by the coach and distributed to all potential participants. *No coach may require incoming freshman student-athletes to participate in any summer programs prior to the start of the academic year.*

**Cuts** - While cutting will always be difficult for students and coaches alike, the student's well-being will be the primary consideration in the manner a coach chooses to cut. Seven of our sports: soccer, basketball, baseball, tennis, golf, volleyball, and lacrosse hold tryouts and make cuts. The other seven sports: football, cross country, water polo, wrestling, track and field, rugby and swimming/diving do not make any cuts. The choice to cut or not to cut is based on a variety of factors, chief among them: the nature of the sport, the size and availability of facilities, coaching duties, and minimum requirements/skills. Coaches will clearly spell

out the skills and qualities necessary to make their team. Athletes will be given feedback on their performance during tryouts. Coaches will make themselves available (i.e., specific time and place) to talk to any student who has been cut.

**Communication Protocol** - Any student-athlete who believes that he has not been treated with **fundamental Christian fairness** in trying out for a team or during his tenure on a team should observe the following guidelines:

1. The student-athlete should first schedule a meeting with the coach of the sport involved (parents are invited to participate at any time they think it appropriate). If this process takes place on the Freshman or Sophomore/JV levels, and there is no resolution, then the next step for the student-athlete is to approach the varsity head coach who is in charge of the particular program. If there is no resolution at this level, then proceed to Step 2.
2. The student-athlete should then meet with the Director of Athletics to discuss the situation. If this meeting does not resolve the issue, then proceed to Step 3.
3. The final stage is for the student-athlete to meet with the Principal to discuss the previous three meetings and why he is still not satisfied with the situation.

The following topics are appropriate to discuss with coaches and school administration following the steps listed above:

1. The treatment of your son mentally and physically
2. Ways to help your son improve and develop
3. Concerns about your son's behavior
4. Notification of schedule conflict well in advance
5. Status of injuries and/or rehabilitation timelines

The following topics are to be left to the discretion of the coach and his/her staff, and are not appropriate to discuss with coaches and school administration:

1. Playing Time
2. Decisions regarding which athletes make or don't make a team
3. Team Strategies (play calling)
4. Other student-athletes

Student-athletes (w/ parents) will meet individually with a coach to discuss conflicts/issues. Such meetings should be scheduled at a mutually agreeable time, and should avoid the following:

1. Immediately before/after an athletic contest
2. During an "active" practice session
3. When other student-athletes are present, or is readily visible by others
4. When it is apparent that sufficient time is not available to complete the discussion

**Sophomores on Varsity** - The following are the criteria a coach must follow when considering placement of a sophomore on the Varsity:

- a) he fills an obvious need that current players cannot;
- b) he is demonstrably superior in ability and maturity;

- c) he and his parents are supportive of the move and have met with the coach and Director of Athletics; and
- d) he is academically capable of handling the move.

A coach will only be allowed to move a sophomore to the Varsity level if it is believed that the student-athlete will either start or play regularly through the entire season. However, the sophomore must earn playing time in the same way as a junior or senior.

**Freshmen on Junior Varsity or Varsity** - All freshmen student-athletes will participate in freshman tryouts and participate on the freshman level for a period of not less than three days before being considered for movement to a higher level. In those sports that field only junior varsity and varsity teams, a freshman is allowed to play at the frosh/soph (JV) level. If a coach decides after the initial three days that a freshman might be better suited playing on the junior varsity or the varsity level, the head coach of the program will petition the Athletic Director for the athlete to move up following the same criteria as moving a sophomore to the varsity level. Coaches must be very selective in considering freshmen for a higher level, particularly the varsity level, and in those sports where freshman teams are offered, coaches may seek permission from the Athletic Director to move a freshman to the varsity level only in cases of extraordinary circumstances. F/S & JV programs are limited to Freshmen and Sophomore student athletes only. Exceptions are made in Cross Country & Wrestling, which allow upperclassmen to participate at the JV level, per CIF Bylaws.

**Practice Times** - Jesuit mandates that practice sessions do not last longer than 2 ½ hours. Exception is made when a rest period of at least one hour is provided between practice sessions. Warm-up (stretching) is not considered part of the 2 ½ hour requirement. (Film and weightlifting are not considered practice activities – limited to 2 days a week during season.) No athletic practice may be held on the following days without administrative permission:

- a) Christmas Eve and Christmas Day
- b) New Year's Eve and New Year's Day
- c) Easter weekend (Thurs.- Sun.)
- d) Labor Day
- e) Thanksgiving

**Dropping a Sport** - If a student-athlete wishes to drop a sport he must do so before the team has played its first contest (excluding scrimmages). If a sport is dropped after this date, the student-athlete may not switch to another sport during the same season or begin the next season of sport until the team from which he dropped has completed its season (including playoffs). Student-athletes who join a team late due to participation on a team from the previous season will have 5 days from their first practice to drop the sport. Any student-athlete who drops a sport after the first contest date must notify his head coach of his decision and return his uniform and all school-issued equipment to his head coach at that time. If a student-athlete does not notify his head coach and return his uniform and equipment within 5 days of dropping a sport, the matter

will be handled by the Athletic Director and the Dean of Students office.

**Absences** - An athlete must be in school attendance for at least half of the class periods that day in order to practice or to compete in a contest. The Dean of Students will decide what constitutes attendance for each individual case.

While absences for athletic events are considered “approved” absences, it is still the responsibility of the student to inform his teachers of his upcoming absence and make-up any class-work or homework that is missed as a result of the absence. Students and parents are asked to see page 28 for more information on the school’s attendance policy.

**Awards** - Plaques are awarded to individual athletes who demonstrate exceptional talents or who in other ways make extraordinary contributions to the team. Block J’s are awarded to athletes who fulfill the participation and/or playing requirements on the Varsity level of competition. A Certificate of Participation will be presented to members of JV, Sophomore and Freshmen teams.

**Awards Events** - Athletic awards events are held to honor those students who have participated in the sports program and have consequently represented Jesuit High School in a unique way. **Attendance at awards events is mandatory**; students who do not attend an event without notifying their coach may forfeit their Varsity letter and team championship awards. Awards events are scheduled as close to the end of the season as possible. Proper attire is slacks, dress shirt, clean shoes and tie.

**Packages** - With the approval of the Director of Athletics, each sport may offer a package to the athletes. These packages usually include sport-specific logo wear which is designed for use in practices and contests. Packages may include mandatory and/or optional items. Coaches are encouraged to keep the prices of the packages as reasonable as possible. This is not a fundraising opportunity and packages may only be sold to athletes and to their immediate family members.

**Estimated Equipment Costs** - Equipment costs and needs will vary from sport to sport. Costs for additional personal equipment (equipment which is not provided by the school) are not listed in this handbook. Some athletes will already have the required personal equipment and will not need to purchase any additional equipment. Not all athletes need the same type of equipment and thus their costs will be less than other athletes.

