



# STUDENT-PARENT HANDBOOK

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## VISION AND MISSION

### **Vision Statement**

Jesuit High School of Sacramento will continue to be recognized as a premier Catholic Jesuit learning community for the twenty-first century; preparing young men to create a world of justice, peace, truth, and love.

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### **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.

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## PHILOSOPHY OF EDUCATION

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A Jesuit High School education inspires an enduring commitment to excellence and service.

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 that is oriented towards college-bound students and an environment that 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 that 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 that 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 as *"Men for Others."*



# FOUNDATIONAL EXPECTATIONS

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## **Appropriate Conduct of a Jesuit High School Student/Parent**

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 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 parent/guardian of each student conforms 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 receive 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.

Our school community's expectations 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 parent/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; and
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.
4. In the event that a dispute arises between Jesuit or its officers and an active student and/or his family that results in legal action in the form of litigation, Jesuit may choose to terminate the student's enrollment contract and require that the student be withdrawn from Jesuit.

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.

## **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 parent/guardian, a school employee, a volunteer or a vendor will not be tolerated.

Harassment occurs any time an individual is subjected to treatment by another or by a school environment that 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.

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, for an employee, immediate termination.

The school will treat allegations of harassment seriously and will investigate all allegations in a prompt, confidential and thorough manner. Students found to have filed false and/or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

## **Media/Publications**

Jesuit High School is proud of the positive activities, honors and achievements of our students. As a result, we make every effort to promote these accomplishments through such vehicles as our local newspapers, radio and television stations, and through school publications as well as our website. On occasion, Jesuit students may be interviewed, named, photographed and/or filmed for use in school publications, school-related websites, videos, newspapers, and on air and digital media outreach.

## **Non-Discrimination 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, marital status or gender.

### The Student/Parent Handbook Serves as a 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.

### Voluntary Association

Enrollment at Jesuit High School is considered to be a privilege. Enrollment 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.



## PROFILE OF A JESUIT HIGH SCHOOL GRADUATE AT GRADUATION

Enrollment at Jesuit High School is considered to be a privilege. Enrollment 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.

- **Open to Growth:** By instilling a joy in learning, each graduate will continue his own growth process long after he leaves Jesuit High School. He will seek opportunities to develop his own mind, body, imagination, feelings and religious consciousness.
- **Intellectually Competent:** A graduate will have mastered fundamental academic skills and have the knowledge, awareness, critical thinking skills and intellectual integrity to succeed in college and be prepared for leadership in service.
- **Religious:** He will have a basic knowledge of Christianity and Catholic doctrines and practices. He will be developing strong, moral reasoning skills. He will be coming to understand that faith in Jesus calls one to live as a person for others.
- **Loving:** He will begin to know and accept himself as being loved by others and being personally known and loved by God. He will begin to see and understand obstacles to human growth in the world, such as prejudice, while recognizing the ability of people and structures to change.
- **Committed to Doing Justice:** He will have a growing understanding of injustice and its sources in the world and begin to see that Christian faith demands an active commitment toward fostering a just society. He will have acquired skills, such as an understanding of government and public policy, and the motivation to use his skills for the benefit of humanity.

The Jesuit High School experience does not end with graduation. Our goal is to inspire and enable graduates to put their values into action with an active life of service for humanity, for the greater glory of God.

## ACADEMICS

Jesuit High School is a college preparatory and as such, students graduating from Jesuit will have completed a course of study that satisfies the minimum admission requirements of most colleges and universities. It is hoped that each student will have developed intellectual skills and understandings that 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. All curricular/academic policies have been developed with that goal in mind.

Each year Jesuit students take a maximum of six academic classes plus a Flex Period. The Flex Period may be replaced by an enrichment elective, required PE class, or approved Visual and Performing Arts (VPA) course provided the VPA course is to fulfill a graduation requirement or is a Band or Choir class.

### COURSE OFFERINGS BY DEPARTMENT

(For more detailed information related to course offerings and curriculum, please consult the Academic Course Catalog at <http://www.jesuithighschool.org/curriculum>)

#### English

English 1 or English 1XL  
 English 2 or English 2 XL  
 English 3 or AP English Language  
 AP English Literature or Senior English Electives  
 (see Academic Course Catalog)

#### Mathematics

Algebra I or Algebra I XL  
 Geometry or Geometry XL  
 Algebra II or Algebra II Honors  
 Pre-Calculus or Pre-Calculus Honors  
 Calculus, AP Calculus AB/BC  
 Financial Algebra  
 Statistics  
 AP Computer Science Principles  
 AP Computer Science A

#### World Languages\*

French 1, 2, 3, 3 Honors, 4 Honors  
 Latin 1, 2, 3 Honors, 4 AP  
 Spanish 1 or 1XL, Spanish 2B, 2 or 2XL, 3 or 3 Honors, 4 or 4 AP

#### Social Sciences\*\*

Modern World History 1  
 Modern World History 2/Western Cultures (one semester)  
 United States History or AP United States History  
 Economics or AP Economics  
 Civics or AP Government  
 Senior Electives (see Academic Course Catalog)

## GRADUATION REQUIREMENTS

(Each academic course earns 5 units per semester)

Required for Graduation	Semesters
English	8 semesters
World Languages	6 semesters
Mathematics	6 semesters
PE*	2 semesters
Health Ed (JVLA online)*	1 semester
Science	6 semesters
Social Science	7 semesters
Theology	7 semesters
Visual & Performing Arts	2 semesters
Christian Service*	8 semesters
College Prep Electives	3 semesters
	Total
* not factored into student's GPA	

#### Theology\*\*\*

Theology 1: Intro to Catholic Christianity  
 Theology 2A/2B: Christian Morality and Hebrew Scripture  
 Theology 3A/3B: Who is Jesus? and Faith and Justice  
 Theology 4: Prayer and Sacraments  
 Senior Electives (see Academic Course Catalog)  
 Liturgy Workshop

#### Visual and Performing Arts (VPA)\*\*\*\*

AP Art History  
 Digital Photography 1A/1B  
 Studio Art (Drawing) 1A/1B/2A/2B  
 Art of Film A/B  
 Digital Filmmaking 1A/1B  
 Band (see Academic Course Catalog)  
 Choral Music, Concert Choir, Chamber Ensemble

#### Science

Biology, Biology XL, AP Biology  
 Chemistry, AP Chemistry, Chemistry in the Community  
 Physics, AP Physics I  
 Environmental Science  
 Anatomy/Physiology

#### Physical Education\*\*\*\*\*

PE 1  
 PE 2  
 Yoga (open to Juniors and Seniors only)  
 JVLA Health/Safety Course

#### Christian Service

Frosh Christian Service (16 hours completed through Modern World History I)  
 Soph Christian Service (16 hours completed through Theology 2A/2B)  
 Junior Christian Service (16 hours completed through Theology 3A/3B)  
 Senior Christian Service (50 hours)



*\*Students must take three years of one world language or two years each of two different world languages earning grades of C- or higher for a minimum of two levels.*

*\*\*Seniors must take two semesters of Social Science, one of which must be Economics or Civics. The other semester can be satisfied with a Social Science elective. Both AP Economics and AP Government satisfy the Senior Social Science requirement.*

