

A.M.D.G.

It is the responsibility of students and their parents or guardians to familiarize themselves with all of the information contained in this STUDENT HANDBOOK.

The rules and regulations contained in this STUDENT HANDBOOK are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he may find himself.

The registration of a student is considered an acceptance, on his part and on the part of his parents or guardians, of all rules and regulations of Jesuit College Preparatory School, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

After the publication of this STUDENT HANDBOOK, new policies and revisions of existing policies will be posted on the main bulletin board of the school and kept on file for public inspection in the Principal's office.

**JESUIT  
COLLEGE PREPARATORY SCHOOL**



**STUDENT HANDBOOK**

Summer School

Jesuit College Preparatory School of Dallas offers young men an excellent, Catholic education in the classical Jesuit tradition, with the purpose of forming a community of men of high moral principles and service to others.

**JESUIT COLLEGE PREPARATORY SCHOOL**

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The guidelines and policies provided within this handbook supplement those found in the complete Student-Parent Handbook. Students are expected to represent both handbooks where appropriate.

## I. THE SCHOOL DAY

### 1. Attending Classes

Students on campus must attend all scheduled classes. Missing two or more class periods during the summer semester for excused and/or unexcused absences may result in the student being withdrawn from the class with no credit or refund being awarded. The student will be required to retake the course (or a similar course) during the fall or spring semester.

Notes from home seeking to excuse students from attending classes while on campus are not acceptable. In the event that a student becomes ill during the course of the day or experiences any unforeseeable occurrence that causes a missed class, he must notify and report directly to the Office of Student Affairs for assistance. Not reporting to the office is considered a skipped class under this policy.

A student who skips a class will have a phone call home informing his parents of the situation and will be required to meet with the Summer School Principal. A violation of this nature may result in the student being withdrawn from the class without credit being awarded.

### 2. Notification of School Closings and Emergencies

In the event of cancellation of classes due to weather conditions, such information will be announced on stations FOX(TV-4), KXAS(TV-5), and WFAA(TV-8). You may also call the school and check the recording, and it will be posted on MOODLE and the JCP web-site. In addition, students and parents are encouraged to opt in to Jesuit's emergency alert system by texting the word SUBSCRIBE to 68453 on their cell phone. The system will be used to provide information about any on-campus emergencies and planned responses.

### 3. Tardy Policy

Regular and punctual attendance at school is required.

Students are expected to be on time for all classes. Students should report to their class when they arrive; the teacher will record the tardy. Students are responsible for all missed work (assignments that were turned in at the beginning of class, quizzes, notes) and must make arrangements with the teacher to take care of the missed work. On the 2<sup>nd</sup> and each subsequent tardy in a semester, students may receive a **Penance Hall**, which must be served after school that day. Excessive tardiness in a summer semester may require a parent conference with the Summer School Principal and being withdrawn from the class without credit being awarded.

#### **4. Campus Arrival and Departure**

Students are permitted to arrive to campus and leave campus during the school day if they are not enrolled in a class during that time. Any unauthorized absence from the campus during an enrolled period may subject the student to suspension.

The individual student is responsible for any academic work that is missed due to his absence from school. He must check with his teachers before his departure for all make-up assignments. Failure to meet this responsibility may result in loss of academic credit for those class periods missed.

If a parent or guardian judges that a student should be absent from school in instances other than illness or a doctor's appointment, an email should be sent to [studentaffairs@jesuitcp.org](mailto:studentaffairs@jesuitcp.org) and the matter discussed before the anticipated absence.

#### **5. Absentee Policy**

Because of the effort to build community, attendance is a crucial part of the Jesuit education. Absences occur, but it is vital that the student and his parents work to ensure that they happen as infrequently as possible and are truly unavoidable. When absences occur an email should be sent to [studentaffairs@jesuitcp.org](mailto:studentaffairs@jesuitcp.org) and the teacher of record for the class.

Absences from school, for whatever reason, do not excuse a student from the obligation to complete all of his schoolwork. All make-up work must be arranged with the appropriate teacher within two school days of the student's return to school. Failure to make or to meet the terms of such arrangements may result in the loss of academic credit for the assignment and/or course.