## Teams

Jesuit competes with other schools of the Delta River League and fields teams (head coaches in parentheses) in the following sports:

**Fall:** Football (Marlon Blanton), Cross Country (Walt Lange), Soccer (Paul Rose), Water Polo (Boyd Lachance)

**Winter:** Basketball (Greg Harcos), Wrestling (Tom Tirapelle)

**Spring:** Baseball (Joe Potulny), Track and Field (Tom McGuire), Diving (DeDe Crayne), Swimming (Michael Solander), Tennis (Ramon Perez), Golf (Kevin Fleming), Rugby (Fred Khasigian), Volleyball (Jason Johnson), Lacrosse (Ron Parietti).

## Pursuing Victory with Honor

The following are principles and goals created by the California Interscholastic Federation. Our entire school community is expected to adhere to these principles:

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It is the duty of School Boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful/socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit and letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve

sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above the desire and pressure to win.

10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition,

sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.

16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

### ***The Role of Parents***

The role of the parent in the education of a student is vital. The support shown in the home is often manifested in the ability of the student to accept the opportunities presented at school and in life.

There is a value system - established in the home, nurtured in the school - that young people are developing. Their involvement in classroom and other activities contributes to that development. Trustworthiness, citizenship, caring, fairness and respect are lifetime values taught through athletics. These are the principles of good sportsmanship and character. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

As a parent of a student-athlete at our school, your goals should include:

1. Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
2. Encourage our students to perform their best, just as we would urge them on with their class work;
3. Participate in positive cheers that encourage our student-athletes; and discourage any cheers that would redirect that focus - including those that taunt and intimidate opponents, their fans and officials;
4. Learn, understand, and respect the rules of the game, the officials who administer them and their decisions;
5. Respect the task our coaches face as teachers; and support them as they strive to educate our youth;
6. Respect our opponents as student-athletes, and acknowledge them for striving to do their best;
7. Develop a sense of dignity and civility under all circumstances;
8. Parents can have a major influence on their son's attitude about academics and athletics. The leadership role you take will help influence your child, and our community, for years to come.

## **Directives from the Dean of Students**

Jesuit High School is committed to helping young men achieve their potential academically, athletically, socially and spiritually, for the greater glory of God. In order to achieve this goal, Jesuit 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 for others."

When a family enrolls their son at Jesuit, it is expected that they are committed to and supportive of

our disciplinary philosophy. Only with the support and cooperation of both the student and his parent(s) can a young man fully benefit from a Jesuit education. The following is a summary of our disciplinary policies.

**Note: Any references to the "Dean" or the "Dean of Students" in this document always include, by definition, the Dean, the Assistant Dean of Students, and their designees.**

### **Interpretation of Disciplinary Policy**

If a conflict arises concerning the rules of Jesuit

High School, the Administration reserves the right to clarify and make all interpretations.

## **POLICIES:**

### **Excessive Absentee Policy**

Parents will be mailed notification from the Dean's Office when their son has five or more absences in any class. If a student accumulates a total of eight (8) absences in any class in a given semester, the student may not be eligible to receive academic credit. Long term illness will be reviewed on an individual basis. The Dean of Students and the Assistant Principal for Curriculum and Assessment will review students who accumulate excessive absences and/or tardies to determine whether such behavior indicates a lack of commitment to the academic program at Jesuit High School.

### **Approved/Unapproved Absences**

**School "approved" absences are for illness, family emergencies and school related activities only.** Absences which are "unapproved" include any truancy, family trips or vacations or time missed for non-school related activities. The validity of the reason given for a student's absence is left to the judgment of the Dean. Exceptions to these guidelines must be petitioned in advance.

Excessive absences will affect a student's academic standing and his ability to participate in co-curricular activities. Students are responsible for all work missed. Although teachers should attempt to assist students who have a "school approved" absence, they are under no obligation when the absence is unapproved.

### **Attendance**

If a student is going to be late or absent, it is his responsibility to have his **parents notify the attendance recorder by phone (480-2135) before 9:00 a.m. on each and every day of his absence.** Voice mail is available for early morning calls.

Upon the student's return to school, it is also **his responsibility to submit a note from his parents which specifies the days absent, the reason for the absence, the student's full name and grade, and the parent's signature.** *Prior to the first bell,* the student must deliver this note to the Dean's Office and receive an admit slip. Students who fail to abide by these policies will receive a minimum of one day of detention, and will continue to serve detention until the process has been completed. **Telephone excuses, FAX transmissions and/or e-mail messages on the day of return are NOT acceptable!**

### **Attendance at School Events on Days Student has been Absent**

A student must be in school attendance for at least half of the class periods that day in order to participate in a school event or an athletic practice or contest unless he has been granted prior permission from the Dean.

### **Carpool Policy - Arrival, Drop-off, Pick-up**

Carpools are strongly encouraged as an efficient and ecologically sound way to transport students to and

from school. **Parents must drop off students at the front of the school by using the circular drive off Jacob Lane and are asked not to use the gym parking lot for drop off and pick up.**

- a) Please try to "drop off" students at least :20 before school. The circular drive is virtually empty at 7:50 and is totally congested by 8:10.
- b) Please do not arrive to "pick up" students until at least :20 after dismissal. Violation of this policy results in grid lock in the circular driveway as well as blockage of traffic on Jacob Lane. It takes students at least :15 to go to their lockers and then get to the front of the school.
- c) Please make sure that your son is waiting for you and that you don't block the loading zone waiting for him.
- d) Students are not allowed to wait on either side of Jacob Lane or at any other off-campus location. Do not stop or park on either side of Jacob Lane.
- e) Please do not make U-turns on Jacob Lane or the Oak Vista cross street.
- f) Please remember that Jesuit is a school zone and drive at a safe (and legal) speed.
- g) Drivers should form two lanes on the pick-up circle, leaving the far left lane open for through traffic. Please drive as far forward around the circular drive as possible to avoid blocking traffic.

### **Cheating**

(Cf. refer to **Academic Integrity/Cheating**, page 15)

### **Classroom Discipline - Violations**

Any violation of classroom discipline will result in one or more of the following:

1. **Warning** — A student who is involved in a single, minor infraction will normally receive a warning and may be required by his teacher to meet to discuss the situation later in the day outside of class time.
2. **Written** — Written punishment can be assigned by teachers as penalties for minor infractions of rules. The assignment must be turned in to the teacher by the time designated. Students who fail to submit assignments on time will be referred to the Dean for possible detention and/or additional assignments.
3. **Disciplinary Action** — A referral to the Dean is a strong statement by a teacher that he/she is having more serious or ongoing problems with a student, or that he/she has observed a student violating school policy. Students given referrals will most likely receive detention. **Any student sent out of a class must report immediately to the Dean's Office.**

Students may request to see a staff member at recess, lunch or after school to discuss a disciplinary situation but must refrain from contesting a teacher's decision during class or while other students are present.

### **Communicable Diseases Policy**

To ensure the safety, health and welfare of the entire Jesuit High School community, the administration will require or recommend appropriate forms of isolation and non-attendance at classes or on the campus. *Isolation* means that the student must stay home until

fully recuperated. *Non-attendance at classes or on the campus* means, that with certain communicable diseases, the individual may not attend class or be on campus without a Medical Release from a physician. With other less serious communicable diseases, it is *recommended* that the student not attend class or be on campus.