*\*\*\*Seniors must take two semesters of Theology one is Prayers and Sacraments and the other is a Senior Theology Elective.*

*\*\*\*\*Students must take two semesters of VPA courses in the same subject to meet CSU and UC requirements. Freshman are required to take one semester of VPA.*

*\*\*\*\*\*Freshmen Students enrolled in Band or Choral Music are not required to take PE 1. These students are still required to complete the online JVLA Health Ed course by the end of their Freshman year.*

## REQUIRED COURSES BY YEAR LEVEL

### Freshman

English	2 sem
World Languages	2 sem
Mathematics	2 sem
PE (or Band/Choral Music)	1 sem
Science	2 sem
Theology	1 sem
Social Sciences (Christian Service)	2 sem
Visual and Performing Arts	1 sem
JVLA on-line Health Ed	1 sem

### Sophomore

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

### Junior

English	2 sem
World Languages	2 sem
Mathematics	2 sem
Science	2 sem
Theology (Christian Service)	2 sem
Social Sciences	2 sem
VPA (if required)	1 sem

### Senior

English	2 sem
Theology	2 sem
Social Sciences	2 sem
Christian Service	1 sem
Academic Electives	5 sem

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

## Awards: Academic

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 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 faculty and staff.

## Awards: Graduation

**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.

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

**The Ignatian Award** is given to a Senior who has been deemed most outstanding in all phases of school life.

**The Jesuit Schools Network Award**, given to the Senior who embodies those qualities of the Profile of the Graduate that lead to action for others in response to the spirit and presence of Jesus Christ.

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

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

**The President's Award** is 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.

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

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

**The Scholar-Artist Award** is 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.

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

**The Valedictorian Award** is 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.

The Ignatian Award and the Valedictorian Award are Jesuit High School's highest honors.

### Academic Integrity

Every Jesuit High School student is 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 or to enable another student 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.

Students who are cheating, or enabling another to violate academic integrity (e.g., plagiarizing a paper, copying homework, violating testing procedures, or cheating on a quiz or exam) or are involved in academic dishonesty or forgery, will be referred to the Dean of Students.

Penalties may include a loss of credit for the assignment in question, a failing grade for the paper, test or examination in question, disciplinary action up to and including

suspension or dismissal if the severity of the infraction is deemed by the Principal to be egregious.

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

### Academic Probation and Eligibility

All students are expected to achieve at least a 2.00 grade point average (GPA). What is demanded from each student, however, is a consistent and responsible effort in each subject. Any student whose 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 next grading period, the student will remain on Academic Probation and 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 grading period, before beginning or continuing (if already in progress) the activity or sport. Note, students who are placed on Academic Probation at the conclusion of the school year will remain on probation until the conclusion of the first grading period in the Fall of the next year. 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.

### Class Rank

Class rank is determined from each student's Honors GPA and includes all courses taken at Jesuit High School. Class rank is not reported unless not doing so would jeopardize a student's college or university application.

### Class Scheduling

Students begin the scheduling process for the upcoming year in January and February. Freshmen, Sophomores and Juniors have mandatory class scheduling meetings with their counselors, as listed on the school calendar.

Placement in XL/Honors/Advanced Placement and elective courses is based on minimum criteria determined by each Academic Department. Placement into such courses is competitive. Placement decisions into these classes are made by academic departments in March and communicated to students. A student may appeal a placement decision within the time frame indicated on the school calendar by submitting an online appeal form. Academic departments review student appeals. Students receive appeals decisions via email.

Class schedules are prepared during the summer and are mailed to all students in July. Requests for schedule changes, once schedules have been issued, 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 Counseling and the Assistant Principal for Curriculum & Assessment.

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

### **Collaboration Periods**

Most Wednesdays begin with a “Collaboration Period,” which runs from 8:15 a.m. – 9:30 a.m. Some Collaboration Periods are used for faculty events and some are used for student events. Collaboration Periods for students include assemblies (e.g., Social Justice Summit Assembly, Magazine Sale Assembly, and Behavioral Health Assembly), Class Masses and group meetings with counselors. Students are required to attend all Collaboration Periods scheduled for their year level. If a student will be absent from a Collaboration Period, all of the school’s normal attendance policies apply. If a student’s year level is not involved in a particular date’s Collaboration Period, he can arrive before the day’s first class period (9:45 a.m.), schedule personal off-campus appointments, or use defined areas of campus (e.g. Harris Center and the King Library).

### **Courses Taken Outside of Jesuit High School**

Jesuit High School offers all courses necessary for students to complete our graduation requirements. Students usually do not need to take courses offered by other academic institutions (whether online or in-class). Occasionally, a student may need to take a course from another academic institution to remediate a “D” or “F” grade earned from a Jesuit course. Additionally, advanced students will occasionally benefit from taking courses that Jesuit does not offer at another academic institution.

Parents are responsible for determining if the course meets UC, NCAA or other college acceptance requirements. In all cases, prior to enrollment, the student must complete a Course Enrollment Verification Form available through the Counseling Department and obtain the approval of the Academic Department Chair and the Assistant Principal for Curriculum and Assessment. Non-Jesuit courses are not calculated in his Jesuit GPA.

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 Assistant Principal for Curriculum and Assessment. Again, parents are responsible for determining if the course meets UC or other college acceptance requirements.

### **Diplomas and Graduation**

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 (F’s) grades in any course required for graduation, will not be issued a diploma until the failing grade is successfully remediated. If a student is earning an “F,” or an “I,” in two or more courses, he will not be allowed to participate in the graduation ceremony.

Students who fail to meet all of the subject requirements outlined in the Student-Parent Handbook will not graduate

or receive a Jesuit High School Diploma. In this occasion, these students and their families are entitled to a meeting with their counselor the first week following the conclusion of spring finals. This meeting is to be initiated upon student and/or family request only. In this meeting, the counselor will outline options for the student to remediate the graduation deficiency. All graduation requirements must be completed within one year of the original commencement date in order to obtain a JHS Diploma. All appeals following that one year deadline will not be considered.

An Honors Diploma is awarded to any student (with at least four semesters of honors coursework), who has completed their final 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.

### **Electronic Grade Reports - PowerSchool**

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 PowerSchool to record grades.

Parents must establish a PowerSchool account in order to receive this information. Instructions for establishing an account will be mailed to new parents in August.

### **Course Information and Homework - Google Classroom**

Academic objectives in a college preparatory school depend heavily on work performed at school and at home. At orientation, each student is assigned a Jesuit High School Google account in order to access Google Classroom and student email. Assignments will be posted on Google Classroom by 4:00 p.m. on the day of the class meeting.

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 meeting for regular level classes. Honors/AP courses may require additional time commitment outside of class as determined by the instructor.

Assignments cannot be due earlier than the start of the next class meeting.

### **Grades: General Information**

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 college preparatory courses taken at Jesuit High School beginning in Freshman year are counted towards a student’s GPA. While Physical Education, Christian Service, Heath Ed, and Enrichment Courses taken at JHS are posted on the student’s transcript, they are not included in the student’s GPA.

Jesuit calculates two cumulative GPAs, Regular and Honors. Regular GPAs are based on a four-point scale. Honors GPAs are based on a five-point scale, with each XL/Honors/AP course being awarded an additional grade point. Jesuit will report the Honors GPA to colleges and universities (each individual college and university will compute grade point averages according to their own policy).