Missing two or more class periods during the summer semester for excused and/or unexcused absences may result in the student being withdrawn from the class with no credit or refund being awarded. If a student is withdrawn from the class, the student will be required to retake the course (or a similar course) during the fall or spring semester.

#### **6. Cell phone and electronic devices**

During their free periods, students are permitted to talk on cell phones in the cafeteria, student commons, courtyard areas, and outside the buildings. Students are not permitted to talk on cell phones in the academic wing, including hallways. When they are in class, students are not permitted to use cell phones unless given expressed permission from the teacher.

Students are permitted to use personal electronic devices such as ipods, smartphones, electronic tablets, or laptops on campus during free periods as long as the devices are silent and abide by Jesuit's "Acceptable Use Policy" (see Section VII, Jesuit Technology, Student-Parent Handbook). Students must obtain expressed permission from the teacher to use such devices in the classroom.

Violation of the above policy may result in a student's cell phone or other electronic device being confiscated and turned in to the Office of Student Affairs. Serious or repeated violations of this policy may result in the suspension of cell phone and other technology privileges.

## **7. Student Photographs**

If parents wish to forbid the appearances of their son's photograph in a Jesuit publication, they must notify the Principal in writing of this desire.

## **8. Requests by Law Enforcement Officials**

Before a request to summon or question a student by law enforcement officials is honored, the school will contact and obtain permission from the student's parent/guardian.

## **9. Student Drivers**

The school intends to provide transportation for school-sponsored activities. On occasion, students are required to provide their own transportation to school-related activities. It is the responsibility of parents to determine what constitutes acceptable transportation for their sons. The school assumes no liability for student drivers or other student-supplied transportation.

## **10. Trips**

Jesuit takes very seriously its obligation and responsibility when it sponsors school activities outside the school day or off the school campus. All rules and regulations governing the expected behavior of students are in effect at such times (i.e., a team or extracurricular organization travels together, has sufficient adult supervision, and has the same expectations of a student during the school day).

The school always makes it explicit when it is sponsoring an activity or trip. On occasion, trips are organized by members of the Jesuit community who are not employed or contracted by the school. The school does not see its responsibilities and obligations, nor its "enforcement arm," extending to non-school sponsored trips and activities.

## **11. Student Injuries**

### **STUDENT ACCIDENT PLAN ACKNOWLEDGEMENT**

**It is the responsibility of the parent/guardian and student to notify Jesuit College Preparatory School's Assistant Principal for Student Affairs and School Nurse regarding any and all medical services for injuries incurred during school-related activities within 48 hours of the injury.** The Student Accident Plan is a program designed to reimburse parents/guardians for out of pocket expenses incurred from hospital, physician, and other medically necessary eligible expenses which occur as a result of **an accident or injury in a school-related activity** to their dependent child who is a full-time registered student in the school. This coverage acts as a supplement (secondary) to any primary coverage that a student may have. Once primary insurance has been paid, the remaining expenses, up to the maximum benefits allowed, may be submitted to the supplemental policy. If the student does not have primary insurance coverage, the school insurance will only pay the maximum covered benefits allowed. Specific limitations to various coverages are outlined in the plan. Treatment must commence within thirty

(30) days of the accident by a licensed physician. All medical/dental expenses are only reimbursable if incurred within 26 weeks after the accident and the expense is incurred within 2 years after the accident. **There is no guarantee that medical expenses will be covered. The Parent/Guardian is responsible for any remaining expenses left uncovered or unpaid.**

## **II. CAMPUS FACILITIES**

### **1. The Campus**

Jesuit maintains an open campus in the immediate area of the school buildings, excluding the parking lot and stadium area. Students who are not assigned to class during a period have the liberty of the unrestricted areas of the main academic campus. If they wish silent study, students are encouraged to use the traditional library adjacent to the Information Commons. The cafeteria, Hughes Hall, grade-level commons, and reserved working rooms in the Information Commons may be used for group study or conversations with other students.

Courtesy and concern for the school require that the entire campus be kept clean and free of litter. A student who defaces, marks, or damages school property will pay repair costs and/or clean the damaged property and will be subject to disciplinary action.