The following policy is in accordance with the guidelines of the Center for Disease Control:

**Strict Isolation and Non-Attendance at Classes:**

- a) Childhood diseases such as chicken pox, measles, German measles and mumps
- b) Viral hepatitis
- c) Active pulmonary tuberculosis

**Modified Isolation and Non-Attendance at Classes:**

- a) Severe influenza, severe infectious mononucleosis and pneumonia
- b) Conjunctivitis (pink eye)
- c) Any communicable disease

**Recommended Isolation and Non-Attendance at Classes:**

- a) Severe sore throat, influenza
- b) Any severe infection or disease

**Policy on AIDS and HIV**

The Jesuit High School policy has been formulated to be consistent with the values of this institution and the Bishop's Pastoral letter which states that: "AIDS is an illness to which all must respond in a manner consistent with the best medical and scientific information available. As members of the Church and society, we must reach out with compassion to those exposed to or experiencing this disease, and must stand in solidarity with them and their families."

Current medical research indicates that students with AIDS (Acquired Immune Deficiency Syndrome) or HIV (Human Immune Deficiency Virus) do not pose a health risk to other students or staff in the classroom setting or through involvement in co-curricular activities. Affected students shall be allowed to attend classes and participate in co-curricular activities, including intramurals and the interscholastic athletic program without restrictions as long as they are physically able and do not have compounded infectious diseases related to AIDS/HIV. The athletic department and school staff have guidelines for handling all injuries and accidents that involve spilled blood and/or bodily fluids.

Parents of affected students are encouraged to inform the Principal of their son's condition. The Principal will not disclose any information regarding this disease without written authorization by the parent/guardian or as may be required by law.

**Dress Attire Days (School-wide):**

Students must dress appropriately to include slacks, a dress shirt and tie, dress belt and clean, leather dress shoes (*tennis or athletic shoes are not allowed*) **for the entire school day** on all "**School-wide Dress Attire**" days. This means that students must keep their shirts tucked in and buttoned and their ties on and tied. Hats and hooded sweatshirts may not be brought to school on

"Dress Attire" days. (See the *Jesuit School Calendar for dates.*)

**Drug and Alcohol Policy**

Any student who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a drug/alcohol problem (not influenced by prior knowledge of an offense) will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered as disciplinary matters and will be referred to a counselor.

However, students under the influence of drugs, alcohol, or any other legally controlled substance (including tobacco) or facilitating same on school grounds, while involved in any school-related activity or at any location or in any situation which would reflect adversely on Jesuit High School are liable for dismissal. This includes, but is not limited to, private parties and school-sponsored trips.

Jesuit reserves the right to conduct random and specific drug and alcohol testing at any and all school events. In our continuing effort to maintain a safe and healthy learning environment for all students, Jesuit High School has adopted a program to detect the presence of illicit drugs, alcohol, gunpowder-based items, abused medications and other contraband normally prohibited on campus.

Facilitated by the use of non-aggressive detection dogs, the contractor, Proactive K9s, will make periodic, unannounced visits to our campus throughout the school year. These visits are intended to provide a deterrent as opposed to a method of apprehending violators. The dogs are not used to "alert" on individuals and normally will check lockers, classrooms, common areas, gym areas, vehicles, parking lots, and other areas identified by the school administration.

Students found in possession of contraband are in violation of school policy and appropriate disciplinary action will be taken.

Students found to have hosted an event where alcohol or drugs are used or who have provided alcohol or drugs to other students are liable for dismissal (See "Rules of Conduct"). Students found possessing a legally controlled substance during the school day for use, sale or distribution are liable for dismissal. Any violation of this policy can result in the following actions as deemed necessary by the administration:

1. Parent(s) or guardian(s) will be immediately notified.
2. Student will be suspended from school pending investigation and disposition.
3. Student and parent/guardian will conference with the Dean of Students and/or other school officials.
4. The student's counselor will be immediately notified.
5. The student may be referred for evaluation and recommendation by an outside agency.
6. The student may be placed on Disciplinary Probation and **Terms of Disciplinary Probation** contract constructed.

7. The student may be subject to random drug testing at the discretion of the Dean of Students.

Any student who violates the terms of his contract, including testing positive for controlled substances, is liable for dismissal.

Parents and older siblings are both legally and morally responsible anytime they allow alcohol and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children especially at times when the parents cannot be present in the home. Supervised or unsupervised events where students use alcohol and/or drugs in the home, when brought to the attention of the school, will result in appropriate disciplinary action. Any adult who trades, sells, gives away, or offers to trade, sell or give away alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances will result in notification of the proper authorities and may compromise the partnership between the family and the school.

These policies are designed to hold students and parents accountable for this type of seriously unacceptable and potentially dangerous behavior, and discourage any activity which supports continued abuse and addiction, as well as support the student and his family and offer assistance in the healing process.

**Note:** *Unless given prior approval by the Dean, students who must take **prescription drugs** during the school day must leave the prescription in the Dean's Office to provide for safekeeping and monitored access. Exceptions could include asthma inhalers, etc.*

## **Falsification of Notes or Misrepresentation by Phone**

The forging of a parent's, guardian's, 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 giving false reasons for absences or requests to be off-campus are dishonest. Students may be suspended and be liable for dismissal for any of the above offenses.

## **Harassment Policy**

Jesuit High School is committed to providing a learning environment that is free from harassment in any form. Harassment or intimidation of any student (or any staff member, guest, volunteer or students from another school) by a Jesuit student, a school employee, a volunteer or a vendor will not be tolerated.

The school will treat allegations of harassment seriously and will investigate all allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including the dismissal of a student and the immediate termination of the contract of an employee.

Students found to have filed false and/or frivolous

charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs anytime an individual is subjected to treatment by another or by a school environment which is hostile or intimidating regardless of when or where such an action takes place. The nature of harassment may pertain to, but not be limited to, an individual's race, creed, color, national origin, culture, gender, appearance, mannerisms, sexual orientation, physical or mental disability. Encouraging or taunting others into misconduct is considered a violation of the school's harassment policy.

Harassment includes, but is not limited to any of the following:

**VERBAL HARASSMENT:** Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to a student or about a student.

**PHYSICAL HARASSMENT:** Unwanted physical contact, touch, impedance, blocking movements, assault or any intimidating interference with normal work or movement.

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted on the Internet or any computer network.

**DIGITAL HARASSMENT:** This type of harassment includes any type of harassment but committed through electronic means such as sending emails, posting messages or images.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, sexual innuendo, request for sexual favors, sexually degrading words or jokes or verbal or physical conduct of a sexual nature when any of the following occurs:

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

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

1. Making unsolicited sexual advances or propositions;
2. Using sexually degrading words to describe an individual;
3. Displaying sexually suggestive or offensive objects or pictures;
4. Telling or writing inappropriate or sexually-related jokes, slurs, insults, innuendos or comments;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances or other acts of harassment.

