

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 Assistant Principal's office.

**JESUIT
COLLEGE PREPARATORY SCHOOL**



STUDENT HANDBOOK

2018 - 2019

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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I. THE MISSION STATEMENT OF JESUIT COLLEGE PREPARATORY SCHOOL

AD MAJOREM DEI GLORIAM

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.

II. PHILOSOPHY OF JESUIT COLLEGE PREPARATORY SCHOOL

Jesuit College Preparatory School offers young men an excellent education.

In offering a college preparatory education, Jesuit emphasizes academic excellence and intellectual challenge. The interaction of students and faculty introduces each student to the various fields of human knowledge, invites him to a mastery of particular skills, teaches him how to learn for himself, and encourages him to think critically. Thus, the program of studies looks to develop in its students “perfect eloquence,” having something worthwhile to say and being able to express it effectively and persuasively.

Jesuit recognizes the importance of educating the whole person, and thus every aspect of the school seeks the fullest possible development of every dimension of its students. Such a liberal education frees the student to develop fully the human potential God has given him. Jesuit’s education seeks to inspire a joy in learning and a thirst for greater and deeper knowledge.

Jesuit College Preparatory School offers young men a Catholic education.

Jesuit exists as part of the apostolic mission of the Roman Catholic Church. It thus takes as its cornerstone an attitude of thinking with the Church, remaining faithful to its teachings and presenting clearly and honestly its fundamental beliefs.

As a Catholic institution, Jesuit draws spiritual strength from its liturgical life in celebrating the sacraments, especially Reconciliation and the Eucharist. Jesuit likewise incorporates communal prayer as an integral part of the school’s regular order and offers its students opportunities to develop and deepen their personal prayer lives.

Jesuit’s commitment to drawing students from all ethnic backgrounds flows from its participation in the Church’s mission to make disciples of all nations. Its respect for diversity rests on the understanding of the common origin and goal of all human beings in God. Moreover, Jesuit’s Catholic identity, drawing on the Church’s defined teachings on religious liberty, likewise insures a proper respect for the conscience and convictions of all.

Jesuit stands committed to the religious development of all students and thus—in ways proper to a school—makes concrete experiences of church life available to all

Jesuit College Preparatory School offers young men an education in the classical Jesuit tradition.

Jesuit's education program flows from a tradition of schools that stretches to the work of St. Ignatius Loyola and the first Jesuits in the 1540s. This tradition seeks to form students on the classic model of the Greeks—in its Christian version: balanced, serene, and constant. This heritage demands a structured and sequential program of studies that calls for an active role of the student in learning.

The Jesuit educational tradition centers its curriculum around the person rather than the material. Therefore, a guiding principle is personal care of the individual, whereby teachers have personal knowledge of, care for, and close rapport with their students.

Both academic education and religious formation in Jesuit schools draw their vision from St. Ignatius Loyola's Spiritual Exercises. This vision sees our human goal as the praise, reverence, and service of God and seeks to free us for the proper use of all other created good as means to this end. Furthermore, in its program of retreats and spiritual formation, Jesuit takes the Exercises as a privileged way of better knowing, loving, and following Christ. Inspired by the vision of St. Ignatius of Loyola, the school assists its students to appreciate the richness of God's creation, to wrestle with the basic questions of human existence, to listen for God's personal call, and to respond with a generosity beyond the ordinary and commonplace.

Jesuit College Preparatory School offers young men an education that forms a community.

Drawing from its Catholic foundation and its Jesuit focus on personal care for the individual, Jesuit calls its students to a diverse but cohesive community that builds solidarity with others and that transcends race, culture, or religion. Jesuit strives to form this community in service of a positive culture of life, wherein each person—both as an individual and as a member of larger groups—may live faithfully and consistently according to God's plan.

The principle of personal care for the individual looks to the development of relationships among students and also among administrators, teachers, and staff; this care extends also to former students, to parents and to the students within their families.

Jesuit offers continuing guidance and ongoing formation to its alumni in applying the principles of their high school education to their world of family and work. In forming the wider school community, Jesuit also recognizes the importance of communication and cooperation with parents, who in turn are called upon to accept the world view of Ignatius.

Jesuit thus stands as an educational and religious center for students, alumni, families, and the local Dallas community.

Jesuit College Preparatory School offers young men an education of high moral principles.