### **2. Student Parking**

Students are not required to purchase parking passes during the summer and all lots are available on a first-come, first-served basis.

On occasion, Jesuit may host events on campus that temporarily affect parking. Students understand that on these rare occasions, we may sacrifice some parking spaces for the benefit of the community and be directed to alternative options on these days.

### **3. School Telephones**

Students are not to use the telephones in the administrative or faculty offices without the expressed permission of a faculty or staff member. The phone in the main school hallway is for student use (local calls only). Calls are to be limited to three minutes.

### **4. Corridors, Hallways, and Student Property**

Students are asked to assist in keeping the halls and corridors of the school clean. Wastebaskets are provided throughout the building for this purpose. Students should keep all school supplies and possessions in their assigned lockers when they are not being used. Athletic bags and materials must be locked and stowed in the student's assigned athletic locker or in areas designated by Athletic staff.

Students on their way to and from the cafeteria or student commons area may leave their book bags along the corridor of the breezeway but should pick them up as they return to the academic wing of

the school. Book bags should be kept from obstructing movement. Individual supplies and items exclusive of a book bag should not be left in hallways. Students should not leave electronic devices, cell phones, wallets, or other such property in hallways or corridors unattended.

## **5. The Cafeteria**

The Cafeteria will be open during the summer for lunch to students attending at least one summer academic class. Summer school is permitted to use the cafeteria during 11-12pm (or 12:30-1pm for the Freshman Summer Institute).

Food or drink is not allowed in any part of the school outside of the cafeteria, except in courtyards or student commons, or under the direct supervision of a faculty member or advanced permission from the Assistant Principal for Student Affairs. Water may be allowed in the classroom with the expressed permission of the teacher.

## **6. Student Courtyards**

The Prayer Garden and other courtyards are intended for student reflection and relaxation. The senior courtyard is for the members of the present senior class only. Because of the proximity of classrooms to these courtyards, disruptive conduct will not be tolerated in the courtyard areas.

## **7. Department Offices**

Many departments are housed in common offices throughout the school. When these departmental offices are open, students are welcome to gather in the reception areas. Within each department's office, desks and work areas have been provided for teachers to prepare classes, correct papers, and conference. These areas are for the private use of the faculty. Accordingly, students are prohibited from these faculty work areas without the expressed permission of an individual teacher.

## **8. The Information Commons**

The Information Commons is open each school day.

Hours of operation are: Monday-Friday and 8:00 AM – 3:00 PM

The traditional library area is for quiet study only. Disruptive behavior may subject a student to disciplinary action and loss of privileges.

## **9. Computer Access**

The computers in the Information Commons are open to all students during the school day and after school. The machines are available on a first-come, first-serve basis; however, academic work takes priority over all other computer usage. (Please refer to the Information Technology - Acceptable Use Policy –section VII of the Student-Parent handbook.) Students should bring their device each day.

### III. STUDENT DRESS AND CONDUCT

#### 1. The Dress Code

During the school day (7:55 a.m. until school is dismissed.), students must adhere to the dress code. In the interest of good grooming, a student is to have neat, clean, properly combed hair of modest, proportionate length, style, and appropriate natural color. The face is to be clean-shaven with sideburns neatly trimmed and groomed (no longer than the earlobe), and the head free from inappropriate accessories (i.e. earring(s), sunglasses, caps). Exposed body art, including nail polish, piercing, or tattoos also violate the dress code.

Clothing requirements: *All clothing is to be worn as designed to be worn (i.e. shoes tied)*

#### Shirts

- Collared shirts are required in the Polo style. Respectable and non-distracting colors should be selected.

#### Pants

- Similar in style to Haggar, Dockers or Savane;
- May be pleated or plain front;
- Hems and cuffs must be tailored and properly stitched, not frayed;
- Pant legs must be straight and have a visible crease;
- Pockets must be tailored on the inside of the pant;
- Solid color of khaki, navy blue, grey, black, brown or olive;
- Must have belt loops and be worn with a dress belt or suspenders.
- The following are not acceptable as regulation pants: denim or corduroy, patch pockets, extra decorative seams, elastic waistbands, excessively baggy pants, or pants with brads, studs, etc.
- All freshmen must adhere to a strict color of khaki; those that are more of a stone, silver, or a putty color are not acceptable.
- Any visible chains (key chains, chain wallets, etc.) may not hang from pants during the school day.