**It is the responsibility of Jesuit High School to:**

1. Treat allegations of harassment seriously, investigate allegations in a prompt, confidential



- and thorough manner and take appropriate disciplinary action when such acts are substantiated.
2. Ensure that all administrators understand this policy and its importance through regular articulation and faculty/staff in-service.
  3. Ensure that all faculty, staff, students and parents are aware of this policy and the commitment of the school toward its strict enforcement.
  4. Be vigilant in terms of identifying conditions that create or may lead to a hostile or offensive school environment.
  5. Establish practices that create a school environment free from discrimination, intimidation or harassment.

#### **It is the responsibility of the student to:**

1. Conduct himself in a manner which contributes to a positive school environment.
2. Avoid any action that may be considered discriminatory, intimidating or harassing.
3. Immediately discontinue any conduct which is deemed to be discriminatory, intimidating or harassing by the Dean, another administrator, a teacher, coach, moderator, counselor or other staff member.
4. If a student feels that he is being discriminated against, intimidated or harassed, he is encouraged to inform the perpetrator immediately that the behavior is offensive and unwelcome.
5. Students should report all incidents of discrimination, intimidation or harassment to the Dean, an administrator, counselor, teacher, coach, moderator or other staff member.

#### **Complaint and Investigation Procedures:**

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

1. The student is encouraged 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 should report the harassment to the Dean or to another administrator, a counselor or teacher who will then report it immediately to the Dean, the Principal or to the President if the Principal is the subject of the allegation.
2. The student alleging harassment may complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as far as possible. Any retribution for a complaint is strictly and expressly forbidden.
3. The investigation may include a meeting with the person or student (and his parents) alleged to have harassed, sharing with those involved the nature of the allegations as well as the name of the student bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave (if an employee) or suspension (if a student) during the

investigation.

4. After the case has been thoroughly investigated, the Principal (in consultation with other administrators and the students' counselors, when appropriate) will decide what, if any, disciplinary action is warranted. The action taken will depend on the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination of contract (if an employee) or dismissal (if a student).
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, eliminate and/or report the incident or situation.

#### **Illness During School**

When a student becomes ill during school:

1. He should inform his classroom teacher and secure permission to go to the Dean's Office.
2. The Dean's Office will make all necessary phone calls and dismiss the student.

#### **Leaving the Campus During the School Day**

Jesuit High School maintains a "closed campus." No student may leave the school premises without the approval of the Dean's Office. The only exceptions to this rule are seniors enrolled in Christian Service. Neither Jesuit High School nor any administrator or employee thereof shall be liable for the conduct or safety of any student during the time the student has left the school grounds. Students must have their Student Body Cards in their possession at all times.

#### **Medical and dental appointments should be scheduled after school hours or on vacation days.**

A written request for early dismissal signed by a parent or guardian *must be presented to the Dean's Office prior to the first bell* of the appropriate day so the student may be issued an Early Dismissal slip and his name included on the Early Dismissal list. Any absence of 15 minutes or longer counts as a full absence from that class.

*Students are not permitted to leave campus during student liturgies or assemblies for any reason. Please consult the school calendar before making any/all medical appointments. **Students will not be given early dismissal on these days.***

#### **Littering and Campus Cleanliness**

Jesuit hopes that each student will take pride in the appearance of the campus. Students who are caught littering or throwing food will be assigned one or more days of detention. It is the responsibility of the entire student body to keep our campus clean.

#### **Loitering on the Campuses of Other Schools**

State law forbids students to loiter on or around the campuses of other schools, public and private, while they are in session. Jesuit students who are found guilty of unauthorized visits to other schools may be required to attend a parent-student conference with the Dean and may be subject to other disciplinary action including

suspension and/or dismissal. Jesuit students guilty of vandalism to school property or to the property of another school are responsible for all damages and are liable for expulsion.

## Motor Vehicles

1. Students are expected to be on campus 10 minutes prior the first bell. Drivers must allow sufficient time for the commute, especially during inclement weather or times of traffic alerts. It is the driver's responsibility to arrive on time or risk getting detention.
2. Students must have a valid California driver's license to operate any motor vehicle at school.
3. Excessive speed (limit 10 MPH) or careless driving on or off-campus renders a student liable to suspension of his driving and parking privileges and will result in detention and/or fines.
4. All laws relating to the operation of motor vehicles in the state vehicle code are to be obeyed when driving on or near the school grounds.
5. Students must obtain a parking permit from the Dean's Office. Students and parents will be required to sign a Parking Contract and pay a \$25.00 fee for the annual permit (that can be prorated in the 2<sup>nd</sup> semester). **This permit must be attached to the inside rear-view mirror or in such a way as to be clearly visible through the front windshield at all times.** Failure to clearly display the permit will result in a \$5.00 fine.
6. All students are required to keep the noise from car radios and stereos confined within their vehicles both in the parking lot and in the surrounding neighborhoods AT ALL TIMES regardless of whether school is in session or not. Upon entering school property, students shall moderate radio/stereo volumes so that no disturbance to surrounding residents results.
7. Students must park in school designated parking slots only. **Students must park on campus.** Parking off-campus is STRICTLY PROHIBITED and will result in significant BEHAVIORAL CONSEQUENCES. Parking or driving on service roads (including the road behind the Harris Center and road above the baseball and football fields), neighborhood driveways or streets, faculty parking lot, or any other non-designated places is ABSOLUTELY PROHIBITED.
8. Violation of any of the provisions of this Parking Contract or Motor Vehicle section could result in the suspension or revocation of the right to drive or park at Jesuit, detention, fines, and/or suspension from school.
9. Under normal conditions, sophomores and freshmen would not be permitted to drive to school. In extraordinary circumstances these students may petition the Dean to obtain a provisional parking permit.
10. A one day temporary parking permit may be

purchased for \$1.00 in the Dean's Office if a student is without one. At no time may a student be parked in the student lot without an approved permit in evidence.

11. Vehicle owners are responsible for all items in and around their vehicles, while on campus. If litter has accumulated it is the owner's responsibility to clean it up.
12. Jesuit High School reserves the right to search any vehicle parked at school or at any school function. Banned or otherwise inappropriate items may be confiscated by school authorities and appropriate disciplinary action taken.
13. Carrying valuable items in a student vehicle is dangerous. We **strongly** recommend that keys, cash, sporting equipment, sound equipment, etc. not be left unattended in any vehicle at any time.
14. Drivers are responsible for the behavior of all passengers, on and off-campus. Also, it is the driver's responsibility to verify that his passengers have the proper permission (Christian Service, athletic early out) to be off-campus. If a passenger violates any school policies the driver must report them the same day to the Dean's Office. If said violations are not reported, the driver will be held at least as liable as the violator.

## Off-Campus Conduct

Schools are judged in no small measure by the conduct of their students when off-campus. While Jesuit High School does not hold itself responsible for offenses committed outside of its legal jurisdiction, any conduct (behavior, driving, etc.) that is detrimental to the reputation of the school, or that hinders the advancement of the common good, may be sufficient grounds for disciplinary action up to and including suspension or dismissal.