The school's Catholic identity and Jesuit educational heritage make character formation an essential element of its mission. Both in classroom instruction and in the larger context of school order and rules, Jesuit demands that each student learn to make informed, responsible decisions and to accept the consequences of his decisions. Jesuit seeks not merely to inform the student but also to form him.

Thus, Jesuit calls from each student a growth in self-discipline, manifested in intellectual rigor, persevering application to studies, and conduct toward others that recognizes the human dignity of each individual.

At Jesuit, then, education takes place in a moral context in which knowledge is joined to virtue.

Jesuit College Preparatory School offers young men an education for service to others.

Jesuit's foundations of Christian principles and Ignatian spirituality hold that a living faith will be expressed in works and that true love of others ought to manifest itself in deeds.

Since a faith that does justice is an essential element of a Jesuit institution, the school requires of its students a systematic service program with reflection on the larger issues and principles behind the individual acts of service. This service program stands as an integral part of the larger formation of character and spirituality; Jesuit calls on its students to see that works of justice and service are ultimately done in imitation of Christ. In short, Jesuit strives to form its students into "men for others."

Thus, the mission of Jesuit College Preparatory School of Dallas draws its inspiration and vision from St. Ignatius Loyola and seeks in all it does to work *Ad Majorem Dei Gloriam*, to the greater glory of God.

III. PROFILE OF THE GRADUATE OF JESUIT COLLEGE PREPARATORY SCHOOL AT GRADUATION

The PROFILE is the product of more than one year of reflection, discussion, and composition by the entire faculty and administration of Jesuit, as well as consultation with students, parents, alumni, and members of the wider Dallas community. The PROFILE stands not only as an expression of what Jesuit is, but as a commitment to what Jesuit can become in the future.

The graduate of Jesuit College Preparatory School stands at the threshold of young adulthood. In his movement from childhood to adulthood, he has often confronted anxiety, embarrassment, growing independence, first steps toward sexual identity, first love, first job, and sometimes the first lengthy stay away from home. He has also developed physically, emotionally, mentally, and spiritually, cultivating strengths, abilities, and characteristics which adults and peers have begun to

appreciate. During the four years prior to graduation, the adolescent has begun to realize that he can accomplish some things well, sometimes beyond his own expectations. He has also encountered failures and disappointments which have helped him to move toward maturity.

Fluctuating between highs and lows of confidence and doubt, love and loneliness, success and failure, the Jesuit graduate has negotiated many of the challenges of adolescence. On the other hand, he has not reached the maturity of the college senior. Especially during the last year of high school, the student has become aware of the complexity of the adult world. He does not fully understand why people break their promises, why economic injustice exists, why there are wars, what power is or how it ought to be used; yet he is old enough to question that adult world. He has entered it cautiously, but with a sense of wonder, eager to find his way. Although attuned to the culture of youth, the graduate has become free enough from peer pressure to make conscious moral responses.

The faculty and administration of Jesuit College Preparatory School have determined six general categories to describe the graduate at graduation in terms of those qualities which seem most desirable, not only for this threshold period, but also for adult life. These categories are to be understood as dynamic interactions, not as isolated functions. They describe the ideals of Jesuit for its graduate; the school does not expect all graduates will have attained all of these goals to equal degrees. However, the traits described in these categories are characteristic of a young man who can live as an adult Christian in the twenty-first Century. The graduating senior of Jesuit College Preparatory School is ideally: **Open to Growth, Intellectually Competent Physically Fit, Loving, Religious, and Committed to Working for Justice.**

OPEN TO GROWTH

At graduation, the Jesuit student has come to see that his progress toward adulthood lies primarily in his own hands. Through his years at Jesuit, he has begun to see, to understand, and to confront the many facets of the human condition: its expression throughout the centuries, its course in today's world, and its possibilities for the future; not only its frustrations and failings, but also its grandeur and glory; most importantly, its acceptance, redemption, and promised perfection in the person of Jesus Christ.

The graduating senior of Jesuit College Preparatory School of Dallas:

1. has begun to assume personal responsibility for his growth; he has begun to develop the tools and habits of reflecting on his experiences; he has seen that his own choices, however wise they may be, will greatly determine his life's course and that he must accept the consequences which flow from these choices.
2. has begun to learn to accept himself, his talents, ideas, feelings, desires, limitations and failings; he has begun to discover ways of expressing himself authentically, of enhancing his gifts, and of confronting his weaknesses.
3. has become aware of his personal talents and interests through both academic and extracurricular experiences at Jesuit; therefore, he has become more willing, able, and

confident to seek continued development in selected intellectual, aesthetic, athletic, social, and spiritual activities.