Only semester grades are placed on the student's transcript as part of his permanent school record.

### Grades: Scales and Values

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** 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 below:

<b>A+</b>	4.3	<b>A</b>	4.0	<b>A-</b>	3.7
<b>B+</b>	3.3	<b>B</b>	3.0	<b>B-</b>	2.7
<b>C+</b>	2.3	<b>C</b>	2.0	<b>C-</b>	1.7
<b>D+</b>	1.3	<b>D</b>	1.0	<b>D-</b>	0.7
<b>F</b>	(no credit given)				

Regular GPAs cannot exceed 4.0. Jesuit also uses a fully-weighted grade system to calculate an "Honors" GPA. In this system, all courses designated "Advanced Placement" (AP), "Accelerated" (XL), or "Honors" (H) are given an additional grade point for the purpose of determining a student's "Honors" GPA; 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.*
- *A grade of "I" (Incomplete) is given only at the semester and only in exceptional circumstances. Teachers must have a grade of Incomplete approved in advance by the Principal or designee. "I" grades 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. If the "I" grade is not cleared by the teacher and student*

*within the allotted 30-day period, the student's final grade will be calculated based upon submitted work with zero grades assigned to all non-completed work.*

### 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 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.

### Enrichment Period

An enrichment elective is a class offered simply for personal enrichment and enjoyment. Enrichment electives are recreational in nature and are designed to tap into a student's personal interests. Any student can request to take an enrichment elective if he has an open period in his schedule. A student's enrollment in his requested enrichment elective depends on whether or not the requested elective fits into the rest of his course schedule. A student cannot be required to take an enrichment elective by any teacher or program. Teachers of enrichment electives may not assign homework. These courses do not fulfill any graduation requirements and are non-credit. These electives will appear on the student's transcript as pass/fail.

### 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 (6) 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 prior to the official exam week.

### 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.

### Flex Period

Most students are assigned one Flex Period in their schedule. They are to use this period to their benefit. During this time, they must report to the Library, Tutoring Center, Academic Support Center, Harris Center, or Weight Room. Students must scan their Student Body Card when they enter these locations and must stay in the chosen location for the full period. Students normally do not have to report to the same place every Flex Period. Students must be on campus and checked into one of the assigned areas during every Flex Period, including those that fall during the first and last periods of the day.

Some students will be required to go to the Academic Support Center or the Tutoring Center because of some academic challenge.

## Honor Roll

Students will be awarded an Honor Roll certificate if they satisfactorily complete all academic courses in a semester with the minimum GPAs indicated below, with no grades of "D," "F," or "I."

### *First Honors:*

Students with an Honors GPA of 4.0 or better.

### *Second Honors:*

Students with an Honors GPA of 3.7 or better.

## National Testing Program

Jesuit students will be given a number of standardized tests throughout their high school career. These tests include nationally "normed" standardized tests administered in the Freshman (Educational Development Test), Sophomore (PreACT) and Junior (PSAT - Pre-SAT) years. These tests are administered during the school day and funded by the annual student body fee.

Students are familiarized with 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 and ACT are administered at Jesuit on most national Saturday test dates. A practice SAT and ACT are also offered each February for interested Juniors.

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 up to Calculus.

## Parent/Teacher Conferences

A parent/teacher conference evening is held after the first quarter grading period. These conferences are for parents of students who are struggling academically. Parents are directed to consult the school calendar for the specific date and time of these conferences.

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

## Repetitions

The process of repetition is an integral part of Jesuit pedagogy. Teachers are typically 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 movies and end-of-year parties may not be held during repetitions. The week prior to comprehensive semester exams, teachers are encouraged

to outline the material to be assessed in order to give students the benefit of a weekend to study and get organized.

## Schedule Change (Drop/Add) Policy

Once instruction begins in August, all schedule change requests require the approval of the student's parent, counselor, both teachers, the Director of Counseling and the Assistant Principal 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 \$30.00 will be charged for each schedule change made once classes have begun.

The last day to add a class is on the 10th day of instruction at the beginning of each semester. The deadline to drop a class or make a level change is 20 days after the first day of instruction.

## Summer Reading

Jesuit requires students to complete summer reading. Books are assigned in June 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 first semester grades.

## 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 school website for information. All rules contained in this handbook regarding behavior, appropriate dress, homework, academic integrity and attendance apply to summer school unless otherwise noted.

## Transcripts

Transcripts are permanent records of all courses taken and semester grades earned from Jesuit High School only. Once a course has been completed, it may not be replaced or deleted from a student's transcript. Grades posted to a student's transcript may be changed only by the teacher assigning the grade and only with the approval of the Assistant Principal for Curriculum and Assessment.

Students and their parents/legal guardians have the right to review the student's transcript and may obtain an official copy from the Registrar upon request. Parents may request that a Summer School grade not be posted to the official transcript of their son.

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 completing a Transcript Request Form found at [www.jesuihighschool.org/academics](http://www.jesuihighschool.org/academics).

There is no charge for the first three transcripts; each additional transcript will incur a fee of \$5.00. Please allow 24 hours for processing.

# COUNSELING

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Jesuit High School offers a comprehensive counseling program designed to address the academic, college, and personal concerns of Jesuit High School students.

## Academic Guidance

A major responsibility of school counseling is the comprehensive program of academic guidance. This service includes the sharing 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 and intervention. This monitoring begins at the classroom level, when the teacher and the counselor collaborate on classroom strategies. If this level of intervention does not result in the desired effect, counselors will meet with the student and assign the student to the Tutoring Center or other additional support programs. If, after this level of intervention, the student's academic performance does not improve, the counselor will conduct a Student Support Team (SST) meeting to ascertain what additional efforts need to be made on behalf of the student. Often this will entail outside interventions such as at-home tutoring or testing for learning differences, etc. Based on information gathered at the SST and from outside resources, plans for additional interventions and accommodations may be made in consultation with the Director of Academic Support.

## Academic Support Center

Jesuit High School offers programs and support for students with learning differences. Additionally, we assist the faculty in their efforts to provide reasonable accommodations and equal access to learning. Students with documented learning differences have the opportunity to work closely with the Academic Support Center and will meet with the Academic Support Center Director upon entrance to Jesuit High School and as needed throughout their years of attendance. Additionally, all students have access to the Tutoring Center in which California Scholarship Federation peer tutors are available.

## College Guidance

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 Naviance website, emails, the counseling newsletter, and announcements.

A College Information Night, a Financial Aid Information Night and the Jesuit College Fair are hosted on campus in the fall. Counselors also make themselves available for Senior family meetings, where parents and students can receive additional information regarding the college admissions process. Students are also made aware of college fairs at local colleges and universities. College admissions representatives regularly visit the campus to talk with interested students.

Jesuit High School releases school transcripts and other relevant school records such as Senior schedules to colleges, universities, and athletic and academic scholarship programs.

Jesuit High School Counseling also provides an online SAT/ACT prep program called Method Test Prep starting the second semester of each student's Sophomore year. Also, every athlete will have access to CoreCourseGPA.com to help them track their NCAA D1 or D2 eligibility.

## 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. When an issue requires extensive or repeated attention, it is an issue that is best handled by a licensed therapist in their private practice. 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.