## Off-Campus Transportation Policy

Jesuit High School encourages all students to actively participate in our extensive athletic, service and co-curricular activities program. Many of these events are held off-campus and extend beyond the hours of the normal school day. To facilitate this, transportation, when possible, is provided by chartered bus or a school van driven by a Jesuit employee.

Because of the wide range and number of off-campus activities, Jesuit is not able to provide transportation for all of its many events. In such cases, private vehicles driven by students, parents or volunteers are often used. The drivers of these private vehicles voluntarily expose their own insurance for the benefit of the school and must complete the "Carpool Driver's Insurance Verification Form" which can be obtained in the Main Office. As a courtesy, every effort is made to coordinate these transportation options; however, it remains the ultimate responsibility of the student and his family to provide acceptable transportation for off-campus student co-curricular activities.

## Out of Bounds

The following areas are “out of bounds” for students except with specific permission:

1. The faculty workroom, kitchen, and the hallway that joins the Main Office and the Dean's Office.
2. The Business Office and Advancement Office bathrooms.
3. The gymnasium, athletic training center, weight room, locker room and trainer's room unless a staff member is present.
4. All storage and maintenance areas around campus including the loading dock, maintenance garages and the Arcade Pump Station.
5. All school offices, unless a student is there on official business.
6. The Jesuit Community residence, dining room, kitchen, and hallways.
7. Any classroom, laboratory or the Library unless a staff member is present.
8. The varsity baseball field, soccer fields and the southeast lawn of the Jesuit residence. Students should not be on any of the lower fields during lunch or breaks unless participating in Intramurals. This includes all areas below the service road near Alumni Hall.
9. All faculty/staff restrooms, lounges and conference rooms. All faculty/staff parking lots including the Jesuit residence parking area.
10. **The student parking lot is closed and off limits during the entire school day including lunch and recess. Students may not go to their cars at any time during the school day (except seniors going to and returning from service). The berm adjacent to the soccer parking lot and soccer fields and the pathway behind the berm is off limits at all times.**
11. The HC is off limits unless a supervising adult is present. This is especially true of the Music Recital Hall, the Theater and adjacent storage, and office spaces. The service road behind the HC is off limits to students *at all times!!!*

## Personal Appearance

Considerable freedom is allowed with respect to clothes and grooming. Neatness, cleanliness, and due regard for the legitimate sensibilities of others constitute the basic goals and norms of the school. In general, Jesuit High School relies upon the good judgment, taste and cooperation of both students and their parents in the implementation of these goals.

The following minimal guidelines need to be observed during school hours and at school functions. **Violations will result in detention.** Students found to be in flagrant or repeated violations may be sent home from school. Any missed classes will be considered unexcused absences and behavioral consequences will apply. Regular and random dress code checks will be conducted during the school year. The Dean has final discretion in terms of student compliance to the “spirit” of this dress code and exceptions to any of these guidelines must have the prior approval of the Dean.

### Earrings:

- Students are allowed to wear one earring (hoop or stud) per ear located on the lobe. No oversized earrings (spacers) are allowed. Students may not have any other visible piercings.
- Earrings of students in violation of the policy will be confiscated and not returned.

### Hair:

- Hair should be neat and clean.

### **Not Allowed:**

- Unusually dyed (blue, green, bleached, etc.) hair is not permitted.
- Unusual hair styles such as shaved heads, spiked hair, Mohawks and faux hawks are not permitted.
- A student in violation of this policy may be suspended until his hair has been re-dyed to its natural color.
- All students must be clean shaven; beards, mustaches and/or excessive sideburns are not allowed.

**Exceptions to the facial hair policy require that a medical doctor's note be filed in the Dean's Office at the beginning of each year.**

### Hats:

- Hats are not to be worn inside any classroom or office at any time or inside the Gymnasium or HC during assemblies and liturgies. Hats may not be brought to school on “Dress Attire” days.

### Pants:

Pants and shorts must be worn at or above waist level and shorts must end at or above the knee.

### **Underwear may not be visible at any time.**

- Solid color, khaki-style pants and shorts are the only approved pants.
- Dress pants and shorts may be worn at the student's discretion.
- Dress attire belts are required (no studs or oversized buckles).

### **Not allowed:**

- Military fatigues, hospital pants, nylon warm-ups, sweat pants of any kind
- Denim or pants with rivets
- Cut-offs, PE or athletic shorts (rugby, soccer, basketball, skate/snowboard, football practice, etc.) or excessively baggy shorts
- Disheveled or torn pants, selective bleached, altered, or excessively baggy pants or shorts are not allowed

### Shirts:

- Collared shirts, polo style or dress shirt (must be properly buttoned)

### **Not allowed:**

- Any other type of shirts
- Torn or ragged shirts
- Oversized or conspicuous advertising

### Shoes/Socks:

- Any type of conventional footwear may be worn including tennis shoes

- Socks must be clearly visible

**Not allowed:**

- Soccer or sports sandals, any manner of moccasin or slipper
- Heavy-soled, floor damaging boots or shoes
- While tennis shoes are allowed, students must have a separate pair of athletic shoes and socks for PE

**Tattoos:**

- Tattoos, both temporary and permanent, are not permitted.

**Personal Possessions**

Roller blades, bicycles and skateboards may not be used on school grounds except in designated areas away from buildings and traffic. Students should not carry large sums of money or leave valuable items in lockers, book bags or cars. **Students should never leave personal items (book bags, athletic equipment, etc.) unattended.** At the conclusion of the school day, unattended items are collected and brought to the Dean's Office. Students will be subject to fine and/or disciplinary action.

**Sales, Advertising, Posting Signs/Posters**

Students may not sell (or offer for sale) any goods or services on campus or at school events at any time without the prior written approval of the Dean. Additionally, students may not post signs or posters of any type. Disciplinary action for violating this policy will be at the discretion of the Dean.

**Tardiness**

It is expected that students be on campus at least 10 minutes prior to the first bell. During times of inclement weather, drivers need to allow additional time to commute. School begins at the sound of the second bell, and any student not seated at his assigned desk is considered late. A student arriving late to school is to report to the Dean's Office for a tardy slip. He will not be allowed into class without this slip. If he does not present the Dean with a note from a parent explaining the tardiness, he will receive detention. Tardiness will not be excused for oversleeping, missing the bus, working on schoolwork or other reasons deemed inappropriate by the Dean of Students.

**Students who miss more than 15 minutes of a class will be considered absent from that class.**

If a teacher does not arrive to his/her assigned class on time, it is the responsibility of the class to inform the Principal's Office within :05 of the second bell. Only one student should walk to the office while the rest of the class waits quietly *outside* their classroom.

**Theft**

Jesuit High School exists in order to provide an environment where Christian values are taught and practiced. In order to build this kind of environment personal integrity is essential.

Theft and any form of dishonesty, including cheating, destroys the trust necessary to build community. All cases involving theft and/or dishonesty will result in serious disciplinary action. Students who steal or who enable others to steal or who are in

possession of stolen property are liable for dismissal.