#### Shoes

The appropriate shoe includes the following criteria:

- Black, brown or cordovan in color and in good condition. Colors such as white, blue, red or green are not permitted;
- Leather, composite or vibram sole (Sperry-style shoes of appropriate color and modest style are permitted; however, shoes with over-sized rubber soles or material that depict an extreme casual appearance are not permitted. Slippers or moccasins are not permitted);
- Clean, in good repair, and consistent with Jesuit's required dress-style attire.

Socks must be worn. Exceptions to the above require a note from a Jesuit Athletic Trainer, school nurse, physician, or the Assistant Principal of Student Affairs.

In summer 2021, face masks are required to be worn at all time. Please see the mask policy copied from the 2020-2021 Handbook Addendum below:

### **Mask Policy**

Upon entering a school property, students now must wear a mask in compliance with Jesuit's COVID-19 response plan. Students are expected to follow these guidelines throughout their day at Jesuit whether it be in classrooms, hallways, or other common areas. Additionally, any student who enters school buildings without a mask will be asked to step outside to put their mask on before reentering the building. Students who forget a mask will be referred to the Office of Student Affairs where a mask can be purchased for \$2.

Students will be allowed to remove their masks only under the following circumstances.

- During assigned lunch period to eat at tables in the designated dining areas.
- In consultation with and permission from Jesuit's school nurse and/or school staff to administer medications or health exam.
- While following protocol for athletic practices and periods under the supervision of a coach and/or school staff.
- In outside areas (courtyards, track, football stadium, and other common areas) ONLY when maintaining appropriate social distancing of at least 6 feet in accordance with CDC guidelines.

Any violation of this policy will be referred to the Office of Student Affairs. Students who do not follow Jesuit's policies regarding masks may face disciplinary consequences, including being asked to leave campus immediately.

### **Mask Requirements**

- Must completely cover and enclose the nose, mouth, and chin. Style must mimic acceptable medical grade masks (i.e N95) and must secure behind the head or ears in order to avoid falling and exposing the nose and mouth.
- Cloth or a material consistent with medical grade masks similar to N95. Acceptable cloth masks must be at least 2 ply (layers). Masks may not have an exhaust valve or vent.
- Neck / face gaiters are considered appropriate masks in outdoor areas only. Gaiters will not suffice for masks when inside school buildings.
- Any solid color OR a Jesuit approved design. Approved Jesuit designs are on sale in Ranger Connection. Mask designs may be submitted to the Office of Student Affairs for approval.
- Masks must not be ripped, torn, or repaired to a point where the integrity of the mask could be called into question. If a mask's integrity is questioned by a member of the Jesuit faculty and staff, that student will be immediately referred to the Office of Student Affairs. Mask integrity will be at the sole discretion of Jesuit faculty and staff.

## **2. Dress Code Violations**

If a student is in violation of the dress code, he may be required to pay a rental fee and may be assigned a Penance Hall. The student will rent the needed item from the Jesuit clothes closet (failure to return the item, laundered, after two days may result in further disciplinary action). If necessary, a student may be sent home immediately to rectify his improper appearance or apparel. Dress code

violations and sanctions will be determined, in each case, by the Assistant Principal for Student Affairs.

If special circumstances affect student dress, the Office of Student Affairs must be contacted by phone as soon as possible. The Assistant Principal for Student Affairs will handle dress code variances due to medical reasons on an individual basis. Generally, a note from a physician is required stating that, for medical reasons, a student cannot wear the clothing for a specified number of days.

### **3. Student Behavior**

Respectful conduct is expected of Jesuit students at all times. The use of vulgar, profane, abusive language and appearance, or behavior that is disrespectful or discourteous will subject the student to disciplinary action. This includes language, appearance and behavior at athletic contests, pep rallies, and other assemblies of the student body. Students will not engage in any type of communication with other students or fans that provokes violence, or that can be construed as taunting or harassment.