4. has begun to recognize that as a liberally educated person, he is enriched through respectful appreciation of individuals from different cultures and backgrounds.
5. has begun to see that major life choices demand that he seek ways in which he can develop himself most fully in knowledge, love, and service of his Creator and for the benefit of his community; he also has begun to consider that an essential aspect of this search is listening for God's personal call to live out his unique vocation.

INTELLECTUALLY COMPETENT

At graduation, the Jesuit student will have experienced a curriculum designed to open him to the richness of his own intellect, as well as to the world of nature and man. The Jesuit course of studies has introduced him to the various disciplines which define a person of learning. The academic rigor characteristic of Jesuit education has demanded that he attain a considerable level of proficiency in these disciplines. All the academic structures of Jesuit College Preparatory School have assisted the student in discovering himself as an individual of reason, education, and culture. He has recognized the value of knowledge as perfecting the uniquely human aspect of his being.

The graduating senior at Jesuit College Preparatory School of Dallas:

A. Intellectual Attitudes

6. has been actively involved in the guided development of his intellectual capacities.
7. has begun to see the potential of his own mind and thus has grown more confident in his abilities to acquire and analyze knowledge, to synthesize this knowledge through his creative powers, and to pass critical judgment on his own statements and opinions and on those of others.
8. has matured sufficiently to find joy in the sheer exercise of his God-given intellectual powers; he has been prompted by this joy to initiate research in order to discover new information for himself; he has continued to develop and enhance the habits of reading, personal creativity, and discovery.

B. Academic Skills

9. has mastered the fundamental skills of health and physical education, language, mathematics, the sciences, the humanities, computer science, and the fine arts.
10. has begun to grasp and to exercise the various methods of analysis which are characteristic of different types of knowledge: mathematical, scientific, linguistic, humanistic, and theological.
11. has acquired the fundamental skills of individual research: the ability to obtain

information from libraries and other sources, to organize his knowledge and to solve problems, to decide objectives and to choose appropriate means, to select methods of evaluating his own investigations.

12. has begun to master logical skills and to apply them to the critical examination of his knowledge.
13. has developed the ability to express himself in writing and speaking with logical correctness and with persuasive force; he has begun to grasp and to exercise the fundamental skills of mass communication.

C. Substantive Knowledge

14. has become familiar with the elements of maintaining and enhancing his physical well-being throughout his lifetime; he has become aware of threats of substance abuse to his health and of ways to avoid these.
15. has been introduced to the structured study of language and thus to the intellectual discipline and systematic elements of Western languages.
16. has begun to understand the historical antecedents and current challenges of the scientific, economic, political, and cultural structures of the United States and Western civilization.
17. has become aware of contemporary issues in technology, communications, economics, society, and politics; he has also begun to form educated moral opinions on these issues.
18. has been introduced to some of the great works of literature of Western civilization.
19. has come to recognize the intellectual and academic validity of theology as a system of human knowledge; he has also become familiar with this discipline's major branches and their methodologies.

PHYSICALLY FIT

At graduation, the Jesuit student has come to value the ideal of a sound mind in a sound body. He has experienced some of the most marked physical growth of his life. During these years, he has been introduced to means of maintaining his body in good condition throughout his life and has been trained in the exercise of these means. He has had the opportunity of participating in intramural and interscholastic team sports and has been challenged to see these activities, not simply as a way of developing his physical abilities, but also as a means for enhancing his growth as a well-rounded gentleman.

The graduating senior of Jesuit College Preparatory School of Dallas:

20. has been made aware of the role of nutrition and proper diet in maintaining his health; he has been advised of the dangers to his physical well-being posed by the abuse of

alcohol, drugs, and other addictive chemicals.

21. has been led toward the awareness and appreciation of the healthful benefits of maintaining physical fitness over a lifetime; he has been encouraged to participate regularly in activities which will facilitate his physical development and which will enhance his strength and conditioning.
22. has been challenged to see that participation in team sports is valuable in terms of what he can contribute to the combined efforts of the team; he has found a certain joy in encouraging his team-mates and in receiving encouragement from them.
23. has been expected to develop a keen sense of gentlemanly sportsmanship in interscholastic competition, rejoicing in the efforts and talents of all competitors and accepting graciously both victory and defeat.