## Confidentiality

Any information disclosed by a student in the process of counseling is typically held in confidence. However, matters of health, life and safety will be discussed with the Director of Counseling Services and the Principal in the normal course of staff supervision. California State Law also specifies six exceptions to privileged conversation between a student and his counselor:

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

- Reporting to one or more specific persons indicated in a written waiver only after this waiver has been read and signed by the student and preserved in the student's counseling file.
- Disclosing confidential information when required to do so by a court of law.

## 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 Dean of Students. Only requests for a change that involve a significant negative 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 Dean determines that the request warrants consideration, the proposed change must be discussed with both counselors involved. The proposed change must be presented to the Dean of Students for review and final disposition.



## CAMPUS MINISTRY

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Campus Ministry's primary mission is to prepare each young man for life, leading him to become a faith-filled and value-centered person within the model of Jesus Christ, centered in our Roman Catholic heritage, and in the tradition of Ignatius of Loyola. All of the religious activities at Jesuit are designed to respect each person's religious tradition.

Campus Ministry dedicates itself to the task of bringing out in each person those spiritual gifts that lead people towards deeper love of self, others, and God in the building of God's Kingdom.

To foster our community of faith, religious activity and study are part of the daily schedule. Before the first class of the day, a school-wide prayer is offered over the P.A. system to unify students and faculty in committing the work of the day to the Lord. In addition to the school-wide prayer, each class begins with a prayer. After lunch each day, the school community is led in praying the Examen. Our hope is that the community at Jesuit grows into a deeper relationship with Jesus. Non-Christian students are encouraged to use the prayer prompts to grow in their own faith tradition. Regular liturgies are an opportunity for the entire Jesuit community, including parents and friends of Jesuit, to come together to pray in thanksgiving and petition. During Advent and Lent, students have the opportunity to celebrate the Sacrament of Reconciliation with their classmates.

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 activities such as athletic teams and theater productions.

It is hoped that after spending four years as part of our faith community, the young men graduating from Jesuit High School 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 the faith community to which they belong and to place themselves in service to others in need.

### **Liturgical Celebrations**

All Jesuit students are required to attend our school-wide liturgies. During the school year, we celebrate the Mass of the Holy Spirit, All Saints Day, the Feast of the Immaculate Conception, the Senior Farewell Liturgy and other designated liturgies. Each class also has its own class level liturgy each semester. Seniors are also required to attend the Baccalaureate Liturgy.

A Mother/Son Mass is scheduled in the fall semester and a Father/Son Mass is scheduled in the spring semester.

The Jeffrey '84 and Elizabeth Phelan Chapel of the North American Martyrs was dedicated on the 51st anniversary of Jesuit High School's first day of class. When school is in session, Mass is celebrated in the Chapel of Our Lady, Monday-Friday, at 7:30 a.m. When an all-school liturgy is scheduled, no 7:30 a.m. Mass is celebrated that day. Daily Mass celebration concludes at the end of the spring semester and resumes at the beginning of the fall semester.

The Phelan Chapel is used by the school community during regular school hours. It is not open and accessible to the general public except by appointment.

### **Retreats**

To cultivate both deeper self-affirmation and acceptance of God's unconditional love, our Freshman Overnight, Sophomore Day, and Junior Overnight retreats are mandatory. The Sophomore and Junior retreats are organized through 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.

### **Senior Leadership**

Senior "Big Brothers" are Seniors 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 overnight retreat.

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 Freshman Overnight Retreat and Big Brother Liturgy in the second semester



# CHRISTIAN SERVICE

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## 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 and 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. Freshmen and Sophomores complete 16 hours of service over the course of the year, while Juniors complete 16 hours during one 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 that 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.



# 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.

## Rules of Conduct

Jesuit High School’s “Rules 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 to represent reflects the exercise of common sense and mature judgment, acceptance of responsibility for one’s actions and the desire to exemplify Christian charity and concern for one’s neighbor.

The Dean of Students may judge that a disciplinary intervention is required in order to assist a student in furthering his understanding of how to best contribute to his own personal growth as a “*Man for Others*” in service to the whole Jesuit High School community. These interventions will reflect the seriousness of the offense and are assigned wholly at the discretion of the Dean of Students or, when necessary, the Principal of Jesuit High School.

## Detention (JUG)

The term “JUG” is derived from the Latin word *jugum*, meaning yoke or burden, and refers to disciplinary consequences assessed at Jesuit schools. (Many students also refer to “JUG” as the acronym for “Justice under God.”) When a student receives a “JUG” from a faculty or staff member, it is entered and communicated to students electronically. It is a student’s responsibility to check his Jesuit assigned email regularly. Students will be held accountable for all information communicated in this manner.

### Notice:

*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/or their designees.*

*If a conflict arises concerning the rules of Jesuit High School, the Administration reserves the right to clarify and make all interpretations.*

There are three types of detention:

- **Academic Detention:** A Freshman student may 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. Teachers shall give the student an assignment that shall be collected at the conclusion of the day’s detention. 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 - Thursday) beginning approximately 20 minutes after the final bell and lasting for one hour. Failure to attend an assigned Academic Detention may result in three days of Behavioral Detention.
- **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 additional days of detention and/or suspension. 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, being 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 Detention.

For more serious offenses or an excessive accumulation of behavioral detentions (eight or more), the Dean has the discretion to place a student 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.

At the conclusion of each semester, the behavior of those students who are on Disciplinary Probation is reviewed. Jesuit High School then determines whether to rescind the probation, continue the probation, or 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 three 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.

## Drug and Alcohol Policy

### Amnesty Notice

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 *cura personalis*, a foundational principle of concern for the other that is a hallmark of our Jesuit school community. 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 who will support a student's family in identifying the resources needed for help and healing.

Students under the influence of drugs, alcohol, or any other legally controlled substance (including tobacco), or who facilitate the use of any controlled substance on school grounds, or who sells or dispenses any controlled substances, 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.

### Discovery and Deterrence

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 being a vehicle for 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.



## Parents

Parents and older siblings are both legally and morally responsible any time 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 will compromise the partnership between the family and the school.

Jesuit High School's Drug and Alcohol Policy is designed to hold students and parents accountable for this type of seriously unacceptable and potentially dangerous behavior, and discourage any activity that supports continued abuse and addiction, as well to 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.*



# GENERAL STUDENT INFORMATION

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## Absence/Tardy – General Norms

If a student is going to be late or absent, it is his responsibility to have his parents notify the attendance recorder by phone (916.480.2135) 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 that 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.

Parents/Guardians will receive an automated phone call alerting them to their son's absence if parents have not notified the Dean's office prior to 9:00 am.

In extreme circumstances, such as hospitalization or long-term illness of more than one week, the Dean's Office, in conjunction with the Assistant Principal for Curriculum and Assessment and the student's counselor, will assist in gathering information relative to missed work. In some cases, outside tutoring or home tutoring may be required to keep students on pace to complete classes.

*Note: 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.*

### Excessive Absences

Parents are encouraged to monitor their son's attendance through PowerSchool. Regular and timely attendance is critical to the process of education. Excessive absences can affect a student's academic standing and his ability to participate in co-curricular activities.