### **4. Medicines**

All prescription medicines must be registered and left in the Office of Student Affairs with the School Nurse immediately upon being brought on campus. Please do not send individual bottles of Tylenol, Advil or any other over the counter medications; these medications are provided by the School Nurse.

Jesuit does not condone the use, possession, or distribution of any non-prescribed supplements without the expressed recommendation of a physician. Parental requests for students to carry any medications on their person during the school day or at school events requires a doctor's note and must be explicitly approved by the school administration. Distribution of medications or drugs by a student may result in serious disciplinary action including expulsion.

Contact the school nurse with any questions: [schoolnurse@jesuitcp.org](mailto:schoolnurse@jesuitcp.org)

### **5. Student Supplies and Property**

Students are responsible for purchasing their own school supplies (e.g., books, pens, paper) and taking the appropriate materials to classes. Such supplies may be purchased from the school's bookstore. Students must **write their names clearly** on all books and personal items to prevent misidentification.

A "LOST AND FOUND" is maintained in the Office of Student Affairs and the Athletic/PE area. Any materials taken from the "LOST AND FOUND" must be checked out with the Office of Student Affairs staff or PE staff.

Possession of the property of another student or teacher without permission of that person may be regarded as theft.

The student's consent to inspect his property on the campus or at any school-sponsored activity will be obtained if the school administration, at their discretion, determines the inspection is necessary for the enforcement of the provisions of the handbook or for the protection, safety, and welfare of the school or the students. Refusal to permit such an inspection could be considered grounds for expulsion. In cases of impending danger to the community, the school reserves the right to inspect without consent.

## **6. Weapons**

Weapons of any sort are prohibited from Jesuit's campus.

## **7. Surveys, Petitions, and Advertisements**

School policy does not allow any individual or group to generate surveys or petitions on campus, nor may any individual or group post or publish advertisements on campus without the expressed permission of the principal.

## **8. Surveys, Petitions, and Advertisements**

The student's consent to inspect his property on the campus or at any school-sponsored activity will be obtained if the school administration, at their discretion, determines the inspection is necessary for the enforcement of the provisions of the handbook or for the protection, safety, and welfare of the school or the students. Refusal to permit such an inspection could be considered grounds for expulsion. In cases of impending danger to the community, the school reserves the right to inspect without consent.

# **IV. SCHOOL DISCIPLINE AND SANCTIONS**

## **1. Classroom Discipline**

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with regulations or disciplinary measures the teacher may impose as long as they are in concert with the mission of the school. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher in the presence of other students in the class is at variance with the respectful conduct expected of a Jesuit student.

In the event a student is asked to leave a classroom, he is to report to the Office of Student Affairs immediately; he is not to consider it a free period or make any stops along the way. He will remain in the Office of Student Affairs until the matter has been addressed.

The Assistant Principal for Student Affairs deals with infractions of school rules of conduct, such as tardiness and misconduct outside the classroom. Each situation will be handled at his discretion in accordance with established rules, regulations and policies of Jesuit College Prep.

## **2. Students Sent Home**

In circumstances when warnings, counseling, and referral to the Assistant Principal for Student Affairs or Summer School Principal have proven ineffective, a student may be sent home. In such a case, a student may not return to school until his parents or guardians have had a conference with the Assistant Principal for Student Affairs and/or the Summer School Principal. The student will return to classes only under the terms of probation.

## **3. Student Probation**

A student may be placed on probation as a result of any serious breach of the school community. During the probationary period, any violation of the probation terms constitutes grounds for immediate expulsion from school. A probationary period at Jesuit may last for a semester, a year, or until further notice.

## **4. Student Suspension**

Suspension is a serious sanction imposed upon a student. Reasons a student may serve suspension include but are not limited to:

- a. Repeated violations of school rules;
- b. Leaving campus without permission of school officials;
- c. Truancy;
- d. Possession or use of tobacco products;
- e. Possession, consumption, in the presence of, or dissemination of alcoholic beverages;
- f. As a result of the recommendations of the Assistant Principal for Student Affairs.