LOVING

At graduation, the Jesuit student, well on the way to establishing his own identity, has also begun to move beyond self-interest and self-centeredness in human relationships. His high school years have been years of social and emotional maturation as much as of physical growth. He has experienced being loved and cared for by others and being a full part of the Jesuit school community. These experiences have led him to go outside himself and to find real happiness and joy in the love, friendship, and companionship of other people.

The graduating senior of Jesuit College Preparatory School of Dallas:

24. has been opened to experiencing moments of God's unconditional love for him; he has come to see himself as loved by God and by other people.
25. has learned to distinguish among different levels of friendship; he has begun to appreciate and to seek deeper personal friendships; he has become more capable of putting himself in another person's place and of trying to understand the feelings and needs of others.
26. has experienced instances of support and friendship from students, faculty, and staff of Jesuit; he has thus been encouraged to put trust in the fidelity of friends, family, and members of the Jesuit school community; he has therefore been prompted to go beyond himself to share with others (both within and outside the Jesuit community) some of the care and love that he has received.
27. has begun to integrate affective and sexual growth into his whole personality.
28. has begun to interact socially and intellectually with persons of the opposite sex.
29. has displayed more and more the traits of a gentleman who unaffectedly treats other individuals with all appropriate courtesy; beyond this, his service to others has led him to appreciate the satisfaction of giving himself to others and thus of enriching his own life.
30. has begun to recognize and to overcome his own personal prejudices in relating to

persons of other races, religions, and backgrounds.

RELIGIOUS

At graduation, the Jesuit student has been part of a community which seeks to nurture the seeds of religious faith and commitment to growth in each individual. He has received a basic knowledge of the major doctrines and practices of the Catholic Church; and he has been challenged to examine his own religious beliefs and traditions, whatever they may be. Most importantly, he has been invited to choose his fundamental relationship to God, to encounter truly the person of Jesus, and to live out his faith in the context of commitment to his Church.

The graduating senior of Jesuit College Preparatory School of Dallas:

31. has been introduced to Jesus as the model of human life, both through the Gospels and through the Church teachings concerning His redeeming mission.
32. has a basic understanding of the continued embodiment of Christ's mission in the Church; he has grasped that an individual's religious faith demands his active involvement in the life of his parish or faith community; he has been prepared, not only to service actively in these communities, but also to assume appropriate leadership roles.
33. has begun to acknowledge the role of worship in the faith life of his parish or faith community; he has come to grasp the centrality of the sacraments, especially the Eucharist, to the vitality of the Catholic Church.
34. has been offered a progressive initiation to prayer by the religious structure of the school (for example, class and school prayer, prayer services, retreats, the Community Service and Social Justice Program, and school liturgies; he has begun to learn how to express himself through different forms of prayer.
35. has begun to form his conscience according to the mind of Christ in responding to God's will through service to others.
36. has grasped the connection between the model of Christ and the Church's teachings on morality and justice; he has sufficiently understood the Church's teachings on morality and justice to reason through issues with ethical clarity; he has been expected to adopt as his own the model of the life and actions of Jesus in respecting human life in all forms.

COMMITTED TO WORKING FOR JUSTICE

At graduation, the Jesuit student has begun to examine himself and his world in terms of the justice which a living faith requires. Thus, he has been able to recognize that basic human needs and rights have been denied to certain peoples; he has been able to comprehend that many complexities underlie these denials; and, in the light of the example of Jesus, he has been able to evaluate the social and economic structures through which human needs and rights are denied, and to take appropriate action

to render them more just.

The graduating senior of Jesuit College Preparatory School of Dallas:

37. has come to appreciate that acceptance of the message of Christ demands commitment to a just society; he has begun to understand that Christian respect for the value and dignity of all human life stems from a perspective which differs radically from that of a purely consumerist and materialist society.
38. has been challenged to apply the justice demanded by faith to his own temptations and those of society to treat others unjustly.
39. has come to recognize the needs of some disadvantaged segments of his local community through his work in Jesuit's Community Service and Social Justice Program and other related activities; he has reflected both on his own reactions to human deprivation and on the wider social questions raised by his particular experiences through the Community Service and Social Justice Program; he has had a concrete experience of placing his own intellect and talents at the service of others.
40. has begun to understand that his religious faith must have a real influence on his career choices and on the manner in which he fulfills his obligations to his family, his work, and the larger communities of his city, state, nation, and world; he has begun to be inspired to go beyond the ordinary scope of duty in using his talents to serve these communities; he has begun to appreciate that whatever decisions he makes to fulfill these obligations will constitute much of his response to God's call to live out his unique vocation.