Five absences from the same class in a semester will result in a formal notification from the Dean's Office. This does not include school-related absences such as retreats and athletic/co-curricular events. Further absences may result in a conference with the Dean of Students and the Assistant Principal for Curriculum and Assessment to determine the student's academic standing

### Tardy

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.

### Final Exams

No student may take an early examination. Delayed semester examinations require proof of illness or family emergency.

Delayed semester exams **must** be taken during the scheduled make-up testing times and **must** be completed no later than one week following the Friday of exam week.

Grades on finals after this date will be assigned a zero.

### 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. Parents are required to provide the school with updated email contact information to ensure they are receiving all communication.

### Athletics

Please refer to the Parent-Student Athletic Handbook, which is posted on the [www.jesuithighschool.org](http://www.jesuithighschool.org) website for specific information.

### Bicycles, Skateboards, Rollerblades

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. Roller blades, bicycles and skateboards may not be used on school grounds. No biking, skateboarding, etc., is permitted on Jesuit High School sidewalks or any other area that is shared with pedestrians.

### Bullying/Insensitive Speech/Hazing

Jesuit High School is committed to promoting a safe and welcoming environment on its campus and at school-sponsored activities. Bullying, insensitive speech and/or hazing will not be tolerated.

Bullying is the conscious, willful, hostile, and intentional attempt to control and assert power over another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that

occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber-bullying, in which bullying occurs using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

Sending inappropriate text, e-mail or instant messages

Posting inappropriate pictures or messages about others in blogs or on websites

Using someone else's user name to spread rumors or lies about someone

Jesuit High School defines insensitive speech as written words, spoken words, images or gesturing that is offensive to one or more persons. Insensitive speech promotes an environment that is unwelcoming and unsafe.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Any of these behaviors can take place at school or school-sponsored events, social media, and digital communication and when identified will result in disciplinary action up to and including dismissal.

### **Cancellation of School**

School may be canceled in case of a power outage, inclement weather (flooding) or other emergency. In addition to an automated call from the school announcing a closure, we authorize only AM radio station KFBK 1530 to disseminate this information. Students and parents are responsible for verifying that Jesuit has been officially closed. Absences from school due to a prank call when school is actually in session will be counted as an unexcused absence.

### **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 should drop off students by using the O'Donnell Drive entrance off of Fair Oaks Blvd. Parents are asked to not use the gym parking lot for drop off and pick up.

1. Please try to "drop off" students at least twenty (20) minutes before school.
2. Please do not arrive to "pick up" students until at least twenty (20) minutes after dismissal.
3. Please make sure that your son is waiting for you and that you do not block the loading zone waiting for him.
4. Students are not allowed to wait at any other off-campus location.
5. Please remember that Jesuit is a school zone and drive at a safe and legal speed.
6. Parents must follow the discretion of security personnel at all times.

### **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:***

1. Childhood diseases such as chicken pox, measles, German measles and mumps
2. Viral hepatitis
3. Active pulmonary tuberculosis

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

1. Severe influenza, severe infectious mononucleosis and pneumonia
2. Conjunctivitis (pink eye)
3. Any communicable disease

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

1. Severe sore throat, influenza
2. 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 Bishops' 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.

## Dances

Jesuit, Christian Brothers, Cristo Rey and St. Francis High Schools 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.

The Catholic High Schools of the Sacramento Diocese have a “no limousine” policy and do 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.

1. Dances are normally held from 7:30-10:30 p.m. No students will be admitted after 8:30 p.m. and no students may leave before 10:30 p.m. ***Any student left at the dance without a ride home beyond 30 minutes after the scheduled end time is subject to a taxi ride home at the parent’s expense.***
2. All students must show a current Student Body Card at the door in order to enter the dance.
3. Tickets may only be purchased in advance at school.
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 ID Card at the door. High school graduates may attend at the discretion of the Dean and they must have completed a Guest Pass; guests cannot be over 20 years of age. If any problems arise due to that guest’s presence at a Jesuit dance, the Jesuit student will assume full responsibility.
5. Jesuit’s date dances (Homecoming, Junior Prom and Senior Ball) are open to Jesuit High School students and their dates. Jesuit High School students may bring a female guest from any school provided they complete the Guest Pass. A Jesuit High School student may also attend a date dance without a date and may purchase an individual bid at a reduced rate.
6. 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. 20.)

## Dance Behavior Code

All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to the following: slam dancing, break dancing, moshing, “freaking,” suggestive or otherwise inappropriate or dangerous dancing. Only face to face dancing at an appropriate distance is permitted. Students and their guests MAY NOT engage in any

sexually explicit form of dancing. Everyone must follow the directions of the supervisors and the security. Behavior regulations and school policies apply to school dances, on or off campus.

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

- Straddling or wrapping legs around another person;
- Inappropriate physical contact, lap dancing;
- Lying or sitting on tables or floors; or
- Front-to-back dancing, grinding, freaking, or other types of dancing that are inappropriate, lewd or potentially dangerous.
- Inappropriate displays of affection.

## Dance Dress Code

Open Dance Dress Code: The Jesuit High School dress code is modified for dances. Jeans, athletic shoes, and non-collared shirts are permitted.

Students wearing the following *will not* be admitted:

- Shorts, skirts, pants, and dresses that are too short (i.e. no more than 3” above the middle of the knee), excessively tight, or “low rise.” Leggings do not change the length rule.
- 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.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin.
- Clothing with references to alcohol, sex or drugs, racist or sexist sayings.
- Any manner of hand-decorated apparel.

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

Formal Dance Dress Code: Formal means conservative, formal attire. Everyone is to wear dress shoes (absolutely no tennis shoes). A second pair of dancing shoes will be allowed. Boys are to wear a tuxedo or a suit and tie. Girls will wear a formal dress. Halter, strapless and spaghetti strap dresses are allowed. Dresses must not be higher than 3” above the top of the knee, slits cannot be open more than 3” above the knee. Dresses are to be modest, in good taste and appropriate for the body type. Absolutely no short, tight dresses are appropriate for a formal dance. Appropriate under garments for the type of dress are to be worn. Dresses with low backs must not go below the middle of the back. Students out of dress code will be sent home after their parents have been notified.

## Dress Code and 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 basic guidelines must 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.

1. Earrings – Students are allowed to wear one earring (hoop or stud) per ear located on the lobe. No oversized earrings (gauges) are allowed. Students may not have any other visible piercings. Earrings of students in violation of the policy will be confiscated and not returned.
2. Hair – Hair should be neat and clean. Hair may not be unusually dyed. Distracting hair styles such as carved lines, shaved heads, faux hawks (shave or close cropped on the sides and long on the top) are not permitted. Students with inappropriate haircuts will not attend class until the hairstyle is corrected. All students must be clean shaven. Beards, mustaches and/or excessive sideburns are not permitted.
  - A student may be suspended until his hair style is remediated to comply with Jesuit policy and expectations.
3. Hats – Hats are not to be worn inside any classroom or office at any time or inside the gymnasium, Phelan Chapel, or Harris Center during assemblies and liturgies.
4. Pants – Dress pants and shorts may be worn at the student’s discretion. Solid color, khaki-style pants and shorts are the only approved pants. Pants and shorts must be worn at or above waist level. Shorts must end at or above the knee. Underwear may not be visible at any time.
  - The following style of pants are not permitted under Jesuit’s dress code: military fatigues, scrubs/hospital pants, nylon warm-ups, sweat pants of any kind, denim pants with rivets (jeans), “cut-offs,” PE or athletic shorts (rugby, soccer, basketball, skate/snowboard, football practice) or excessively baggy shorts, disheveled or torn pants, selective bleached, altered, or excessively baggy pants.
5. Shirts – Only collared shirts, polo-style or a properly buttoned dress shirt, are permitted. Torn or ragged shirts or any shirt that displays conspicuous advertising, promotion of products that are not suitable for minors to use or consume, or profanity or obscene images are not permitted.
6. Shoes/Socks – Any type of conventional footwear may be worn, including athletic/tennis shoes. Socks must be clearly visible.
  - The following types of footwear are not permitted under Jesuit’s dress code: soccer or sports sandals, any manner of moccasin or slipper (even with leather soles), heavy-soled, floor-damaging boots or shoes.