The period of suspension may be one, two, or three days, depending upon the seriousness of the violation. During the period of suspension, the student is required to be present on the campus for the entire school day but does not attend classes or participate in any school activities. During each day of the suspension, the student will report to the Assistant Principal for Student Affairs who will assign him a location isolated from the community where the student will work on assignments provided by his teachers, with the intention of keeping him abreast of class work that he is missing. While suspended, the student will leave school only when dismissed by the Assistant Principal for Student Affairs.

## **5. Student Expulsion**

A student is subject to expulsion for any conduct that jeopardizes the good name of the school, is detrimental to the common good, or is harmful or offensive to members of the school community.

Conduct considered grounds for expulsion includes but is not limited to:

- a. A second suspension;
- b. Failure to comply with the terms of a disciplinary probation;
- c. Defiance of or direct confrontation with school authorities;

- d. Custody, control, possession, consumption, and/or distribution of drugs, including inhalants, on campus or at any school related function;
- e. Theft and other serious moral offenses;
- f. Activities outside the school which involve police intervention;
- g. Use of technology on or off-campus in a manner contrary to the Jesuit's Acceptable Use Policy;
- h. Any off-campus misconduct prejudicial to the good name of the school community.

A student who has been expelled, or is required to withdraw from the school for disciplinary reasons, ordinarily will not be readmitted to Jesuit at a later date.

The Principal may use a team of advisors to make recommendations that involve a student expulsion. This group may consist of the Assistant Principal for Student Affairs, Assistant Principal for Student Academics, and other members of the administration.

## **V. ACADEMIC POLICIES**

### **1. Grading Standards**

Students are graded according to the following scale:

- A = 90-100    Excellent
- B = 80-89    Very Good
- C = 70-79    Satisfactory
- D = 65-69    Unsatisfactory, but passing
- F = Below 65    Failing
- I= Incomplete (completed with direction of the Assistant Principal of Student Academics)
- P = Minimum passing grade of 70 is required for all Pass/Fail classes
- W = Withdrawn

Note: A minimum grade of 70 is required for successful completion of all summer school courses.

Summer School credit is not applied to the previous or subsequent school year for the purposes of credit minimums or maximums. Moreover, courses taken during the summer semester do not lower or alter the number of credits required to meet the minimum credit load during the academic year.

### **2. Assignment of Teachers and Classes**

#### **Assigning Classes and Teachers**

According to its Philosophy, Jesuit emphasizes academic excellence and intellectual challenge. Therefore, the school based on its experience and understanding of its students' abilities, reserves the right to determine the student assignment to classes and teachers.

#### **Withdrawing from Classes**

Students may request to withdraw from classes before the third school day. The Summer School Principal must approve all class changes. In such cases, it is within the Summer School Principal's purview to determine the status of the grade in that class.

### **3. Ineligibility and grade posting**

Eligibility and Ineligibility is not applied to summer school courses.

### **4. Withdrawal and Failure**

The Summer School Principal will schedule a conference with the student and his parents at which time two options will be offered:

- The student may retake the failed subject during the fall or spring semester, if it is offered and can be scheduled. The student must achieve a grade of 70 or better to pass the course. In addition to the failed course and grade, the remediation course and grade will be added to the transcript and used for calculating the student's GPA.
- The student may retake the failed subject during another summer session at Jesuit. He must complete all of the requirements of the summer session and receive a grade of 70 or better. In addition to the failed course and grade, the grade received during the summer session will be noted on the student's transcript and will be calculated into his cumulative grade point average as an additional one-semester course.

### **5. Assessments and Examinations**

All student assessments and examinations must be taken at the scheduled time. A student is considered absent if he is more than twenty minutes late for the exam and must make up the exam as arranged with the Summer School Principal.

### **6. Student Records**

By enrolling a student at Jesuit College Preparatory School, a parent having legal custody of a student (managing conservator) consents to the release of records to the other parent (possessory conservator), unless the custodial parent notifies the school in writing as to the legal basis for any withholding of records from the other parent and provides the School with a copy of all relevant court orders.