IV. THE INDIVIDUAL AND THE SCHOOL COMMUNITY

1. IGNATIAN VALUES

Members of the Jesuit community agree to maintain the values of brotherhood, commitment, and integrity.

Brotherhood: Jesuit students are encouraged to build solidarity with others that transcends race, culture, or religion. They become aware of the need to cooperate with others, using the best qualities of each individual to contribute to the greater advantage of the whole group. Jesuit students strive to be Ignatian in their relationships with the entire community by taking care of one another and treating others with respect.

Commitment: Jesuit, as an apostolic work of the Society of Jesus, is committed to “the service of faith, of which the promotion of justice is an absolute requirement” (*Go Forth and Teach*). A student’s choice to attend Jesuit reflects his commitment to strive for this same service of faith as it is embodied in our motto “Men for Others.”

Integrity: Jesuit education strives to form its students' values, attitudes, and abilities to discern the difference between right and wrong. Jesuit students endeavor to consistently choose what is right, even when the right choice is not the easy choice.

2. SPIRITUAL RESPONSIBILITIES

Participation in prayer services, school liturgies, retreats, daily homeroom and/or class prayer, reconciliation services, and the Examen is considered essential.

3. PERSONAL RESPONSIBILITIES

It is the responsibility of each student to familiarize himself with the expectations and policies of the school, especially regarding student conduct and academic requirements.

A student is expected to view the school video monitors and the student announcement postings outside of the Office of Student Affairs each day for notices and announcements. Such information includes notices from the administration, important information for students, and other general announcements.

Jesuit takes its responsibility for the safety of its students seriously. Accordingly, any sexual misconduct with a minor by an adult is a tragedy and will not be tolerated. It is important for all our Jesuit community to know that Jesuit will not jeopardize the safety and well being of its students by condoning such misconduct by any person. Anyone who has any knowledge or reasonable suspicion of any sexual misconduct by a faculty, staff or other adult member of the Jesuit community, volunteer or otherwise, must report them to the school administration, who will notify the proper authorities, including Child Protective Services and the Diocese of Dallas.

4. SOCIAL RESPONSIBILITIES

The development of the student's academic, religious, and social maturity is a task shared jointly by the family and Jesuit College Preparatory School. The school provides both individual and collective opportunities where a student can experience himself as an individual and as part of a group. For this reason Jesuit places stress on individual performance as well as group activities. Accordingly, participation in extracurricular activities and assemblies is considered essential. It is through these social exercises that the student learns to interact with his fellow students and experience himself as a part of a unified student body.

5. RESPECT FOR CULTURAL DIVERSITY

Jesuit College Preparatory School strives to promote an increase in acceptance of people of diverse cultures. Each student is expected to exhibit attitudes and behaviors that are respectful towards people of all cultures. Jesuit sees the academic course work, spiritual development programs, community service, and extracurricular opportunities as means for each student to challenge himself and broaden his knowledge of different cultures. Jesuit's motto of "Men for Others" requires a basic respect on the part of each student for all cultures.

6. RESPONSIBILITIES TOWARD THE WIDER COMMUNITY

The responsibilities of a student, as a member of the Jesuit community, extend beyond the confines of the school into the public realm. The way in which the wider community perceives a school is determined, to a large extent, by the attitudes and actions of its students. The degree of concern and esteem which students have for one another, the respect that they manifest for the basic dignity of all persons, are readily noticed by others from outside of the school.

Accordingly, every student is an ambassador of Jesuit College Preparatory School, in a real sense, to the community-at-large. As such, a student becomes obligated to refrain from conduct which might prejudice the good name of the school community. More importantly, a student is called upon to conduct himself at all times in a way that mirrors the ideals of maturity and Christian service which Jesuit strives to promote among all members of the school community.