**RULES OF CONDUCT:**

**Disciplinary Norms**

The Jesuit High School norms of conduct presuppose every student's desire for "excellence in all areas of life." The underlying rationale is not one of legalisms, punishments, or discipline for discipline's sake. Rather it is of fundamental and abiding respect for persons, respect for property, respect for authority, respect for the mission, principles, and objectives of the school, and respect for the academic, religious, cultural, and social environment within which the members of the Jesuit High School community must function. No list of rules or norms can cover every conceivable situation; therefore, the implicit standard of conduct to which Jesuit students are called are common sense, mature judgment, responsibility for individual actions and Christian charity.

The following offenses are considered serious and students may be liable for suspension or **Notice of Intent to Expel** (See **Expulsion Policy** p. 36):

1. Serious disobedience, insubordination, or disrespect for authority.
2. Any form of harassment (see Harassment Policy p. 30).
3. Injury or harm to person(s) or property or threat of the same. Issuing threats to do harm or to intimidate others through any medium including the Internet.
4. Establishing personal web sites or participating in "blogs" or posting social networking sites (Facebook, Twitter, etc.) containing material or connections to material contrary to the mission and philosophy of Jesuit High School. Unacceptable "uploading or downloading" or distribution of materials or software deemed inappropriate for school use. Inappropriate use of the school's name or logos or any activity detrimental to the School's reputation is strictly prohibited. Cyber bullying, "sexting" or issuing threats or passing on inappropriate content via any means that reflect negatively on the Jesuit High School community.
5. Continued refusal to improve daily behavior.
6. Language or behavior, both implied and explicit (including spitting, gestures, commissions and omissions), which are deemed immoral, lewd, scandalous, profane, vulgar or obscene.
7. Any form of vandalism, senior prank, fighting, harassment or any other form of abusive or intimidating behavior, on or off-campus.
8. Unauthorized absences or continued tardiness.
9. Falsification or alteration of a school record or any communication between home and school.
10. Smoking or using tobacco products on campus, at any school events or at any time within two blocks of school property.
11. Being off-campus without proper authorization or parking off-campus.
12. Possessing obscene or pornographic materials.

13. Cutting Academic/Disciplinary Detention or classes.
14. Breaking any school contracts (Disciplinary Probation, GIP, etc.)
15. Gambling in any form.
16. Being on the campus of any other school without the written permission of the Dean.
17. Failure to comply with directions of school officials (Jesuit or other school) acting in performance of their duties while on school property or at official school functions, or resisting or obstructing such school officials or other public official in the performance of their duties.
18. Disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations at athletic contests. (See Pursuing Victory with Honor, page 26-27.)
19. Extreme rough play or reckless behavior which endangers self or others. Reckless and or unsafe driving practices on and/or off campus that endangers oneself or others.
20. Manufacture, possession, distribution or use of drug paraphernalia.
21. Violation of school regulations regarding possession, serving and/or consumption, or being under the influence of alcohol beverages or students attending, organizing, hosting and/or remaining at parties where alcohol or drugs are present or accessible to students.
22. Manufacture, possession, or use of explosives, firebombs, or other destructive devices on or in school property or at official school functions.
23. Any other actions deemed serious, at the discretion of the Principal or designee.

The following behaviors will normally result in immediate expulsion by the Principal without redress to the Discipline Board:

1. Participating in any form of distribution of any controlled substance (distribution includes, but is not limited to, selling, giving away, trading, arranging the exchange of, or providing information to facilitate any form of exchange). Controlled substances include "look-alikes" associated with controlled substances, performance-enhancing drugs or other hazardous substances including inhalants.
2. Misuse of prescription medicine as well as misuse of over-the-counter medicines or being under the influence of drugs or any other legally controlled substance, on school grounds or at any school (Jesuit or any other school) function. (See Drug and Alcohol Policy, pg. 29-30)
3. Stealing, or enabling others to steal, or being in possession of stolen property.
4. Possession or use on school property or at any school function of a weapon as defined by law (including Education and Penal Codes).
5. Willful harm of another.

6. Violation of any federal, state, or local law or any other conduct at school or elsewhere that may reflect adversely on Jesuit High School or the Roman Catholic Church.

## DISCIPLINARY ACTION:

### Detention (JUG)

**Behavioral Detention** is assigned for misconduct at school or at any school event. Detention (JUG) lasts for one hour after school, beginning approximately 10 minutes after the final bell. Students may serve Behavioral Detention on the day assigned or on the next school day. Failure to attend detention on the day given or the very next school day will result in suspension and/or additional days of detention. Excuses for missing detention (e.g., athletic or other co-curricular events, work, medical appointment, carpool, etc.) will not be accepted. **Procedural Detention** is given for minor infractions including but not limited to dress code violations, tardies, unsigned reports, note infractions, unprepared for class or other infractions at the discretion of the Dean's Office. Students assigned Procedural Detention must report to the Dean's Office for their assignment 15 minutes into the lunch period of that day (if detention is assigned after the lunch break, the student must report 15 minutes after the start of lunch on the following school day). Arriving late to Procedural Detention or performing unsatisfactorily will result in the assigning of Behavioral JUG (detention).

For more serious offenses or an excessive accumulation of Behavioral Detentions (8 or more), the Dean has the discretion to place a student on Disciplinary Probation. When a student receives three or more negative **Comment Codes** (52, 6 or 7) on a grade report, he may be placed on Disciplinary Probation.

### Disciplinary Probation

Disciplinary Probation is both a formal notification to parents that their son faces possible dismissal from Jesuit and a trial period for the student in which he must demonstrate **a significant improvement in behavior**. Disciplinary Probation is for those students who have not shown improvement in conduct after warnings from the Dean or have been involved in a serious offense against school policy.

Students placed on Disciplinary Probation will receive a contract that must be signed by their parents. Students on Disciplinary Probation will not be allowed into class until the Dean has received the signed contract. Students who wish to participate in any major co-curricular activity or on a school athletic team must petition the Principal for an eligibility extension.

At the conclusion of each semester, the faculty and administrators review the behavior of those students who are on probation. The school then has the option to (1) rescind the probation; (2) continue the probation; or (3) dismiss the student if his behavior or attitude has not improved.

## Suspension

Suspension is a disciplinary action taken for serious misconduct. Suspension removes a student from the ordinary activity of the school day. Students will be required to complete all the academic work assigned during the suspension and may not receive credit for missed exams or labs.

Students who are suspended shall receive 3 days detention for every CLASS period missed. During the suspension, students may not participate in any school

or co-curricular activity. Although suspensions are normally for a specified period of time, suspended students will be readmitted to classes only if they demonstrate a genuine willingness to cooperate with school policies and procedures.

Suspended students are normally placed on Disciplinary Probation. If this occurs, the student will be given a "**Terms of Disciplinary Probation**" contract which both he and his parents must sign prior to returning to class.