- While athletic/tennis shoes are allowed, students must have a separate pair of athletic shoes and socks for PE.

7. Tattoos – Tattoos, both temporary and permanent, are discouraged. Should a student have a tattoo, that tattoo must be covered by clothing and not be visible while on campus or at any Jesuit High School event, on or off-campus.

### **Dress Attire Days (School-Wide)**

Students must dress appropriately to include slacks, a dress shirt and tie, dress belt, and clean leather dress shoes. Athletic/tennis shoes are not allowed for the entire school day on all “school-wide dress attire” days. Appropriate also means no outfits designed to attract attention. Hats may not be brought to school on “dress attire” days. (*“Dress attire days” are noted in the school calendar.*)

### **Emergency/Disaster Plan**

In the event of an emergency or a disaster, Jesuit students will only be released to a parent or guardian listed as an emergency contact in PowerSchool.

### **Food Service**

Epicurean Group is the contracted food service provider for the Marauder Galley Café on campus. Daily breakfast and lunch menus are posted on the Jesuit website. 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 payment system for which each student has an online account and a private PIN that is to be used for purchasing items at the Café. Parents are provided information on this system prior to the first day of instruction. The website for activating and funding the student account is [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **Illness During School**

When a student becomes ill during school, he should inform his classroom teacher and secure permission to go to the Dean’s Office. In other situations, he should inform the supervising adult of his illness and go to the Dean’s Office. 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.

No Jesuit High School administrator, faculty or staff member, or any other employee shall be liable for the conduct or safety of any student when that student is no longer on campus or is no longer participating in a sanctioned school event.

A student who leaves campus or a sanctioned school event without permission will be subject to discipline up to and including dismissal.



## 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 their 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.

## Library

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. If circumstance requires adjustment of these hours on an occasional basis, the change will be announced to students. 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.

## Littering and Campus Cleanliness

Jesuit hopes that each student will take pride in the appearance of the campus. Students 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.

## 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.*

## 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 will be subject to 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 dismissal.

## 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.

## Medical and Dental Appointments

All appointments should be scheduled after school hours or on vacation days. A written request for early dismissal signed by a parent/guardian must be presented to the Dean's Office prior to the first bell on 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.

## 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.

## Misrepresentation/Falsification of Notes

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 these offenses.

## Motor Vehicles

Parking off-campus is strictly prohibited and will result in significant behavioral consequences.

Students must park in school designated parking slots only. **Students must park on campus.** Parking or driving on service roads (including the road behind the Harris Center and the road above the baseball and football fields), neighborhood driveways or streets, faculty parking lot, or any other non-designated places is absolutely prohibited.

Students are expected to be on campus 10 minutes prior to 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.

Students must have a valid California driver's license to operate any motor vehicle at school.

Excessive speed or careless driving on-campus renders a student liable to suspension of his driving and parking privileges and will result in disciplinary action. A speed limit of 10 miles per hour has been established for Jesuit parking lots and lanes.

All laws in the state vehicle code relating to the operation of motor vehicles are to be obeyed when driving on or near the school grounds.

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 second 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 fine.

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.

Under normal conditions because of limited space, Sophomores and Freshmen will not be permitted to drive to school. In extraordinary circumstances these students may petition the Dean to obtain a provisional parking permit.

A one-day temporary parking permit may be purchased 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.

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.

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.

Carrying valuable items in a student vehicle is not advised. Jesuit High School strongly recommends that keys, cash, sporting equipment, sound equipment, etc., not be left unattended in any vehicle at any time.

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.

### **Medical Examinations and Immunizations Required**

Medical examination forms must be on file for every student attending Jesuit High School.

Incoming Freshmen are required to submit a current physical evaluation (completed between June 16, 2016 – July 29, 2016) prior to beginning the fall semester. A physician (MD or OD) must complete a *Jesuit High School Pre-Participation Physical Evaluation*, which will be placed on file. All student-athletes must have a physical on file that meets CIF regulations. Please see the Athletic Department Handbook regarding CIF athletic physical rules.

Parents should notify the Main Office of any physical or medical condition that 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.

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 should be forwarded to Jesuit from your son's last school of attendance.

### **Off-Campus Conduct**

Schools are judged in no small measure by the conduct of their students when they are 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 does not provide transportation to every event. 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 "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:

- The following areas are "out of bounds" for students except with specific permission:
- All school offices, unless a student is there on official business.
- Goupil 102 and Daniel Hall, except with permission.
- All storage and maintenance areas around campus.

- The Jesuit Community residence, dining room, and kitchen.
- Any classroom, laboratory or the King Library unless a staff member is present.
- 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.
- All faculty/staff restrooms, lounges and conference rooms. All faculty/staff parking lots including the Jesuit residence parking area.
- The student parking lot is closed and off limits during the entire school day including lunch and breaks. 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.
- The Harris Center is off limits unless a supervising adult is present. This is especially true of the Music Recital Hall, the Black Box Theater and adjacent storage, and office spaces.
- The service road behind the Harris Center.

### Personal Possessions

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. Typically, at the conclusion of the school day, unattended items are collected and brought to the Dean's Office.

### Privacy Rights

Jesuit High School asserts its right to monitor its campus to assure the safety and security of all members of the school community. A Jesuit student and his family shall understand that there is no right to privacy in terms of usage of Jesuit High School property. Only a Jesuit High School issued lock may be used on school lockers.

If requested, a Jesuit student will surrender electronic devices in his possession, book bags, gym bags or any other container used for storing or carrying objects to the Dean of Students or his designee for search, with or without cause. Vehicles parked on school premises may be investigated by drug-detecting animals and searched.

### Recycling Guidelines

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

- **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.***



## Sales, Advertising, Distribution, Posting Signs/ Posters

While Jesuit students may be encouraged to support the school, athletics teams, and co-curricular activities by the occasional sale or distribution of goods, these sales or distributions will only be permitted once a necessity is clearly demonstrated to the Dean of Students. Otherwise:

1. 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;
2. Students may not post signs or posters of any type without prior approval of the Dean; and
3. Students may not distribute goods, without charge, without prior approval of the Dean.

Disciplinary action for violating this policy will be at the discretion of the Dean's Office.

## Student Body Cards

All Jesuit students are issued Student Body Cards at orientation. Students will be using their cards to "Check In" to Flex Rooms (Harris Center, Weight Room, Learning Resource Center, Library, Tutoring Rooms) during their Flex Period. 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.