7. RESPONSIBILITIES TOWARD OTHER SCHOOL COMMUNITIES

Out of respect for the integrity of other schools, Jesuit students are prohibited from entering other school campuses during the regular hours of operation, unless their presence is with the expressed invitation and permission of the officials of that school.

V. THE SCHOOL DAY

1. 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.

2. Tardy Policy

Regular and punctual attendance at school is required.

Students are expected to be on time for all classes. When a student is late for class, he must get a "Permit To Class" slip from the Office of Student Affairs and is to give that slip to the teacher. 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 4th and each subsequent tardy in a semester, students may receive a **Penance Hall**, which must be served after school that day. (In the event of a conflict, PH may be rescheduled at the discretion of the Assistant Principal for Student Affairs). Excessive tardiness in a semester may require a parent conference with the Assistant Principal and grade-level counselor. Continued tardiness may result in a conference with the Principal for further action.

3. Attending Classes

Students on campus must attend all scheduled classes. 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, on the first offense, have a phone call home informing his parents of the situation and may be required to serve PH consequence. A second offense may require the student and the parents to meet with the Assistant Principal for Student Affairs. If a third offense occurs, the matter will be referred to the Principal. In addition, cutting or skipping a class may result in loss of academic credit for that class period as determined by the assistant principals.

4. Campus Arrival and Departure

Students are not permitted to leave campus at any time during the school day without the expressed permission of the Assistant Principal for Student Affairs. Any unauthorized absence from the campus may subject the student to suspension.

Unscheduled time is intended for students to engage in academic work and social interaction on campus. Under normal circumstances, parents should not ask that a student be allowed to leave campus during this unscheduled time.

If special circumstances arise requiring a student to leave campus during school hours, he should bring a written request from his parent or guardian stating the reason for the anticipated departure and the time he is to leave. This should be done before school in the morning. Once approved by the Assistant Principal for Student Affairs, the student will be given a "Permit to Leave School" (Green) slip for the time designated. At the appointed time, the student is to go to the Office of Student Affairs to sign out and wait to be picked up, unless he is driving, in which case he will present the green slip to the parking lot attendant. Upon his return, the student must return the green slip to the Office of Student Affairs and sign in. Students are informed for their safety that the crosswalks are to be used when arriving to or departing from campus.

If a student leaves campus for a medical or dental appointment, he must obtain the standard school "Notice of Appointment" card from the doctor and return it to the Office of Student Affairs. A student who is dismissed for the day due to illness or injury should remain home for the remainder of the school day.

The school reserves the right to judge the acceptability of parental/guardian requests which involve a student's absence during the school day.

On occasion, an extracurricular activity may require that a student leave campus during the school day. On such occasions, a student must be present on campus and attending classes from the beginning of that school day up to the time of departure in order to participate. A list of participating students will be distributed to the faculty for their approval. If a teacher judges that a student is

deficient in his academic work, the Assistant Principal for Academics will be notified and may require the student to remain on campus and attend classes.

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, a telephone call should be made to the Assistant Principal for Student Affairs 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, the Office of Student Affairs (972-387-8700, ext. 325) must be called or emailed prior to 8:00 a.m.

Although a parent has reported a student's absence by telephone or email, on the day of his return to school and before he attends any classes, a student who has been absent should report to the Office of Student Affairs with a note signed by his parent or guardian (email alone is not sufficient) stating the reason for his absence. Each day of absence should be acknowledged in the note. Students who are frequently absent may be required to have a doctor's note in order to be readmitted to 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 three 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.

After the 4th absence in a semester (either four consecutive days or separate occasions), the information will be referred to the counseling department. The purpose of this referral is to gather accurate information, to open lines of communication, and to help avoid patterns of chronic absenteeism. More than seven absences in one semester may result in a parent conference with the Assistant Principal for Student Affairs and grade-level counselor in order to resolve the attendance problem.

Excessive absences may result in a parent conference with the Principal to determine the nature of the attendance problem. A student with excessive absences in a semester may forfeit the right to receive credit in a course. This will be determined, in each case, by the Principal.

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. During the school day,

parents may contact the Office of Student Affairs by phone (ext. 325) to relay messages to students at the attendance desk.

Students are permitted to use personal electronic devices such as 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). 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 disciplinary action, including the suspension of cell phone and other technology privileges.

7. Extracurricular Participation

Any student who was not present on campus for half of the school day must have advanced approval from the Assistant Principal for Student Affairs in order to participate in any extracurricular activity, practice, or competition that day.