## Expulsion Policy and Disciplinary Board Procedures

### Policy

It is the policy of Jesuit High School ("School") that actions to expel students from the School are taken in accordance with the policies and procedures set forth herein ("Policy"). Responsibility for compliance with this Policy will rest with the Principal. Nothing in this Policy shall, nor is intended to, limit the discretion or authority of the Principal to impose discipline upon any student for violation of any of the rules or regulations required by the School. A decision to expel a student performed in accordance with this Policy shall be final and binding upon the student and his parent(s) or legal guardian(s).

#### 1.00 Conduct Subjecting a Student to Immediate Expulsion

The following behaviors will normally result in immediate expulsion without redress to the Discipline Board:

1. Participating in any form of distribution of any controlled substance (distribution includes, but is not limited to, selling, giving away, trading, arranging the exchange of, or providing information to facilitate any form of exchange). Controlled substances include "look-alikes" associated with controlled substances, performance-enhancing drugs, or other hazardous substances including inhalants.
2. Misuse of prescription medicine as well as misuse of over-the-counter medicines or being under the influence of drugs or any other legally controlled substance, on school grounds or at any school (Jesuit or any other school) function. (See Drug and Alcohol Policy, pg. 29.)
3. Stealing or enabling others to steal or being in possession of stolen property.
4. Possession or use on school property or at any school function of a weapon as defined by law (incl. Education and Penal Codes).
5. Willful harm of another.
6. Violation of any federal, state, or local law or any other egregious conduct at school or elsewhere that reflects adversely on Jesuit High School or the Roman Catholic Church.

#### 1.50 Conduct Subjecting a Student to Expulsion

The following conduct may subject a student to expulsion:

1. Serious disobedience, insubordination, or disrespect for authority.
2. Any form of harassment. (See Harassment Policy, pg. 30.)

3. Injury or harm to person(s) or property or threat of the same. Issuing threats to do harm or to intimidate others through any medium including the Internet.
4. Establishing personal web sites or participating in "blogs" or posting social networking sites (Facebook, Twitter, etc.) containing material or connections to material contrary to the mission and philosophy of Jesuit High School. Unacceptable "uploading or downloading" or distribution of materials or software deemed inappropriate for school use. Inappropriate use of the school's name or logos or any activity detrimental to the School's reputation is strictly prohibited. Cyber bullying, "sexting" or issuing threats or passing on inappropriate content via any means that reflect negatively on the Jesuit High School community.
5. Continued refusal to improve daily behavior.
6. Language or behavior, both implied and explicit (including spitting, gestures, commissions and omissions), which are deemed immoral, lewd, scandalous, profane, vulgar or obscene.
7. Any form of vandalism, senior prank, fighting, harassment or any other form of abusive or intimidating behavior, on or off-campus.
8. Unauthorized absences or continued tardiness.
9. Falsification or alteration of a school record or any communication between home and school.
10. Smoking or using tobacco products on campus, at any school events or at any time within two blocks of school property.
11. Being off-campus without proper authorization or parking off-campus.
12. Possessing obscene or pornographic materials.
13. Cutting Academic/Disciplinary Detention or classes.
14. Breaking any school contracts (Disciplinary Probation, G.I.P., etc.)
15. Gambling in any form.
16. Being on the campus of any other school without the written permission of the Dean.
17. Failure to comply with directions of school officials (Jesuit or other) acting in performance of their duties while on school property or at official school functions, or resisting or obstructing such school officials or other public official in the performance of their duties.
18. Disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate

celebrations at athletic contests.

19. Extreme rough play or reckless behavior which endangers self or others. Reckless and or unsafe driving practices on and/or off campus that endangers oneself or others.
20. Manufacture, possession, distribution or use of drug paraphernalia.
21. Violation of school regulations regarding possession, serving and/or consumption, or being under the influence of alcoholic beverages or students attending, organizing, hosting and/or remaining at parties where alcohol or drugs are present or accessible to students.
22. Manufacture, possession, or use of explosives, firebombs, or other destructive devices on or in school property or at official school functions.
23. Any other actions deemed serious, at the discretion of the Principal or designee.

### **2.00 Notice of Expulsion**

When it is determined by the Administration that any of the grounds to expel listed in Section 1.00 exist, the Dean of Students shall provide to the student who is subject to expulsion and his parent(s) a written *Notice of Expulsion*. A *Notice of Expulsion* shall inform the student that the expulsion is immediate, that the student is not eligible for an Informal Hearing before the Discipline Board, and that he has a right to appeal in accordance with this Policy.

### **2.50 Notice of Intent to Expel**

When it is determined by the Administration that any of the grounds to expel listed in Section 1.50 exist, the Dean of Students shall provide to the student who is subject to expulsion and his parent(s) a written *Notice of Intent to Expel*. The *Notice of Intent to Expel* shall advise the student of his right to an Informal Hearing before the Discipline Board and his right to appeal in accordance with this Policy. The Dean of Students will meet with the student and parent(s), discuss the circumstances leading to the issuance of the *Notice of Intent to Expel*, discuss the Discipline Board procedures and Advocate selection process, give the family a copy of the Discipline Board Manual, and answer any questions.

### **3.00 Informal Hearing/Discipline Board**

A student who has been issued a *Notice of Intent to Expel* shall have the right to an Informal Hearing before the Discipline Board.

#### **3.01 Timing of Informal Hearing**

If requested by the student (and barring any unforeseen circumstances), the Informal Hearing shall be held no later than ten (10) working days following the issuance of the *Notice of Intent to Expel*, unless an alternative date is otherwise agreed.

#### **3.02 Discipline Board**

The Discipline Board meets on the authority of the Principal. It is designated with the responsibility of interviewing the student, providing for the inclusion of all the circumstances surrounding the student's offense, and providing the student with the most complete hearing possible. Its ultimate concern is to recommend

to the Principal on the question of expulsion guided by both *Cura Personalis* and *Cura Apostolica* (what course of action is best for the student and for the school).

The Discipline Board may also be convened to advise the Administration in cases that are complex and where factual evidence is difficult to determine.

The Board is comprised of three faculty members (serving staggered two year terms) elected by the faculty. New Discipline Board members will undergo a formal orientation before they serve on the Board.

Also in attendance at the hearing is the Dean of Students who is the *ex officio* chairman; the Principal (as observer), and the student's Advocate (see: 3.03).

### **3.03 Advocate**

If a student requests an Informal Hearing, the student is required to choose a current faculty or staff member of Jesuit High School as an Advocate. Once a faculty or staff member has agreed to be a student's Advocate, he/she will participate in a formal orientation during which the Discipline Board process is explained (along with the Advocate's role and responsibilities in the process) and a copy of the Discipline Board Manual is distributed. After this orientation, the Advocate will discuss the matter with the student and his family, answer the family's questions about the process, meet with the student's counselor, assist the student in preparing for the Informal Hearing, and address the Board on the student's and his parents' behalf. The faculty Advocate is always present when the student is in the room during the Informal Hearing. He or she may also address the Board when the student is not in the room.