### **7. Extended Time Testing Policy**

Jesuit offers extended time testing only to those students with documented learning disabilities and recommendations that meet the guidelines established by the Scholastic Aptitude Test program and the College Board program. Documentation must be current (within the past three years) and on file with the counseling office prior to any extended time testing. Extended time only applies to major tests and does not apply to brief classroom quizzes, projects, in-class assignments, essays or homework assignments. In order to receive extended time during the summer semester, students must have received extended time during the semester prior to summer school.

Extended time finals may also be offered to students with recent handicaps (broken wrists, fingers, and the like) and/or students with documented concussions. (should we add something about concussions since we usually have a few students who end up with extended time for that reason)

Procedure for administering extended time tests is as follows:

- (1) The student must notify the teacher, two days prior to the beginning of the exam period, that he may require extended time. The student is required to complete the exam on the day that is agreed upon by the teacher and student.
- (2) If the student completes only part of the test during the class period, the remainder of the test (or equivalent testing material) will be administered at a location agreed upon by the teacher and student. The teacher will administer the test in a twenty-minute session immediately after school if not already completed during a free period.

All documented extended time students must take their final exams with extended time.

Students who are approved by the College Board and Jesuit for use of an electronic device on writing portions may take their written portions of tests (during the semester) in the testing center. The student must notify the teacher two days in advance to request this option.

## **8. Makeup Work**

All students who miss classes (excused or unexcused) should meet with their teacher immediately upon their return. All makeup work should be completed within two days of returning from an absence. Work not completed during this time may result in not receiving credit.

## **9. Test Center**

The Test Center is not available during the summer semester.

## **10. Academic Probation**

A student is considered to be on academic probation when he must meet some specified academic requirements to remain at Jesuit. These requirements must be stated in writing, acknowledged by both the student and his parents, and agreed upon by the Principal. If the student fails to meet the terms of the probation, the Principal may require that the student withdraw from Jesuit.

## **11. Academic Dishonesty**

Each student must do and take credit for his own work. Whether regarding homework, lab work or reports, tests, quizzes, or any other academic assignment, Jesuit College Prep holds to the following policy regarding academic dishonesty:

Academic Dishonesty is defined as the improper acquisition or distribution of information pertinent to a test, quiz, assignment, or exam. Examples of this type of behavior are:

- opening notebooks, texts, or other course-related material without the expressed instruction of the teacher;
- concealing notes or any materials relevant to the tested material;
- communicating in any fashion with another person during the testing period without the specific instruction of the teacher (e.g., looking on another's paper, talking, use of wireless communication devices, etc.);
- using unauthorized testing aids (e.g. calculators, tables, etc.).

Plagiarism is another form of academic dishonesty and is defined as the copying of all or part of a manuscript, word for word or with changes here and there, from another writer's work without giving specific credit to that writer. It is a serious offense against academic integrity and a plagiarized manuscript should not be submitted. Plagiarism will be considered as cheating and will be treated as such. Students who are uncertain what constitutes plagiarism should consult their teacher for guidance and advice. A paper exhibiting plagiarism may result in a lowered grade or loss of credit for the course. Teachers should consult with the Summer School Principal when determining sanctions.

Anytime a teacher suspects academic dishonesty or plagiarism, the teacher must send documentation of the incident to the Summer School Principal who will then meet with the student and determine if cheating has occurred. Upon determination of an offense, the student may be withdrawn from the course with no credit or refund being awarded.

## **12. Tutoring**

Jesuit believes that students who meet its admissions requirements are able to complete their studies without the use of outside tutoring. However, parents may, at times, employ outside tutors. Jesuit's policy concerning outside tutors is as follows:

1. Jesuit teachers are prohibited from tutoring Jesuit students for any private remuneration.
2. Outside tutors are not allowed access to students or use of school facilities during the normal school day.
3. The school does not rent school space or facilities to outside tutors.
4. If a student or parent believes tutoring is necessary, the school recommends they take the following steps:
  - a. Confer with the teacher about the student's academic needs. Scheduled extra individual help from the teacher will usually remedy academic weaknesses.
  - b. Confer with the academic grade level counselor, who will work with the student, parents, and teachers to remedy any academic weakness. Peer tutoring using the school's resources may also be scheduled through the counselor.
  - c. All other questions concerning tutors should be directed to the Assistant Principal of Academics.