## Telephones

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

## Textbooks/eBooks

The textbook list is available at [www.jesuihighschool.org/academics](http://www.jesuihighschool.org/academics). To ensure that your book order arrives on time, please check the processing and shipping information provided by the bookseller. Processing time does not include shipping time and can add a minimum of 5-7 business days to your order. 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.

## 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 knowingly or unknowingly in possession of stolen property are liable for immediate dismissal.

## 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. Records and transcripts cannot be sent to the student's new school until the withdrawal process is complete.



## FINANCIAL INFORMATION/REQUIREMENTS

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### Tuition and Fees

Students are required to register each year. The annual online registration process opens each spring for the subsequent school year and the annual registration fee is collected during this process. 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: (1) annual payment due August 1; (2) semester payments due August 1 and January 2; or (3) 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.

Other fees and charges that may appear on your account:

- \$500 fee for non-participation of the Volunteers-in-Partnership (VIP) 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.

### Tuition and Fees: Non-Payment or Late Payment

There are penalties for non-payment or late payment of tuition and fees including:

1. A student's registration for the following semester shall be delayed until payment of delinquent tuition is received.
2. A student with delinquent tuition may not attend classes at the beginning of the school year and/or beginning of second semester. He will be withheld from classes until payment is received.
3. A student with delinquent tuition may not receive transcripts, diplomas, or any official school documents including report cards. No transcripts, health records, official school documents or report cards will be forwarded to any other school requesting such records until payment is received.
4. A student with delinquent tuition may not register or attend Summer School classes until payment is received.
5. The Business Office will send a letter to the parents / guardian to inform them of Jesuit's intent to withhold a student from classes and the date of that pending action.

### 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.



## Tuition Assistance Program

Tuition assistance is available for families whose financial resources might otherwise prevent them from sending their sons to Jesuit High School. Jesuit High School's 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.

Our program is a "needs based" program. Jesuit High School uses a third party to compile our data for the Tuition Assistance Program and applications are made available on our website. If a family applies for tuition assistance outside our normal enrollment periods, they should contact the Business Office for an application.

## Volunteers-In-Partnership (VIP) Program

Parental involvement is an integral part of a student's success at Jesuit High School and your participation is invaluable to the Jesuit experience. Through the Volunteer (VIP) Program, parents have the opportunity to meet each other and build community as well as share their talents and abilities with the school. Each family is required to volunteer 25 hours per family in support of Jesuit High School throughout the year. Only parents, current students, guardians, grandparents, or siblings (over the age of 18) may perform the volunteer hours for the family. Other relatives or friends of the family may not earn hours. Current students may earn up to 10 hours of volunteer service for the family. Parents with more than one Jesuit student perform 25 hours per family (and earn a maximum of 10 current-student hours). **There is a non-participation fee of \$500 for families who do not complete their service hours and the fee is not prorated for partial hours completed.**

Parents track hours on the VIP Hours Reporting Form and need the signature of the event chairperson on the form. Submit the completed form, with the hours totaled, once the required 25+ hours are fulfilled. "Extra" VIP hours are not carried over to the following year and may not be donated to other families. Hours may not be earned by driving students to activities. The form can be downloaded at [jesuithighschool.org/vip](http://jesuithighschool.org/vip). Completed forms should be mailed to Jesuit High School/VIP, 1200 Jacob Lane, Carmichael, CA 95608 or scanned and emailed to [volunteers@jesuithighschool.org](mailto:volunteers@jesuithighschool.org).



# FUNDRAISING AND SUPPORT ORGANIZATIONS

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## 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 financial 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 is responsible for generating additional financial resources necessary for Jesuit to carry out its mission and to safeguard the integrity of all gifts made to Jesuit. In addition, the Advancement Office works closely with 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.

## Annual Fund

With education costs continuing to escalate year after year, Annual Fund contributions support the operating costs of the school. Operating costs include curriculum improvement, and support of co-curricular activities - including Athletics, Visual and Performing Arts, Campus Ministry and Christian Service.

At the beginning of each year, all Jesuit High School families are asked to consider a pledge at least 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 with every Jesuit High School 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.

## PACE Gala and Auction

All proceeds from the PACE Gala and Auction go directly to help fund the general operations of the school. This event is a five-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, the PACE Gala and Auction 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 [gala@jesuithighschool.org](mailto:gala@jesuithighschool.org).

## Volunteer Organizations

### 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 athletic events and performing arts performances, and host 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 fireworks stand.

### Loyola Guild

Established in 1955, the Loyola Guild is a nonprofit corporation of Jesuit parents and friends that fosters the educational and social needs of the high school community. The Guild sponsors annual events like Christmas Tree Lane and the Mother/Son and Father/Son Masses. Guild members also operate Marauders Cove, Jesuit High School's place to find clothing and other items featuring Jesuit High School's trademarked logos and images.

All proceeds raised by the Loyola Guild are donated to Jesuit's scholarship endowment.



## STUDENT ACTIVITIES: CO-CURRICULAR

Student activities are a vital and necessary component of the curriculum and the Jesuit High School 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 co-curricular activities and clubs, meeting times and locations, as well as descriptions of all the activities offered at Jesuit High School.

*The Principal may determine that a student will not be allowed to participate in a co-curricular activity because of poor academic performance.*

### Clubs and Activities (Partial Listing)

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

### Drama

Jesuit High School's Drama Program is recognized throughout the metropolitan area. Two formal performances are offered each year in Jesuit's Black Box Theater. Students participate as actors, technical crew members and in many other ways depending on their interests and talents.

### Music – Bands and Choruses

Students with musical talent or those who wish to develop musical skills may become a member of a school band or chorus.

Program offerings include Beginning Band, Symphonic Band, Orchestra, Honors Orchestra, Jazz Band, Pep Band and Marching Band. Drum Line is offered as a co-curricular activity. Chorus offerings include Beginning and Intermediate Chorus. Members of Liturgy Workshop lead music at school liturgies, and the Chamber Choir performs complex and challenging choral music. These choral ensembles perform at a number of school and community functions.

### Publications

*Cutlass* – The Cutlass is Jesuit High School's yearbook. The Cutlass is offered as an activity to all students with instructor approval. Photography, art and copy layout design, and copywriting are some of the skills acquired by the yearbook staff.

*Plank* – The Plank is Jesuit High School's student newspaper. Students participate as editors, reporters and photographers. The Plank is offered as an activity to all students with instructor approval. The publication reports on all aspects of school life at Jesuit and produces both hard copy publications and a regularly updated online website.

### 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 their 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 their credentials ought to be emphasized to the students. Opportunity for both sides of the question should be presented and crucial issues explained in a manner 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.



# STUDENT RECORDS

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## 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.

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

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

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.



## TECHNOLOGY USE

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All students, in order to use school computers, personal electronic devices (including tablets, laptops and cell phones), the computer network and/or Internet services, are required to review and understand the Digital Citizenship Contract in this handbook (pg 35) 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 attends Jesuit.

### **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.

### **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 that may be restricted or revoked if not used responsibly.

### **Communication**

Media 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.

### **Creative Credit and Copyright**

Students have the right to protect their own creative works and 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 of a student to appropriately cite ideas or work other than his own, will result in adverse academic and behavioral action.