### **3.04 Informal Hearing**

The Principal, Dean, Advocate and members of the Discipline Board shall receive a confidential file (at least 24 hours in advance of the Informal Hearing) with the following student information:

- Attendance
- Discipline records
- Grades
- Student Activity Sheets
- Incident Reports
- A report on the present incident

The Informal Hearing is comprised of the following steps:

1. The student begins the proceeding by briefly outlining his perception of why the Board is convened.
2. Board members have two rounds of questions for the student.
3. The parents deliver their statement.
4. The student delivers a final statement.
5. The family and student are excused.
6. The Advocate speaks on the student's behalf.
7. The Board and Advocate discuss, and Board members vote to recommend a course of action to the Principal who makes the final decision.

After the Informal Hearing, the Principal weighs the recommendation of the Board along with information gathered from the Informal Hearing and makes a final

decision. The Principal then notifies the parents and the student of the decision.

### **3.05 Rights of Students at the Informal Hearing**

The Informal Hearing is designed to provide an opportunity for the student to be heard on the question of his expulsion from the school and is not designed to be a formal hearing. As such, a student is not entitled to be represented by legal counsel at the Informal Hearing nor shall formal rules of evidence apply. However, the student shall be entitled to the following rights in the Informal Hearing:

(a) Right of Parent(s) to Attend. A student shall be entitled to have his parent(s) or legal guardian(s) attend.

(b) Right to Speak on His Own Behalf. A student shall be entitled to speak on his own behalf during the Informal Hearing, subject to the ground rules established by the Board Chair for the proceedings.

(c) Right to be Present During the Informal Hearing. Subject to the ground rules established by the Board Chair for the proceedings, a student shall have a right to be personally present during the Informal Hearing. However, neither the student nor his parent(s) or legal guardian(s) shall be entitled to be present during the deliberation of the Discipline Board.

### **4.00 Disposition**

Following the Informal Hearing, the Principal may take any of the following actions:

1. Accept the recommendation of the Discipline Board concerning the expulsion of the student;
2. Reject the recommendation of the Discipline Board. In such circumstance the Principal may refer the case back to the Dean of Students for the imposition of other disciplinary action against the student; or
3. Remand the case back to the Discipline Board or to the Dean of Students for further action as specified by the Principal.

### **5.00 Right to Appeal a Notice of Expulsion**

A student who has been expelled according to Section 2.00 shall have a right to appeal such decision to the Principal only on the following grounds:

1. Abuse of Discretion. The expulsion is not supported by the information available at the time the Notice was presented, or the *Notice of Expulsion* is otherwise an abuse of discretion.
2. Noncompliance with this Policy. The process leading to the expulsion of the student was conducted in material noncompliance with the requirements of this Policy.
3. New Information. New information becomes available that is material to the issues considered which was not available at the time of the presentation of the *Notice of Expulsion*. Where such new information is asserted as a basis for the student's appeal, the Principal may refer the case to the Discipline Board for proceedings according to the terms of this Policy.

### **5.50 Right to Appeal a Decision to Expel Following an Informal Hearing**

A student who has been expelled according to Section 4.00, shall have a right to appeal such decision to the Principal only on the following grounds:

1. Abuse of Discretion. The Principal's decision to expel the student is not supported by the information available to it at the time of the Informal Hearing, or is otherwise an abuse of discretion.
2. Noncompliance with this Policy. The proceedings leading to the expulsion of the student were conducted in material noncompliance with the requirements of this Policy.
3. New Information. New information becomes available that is material to the issues considered by the Discipline Board which was not available at the time of the Informal Hearing. Where such new information is asserted as a basis for the student's appeal, the Principal may refer the case back to the Discipline Board for further proceedings.



# Directory of Faculty/Staff Phone Extensions

(916) 482-6060

2013-2014

**ATTENDANCE LINE.....480-2135**

**PRINCIPAL**

Lorraine Paul ..... 480-2122

**ATTENDANCE, DISCIPLINE**

Timothy Warren ..... 480-2126

**INSTRUCTION & STUDENT LIFE**

Timothy Caslin ..... 480-2117

**CURRICULUM & ASSESSMENT**

Earl Andrews..... 480-2120

To contact individual teachers, please email them.  
Teacher email addresses are available on the website  
at [www.jesuithighschool.org](http://www.jesuithighschool.org).

**ADMISSIONS OFFICE**

Gerry Lane (Director)..... 480-2127  
Joshua Palone..... 418-2637  
Debbie Case..... 480-2127

**ALUMNI OFFICE**

Steve McLaughlin ..... 480-2160

**ATHLETICS**

Chris Fahey  
(Athletic Director) ..... 480-2123  
Robin Cummings ..... 480-2123

**BUILDINGS AND GROUNDS**

Plant (Willy Park) ..... 480-2129  
Grounds (Kevin Fleming) ... 480-2102  
Custodial (Santos Prado) ... 480-2146

**BUSINESS OFFICE**

Controller  
Julie Winkleman ..... 480-2162  
Human Resources  
Beth Tegge ..... 480-2151  
Risk Manager/Payables  
Danise Skewis ..... 480-2118  
Student Accounts  
Gail Mraovich ..... 480-2116  
Chief Financial Officer  
Sharon Tobar ..... 480-2115

**CAMPUS MINISTRY**

Paul LeBoeuf (Director) ..... 480-2192  
Rosemary Fraccolli ..... 480-2117

**CHRISTIAN SERVICE**

Gina Anderson (Director).... 480-2105  
Maureen Pryor (Asst. Director) .....  
..... 418-2630  
Kelly Barnes..... 480-2194

**COUNSELING OFFICE**

Amanda Smith ..... 418-2627

**COUNSELORS**

Carol Rose (Director) ..... 480-2109  
Robert McAleese ..... 480-2143  
Cleann McGuire ..... 418-2635  
Jennifer Rasmussen ..... 418-2634  
Paul Seishas ..... 480-2107  
Kathy Van Liefde ..... 418-2624

**CURRICULUM/ASSESSMENT  
OFFICE**

Margie Wagner ..... 480-2120

**STUDENT ACTIVITIES**

Justin Hall ..... 480-2175

**DEAN'S OFFICE**

Mary Harrison ..... 480-2126

**ADVANCEMENT OFFICE**

Maureen Longyear ..... 418-2633  
Megan McCormick ..... 480-2131

**INSTRUCTION-STUDENT LIFE  
OFFICE**

Rosemary Fraccolli ..... 480-2117

**LIBRARY**

..... 480-2130

**PACE AUCTION**

..... 418-2633  
..... 480-2145

**PRESIDENT'S OFFICE**

Lisa Canfield ..... 480-2111

**PRINCIPAL'S OFFICE**

Colleen Arrigo..... 480-2122

**REGISTRAR**

Debbie Case..... 480-2127

**ACADEMIC DEPARTMENT CHAIRS:**

English..... Ted Hornback  
World Languages. .... Leslie Willson  
Mathematics ..... Antonia Doherty

Physical Education ..... Ross Evans  
Science ..... Greg Harcos  
Social Sciences ..... Tim Kelly

Theology ..... Katie Maynard  
Vis. Perf. Arts ..... David Bischoff

**BELL SCHEDULE GOES ON OUTSIDE COVER**