### **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 that 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 information technology 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.

### **Electronic Communications**

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

### **Ethics and Morality**

Much like the morals, ethics and values that 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 over the past few years, so students must be aware of these and other ethical dilemmas impacting 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.

### **General Policies Concerning the Use of Technology and Digital Resources**

Use of school computers, personal electronic devices, the computer network and/or Internet services are privileges that 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 personal electronic devices to school every day. Use of tablets 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 volume 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 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.

### **Bring Your Own Device (BYOD) Program**

Jesuit adopted a Bring Your Own Device (BYOD) program starting in the 2017-2018 school year. This means that families will be able to choose a device to bring to school from a list of recommended devices that meet minimum specifications. We chose this program for several reasons:

- The prevalence of web-based tools and non-device specific programs
- The desire for students to be able to produce original work
- The ability for students to customize their learning experience
- The budgetary realities of each family
- The freedom for students to choose a device that fits their comfort level and interests

Families will be able to purchase a device that meets clearly defined functional requirements. Please review the device requirements by visiting the following page on the Jesuit website: [www.jesuithighschool.org/byod-program-0](http://www.jesuithighschool.org/byod-program-0).

Every student must have broadband Internet access outside of school, either through WiFi or a physical connection, to complete homework assignments. This can be at home, in a relative's home, or in a public place such as a library or coffee shop. Families with financial difficulties should investigate if they're eligible for the Internet Essentials program (\$10/month Internet: [www.internetessentials.com/](http://www.internetessentials.com/))

Jesuit High School will provide user-level technology support, such as troubleshooting apps and software issues, to the student body. Physical damage or complex hardware issues will require the families to find options for support off campus. In the event of a damaged device, students will be able to borrow a loaner device until their device has been repaired or replaced. Families are strongly encouraged

to consider an extended warranty, breakage policy, or a customer support program when purchasing a new device.

### **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.

#### **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 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.

#### **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.

It is the responsibility of the student to check his Jesuit assigned email regularly. JUG is entered and communicated to students electronically. Students will be held accountable for all information communicated in this manner.

# EXPULSION POLICY AND DISCIPLINARY BOARD PROCEDURES POLICY

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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).

## 1.0 Expulsion

**The following behaviors/offenses are considered serious and students may be liable for discipline, suspension or dismissal:**

- 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.
- Manufacture, possession, providing distribution or use of drug paraphernalia.
- 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.
- Being under the influence of drugs or any other legally controlled substance, on school grounds or at any school.
- Stealing, or enabling others to steal, or being in possession of stolen property, knowingly or unknowingly.
- Bringing a firearm of any type, ammunition, explosive or flammable materials, martial arts weapons of any type, or a knife, dagger, or switchblade or any other item with a blade onto the Jesuit High School campus at any time, or having in one’s possession any item as previously cited, at any school activity, function or event.
- Manufacture, possession, or use of explosives, firebombs or other destructive devices on or in school property or at official school functions.
- Causing the discharge of incapacitating gases or sprays, like but not limited to tear gas, mace or pepper spray, or introducing and/or broadcasting noxious odors, for the purpose of disruption of typical school activities.
- Bullying/Insensitive Speech/Hazing or any form of harassment.
- Destruction of school property and/or the private property of any member of the Jesuit High School community or of any visitor to or guest of Jesuit High School.
- Creating, publicizing, posting, exhibiting and/or making willful threats that disrupt the typical operation of Jesuit High School.
- Serious disobedience, insubordination or disrespect for authority and continued refusal to improve daily behavior.
- Causing willful 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.
- Establishing personal websites 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.
- Cyber bullying, “sexting” or issuing threats or passing on inappropriate content via any means that reflect negatively on the Jesuit High School community.
- Language or behavior, both implied and explicit, which are deemed immoral, lewd, scandalous, profane, vulgar or obscene.
- Any form of vandalism, Senior prank, fighting, or any other form of abusive or intimidating behavior, on or off-campus.
- Unauthorized absences or continued tardiness.
- Falsification or alteration of a school record or any communication between home and school.
- Smoking or using tobacco products on campus, at any school events or at any time within two blocks of school property.
- Being off-campus without proper authorization or parking off-campus.
- Possessing obscene or pornographic materials.
- Violating provisions of any school contracts (disciplinary probation, etc.).
- Gambling in any form.
- Loitering on the campus of any other school without the written permission of the Dean.

- Failure to comply with directions of school officials or employees (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.
- Disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations at athletic contests.
- Extreme rough play or reckless behavior that endangers self or others.
- Reckless and/or unsafe driving practices on and/or off campus that endanger oneself or others.
- 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.
- Any other actions deemed serious, at the discretion of the Principal or designee.

## 2.00 Notice of Expulsion

Whenever a student's conduct makes him liable to be expelled from the school, the Administration may choose to expel the student immediately. In these cases, 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 and that the student is not eligible for an informal hearing before the Discipline Board.

## 2.50 Notice of Intent to Expel

Whenever a student's conduct makes him liable to be expelled from the school, the Administration may choose to issue the student a Notice of Intent to Expel and offer the student the right to an informal hearing before the Discipline Board. In these cases, the Dean of Students shall convene an Informal Conference. During this conference, 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, 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 10 working days following the issuance of the Notice of Intent to Expel, unless an alternative date is otherwise agreed upon.

## 3.02 Discipline Board

The Discipline Board meets on the authority of the Principal. It is charged 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 make a recommendation 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 Discipline 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. Advocates 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. The Advocate will also address the Board when the student and family are 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 record
- Discipline records
- Grades
- Student Activity Sheets
- Incident Reports
- A report on the present incident

The Informal Hearing is comprised of the following steps:

The student begins the proceeding by briefly outlining his perception of why the Board is convened.

- Board members have two rounds of questions for the student.
- The parents deliver their statement.
- The student delivers a final statement.
- The family and student are excused.
- The Advocate speaks on the student's behalf.
- 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 Discipline 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 intended to be a formal hearing. As such, a student is neither 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:

- *Right of parent(s) to attend.* A student shall be entitled to have his parent(s) or legal guardian(s) attend.
- *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.
- *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:

- Accept the recommendation of the Discipline Board concerning the expulsion of the student; or
- 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 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:

- *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.
- *Noncompliance with this Policy.* The process leading to the expulsion of the student was conducted in material noncompliance with the requirements of this Policy.
- *New information.* New information becomes available that is material to the issues considered and 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:

- *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.
- *Noncompliance with this Policy.* The proceedings leading to the expulsion of the student were conducted in material noncompliance with the requirements of this Policy.
- *New information.* New information becomes available that is material to the issues considered by the Discipline Board and that 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.

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Ms. Kristen N. Matteoni (2012), B.A.	French, Spanish



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Ms. Tristine F. Zanutto (2001), M.Ed.	English

*'YR indicates JHS Graduate - year | \* indicates Department Chair | ( ) indicates year(s) of hire*

The preferred means of making initial contact with faculty and staff members is via email. Faculty and staff email addresses follow this format: [firstname.lastname@jesuithighschool.org](mailto:firstname.lastname@jesuithighschool.org)

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**DIRECTORY OF FACULTY/STAFF PHONE EXTENSIONS**  
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<b>ATTENDANCE, DISCIPLINE</b>		
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