8. 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.

9. 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.

10. 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.

11. 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.

12. Verification of Enrollment (VOE) Forms

Students needing a Texas Education Agency (TEA) verification of enrollment form for the purposes of obtaining or renewing a Texas driver's license may obtain one during the school year byc. All requests received by 2:00 PM will be available in the Records Office after closing announcements. All requests received after 2:00 PM will be processed the next school day. On early release days all requests received by 11:00 AM will be available after closing announcements. During the summer months, students may request forms from the front desk at Jesuit between the hours of 9:00 AM and 1:00 PM. Verification of Enrollment forms are required by the Texas Department of Motor Vehicles until the student reaches the age of 18 years.

13. Open-Campus Privileges for Seniors

Seniors in good standing may be offered off-campus privileges for lunches or early dismissals from school. In such cases, students are required to provide their own transportation. 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.

If parents or guardians wish to prohibit such privileges for their son, they must notify the Assistant Principal for Student Affairs in writing.

14. Student Injuries

STUDENT ACCIDENT PLAN ACKNOWLEDGEMENT

When allowed and approved to use the facilities of Jesuit outside of normal school activities, students and their parents or legal guardians agree to release, waive, discharge and hold harmless Jesuit, its trustees, officers, employees, volunteers and agents from any and all liability, claims, demands, actions and causes of action arising out of or related to any loss, damage, or personal injury that may be sustained while using the Jesuit facilities regardless of whether the injury, loss or damage is caused by negligence.

Students and their parents or legal guardians understand and are fully aware of the risks and hazards of using the Jesuit facilities and assume full responsibility for any risks of loss, damage or personal injury that may occur as a result of using the facilities when outside of normal school activities.

Students and their parents or legal guardians agree to indemnify and defend Jesuit and its trustees, officers, employees, volunteers and agents against all claims, causes of action, damages, judgements, costs of expenses, including attorney fees and other litigation costs, which may in any way arise from their use of the Jesuit facilities outside of normal school activities.

Although Jesuit takes precautions to prevent injury, students and their parents or legal guardians understand that unforeseen accidents may occur while participating in school activities. Recognizing the possibility of injury, parents and legal guardians release, discharge, and/or otherwise indemnify Jesuit and its employees. In the event of an injury, parents and legal guardians give consent for emergency medical treatment prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions necessary to preserve the well being of the student.

Jesuit has outlined the following 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 or the Head Athletic Trainer 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.**

VI. 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 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

The Jesuit parking lot is for the convenience of the Jesuit community and its guests. The parking lot is not to be used by students for non-school sponsored activities. Due to demand, parking permits generally will be limited to seniors first, then juniors on a space available basis. Students are to register their automobiles and obtain a parking sticker from the Office of Student Affairs at a cost of \$180.00 for on-campus parking and \$100.00 for the lot on the east side of Jesuit. Students are informed that crosswalks exist for their safety and are to be used when arriving to and departing from Jesuit. Drivers in the school parking lot must drive at an appropriate speed (10 MPH) and must obey all commands of the parking lot attendant. Drivers must be aware of other automobiles, pedestrians, and weather conditions in the parking lot. All vehicles must be parked in the designated areas on campus. Parking without a permit, double parking, blocking fire lanes, parking on the grass or in reserved spaces, as well as other violations, may result in the possibility of being booted and/or towed. Further disciplinary action and forfeiture of parking privileges on campus may be the consequence for violations. Jesuit reserves the right to inspect cars (at any time) parked on its property.

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.

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, not in school hallways.

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 iPads, electronic devices, cell phones, wallets, or other such property in hallways or corridors unattended. (see STUDENT LOCKERS, section 4.8).

5. The Cafeteria

Food and drink for breakfast and lunch are available in the cafeteria. Students may not call food delivery services to campus. Any unauthorized deliveries will be confiscated, and a student may face disciplinary action.

It is the students' responsibility to see that the cafeteria is kept clean and orderly at all times. Food or drink is not allowed in any part of the school outside of the cafeteria except 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 7:00 AM – 6:00 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 this handbook.)

10. The “Ranger Connection” / Bookstore

Hours of operation: School days 10:30 AM -1:00 PM , 2:30 PM - 3:30 PM. Special hours will be posted and available by phone: 972-387-8700 ext. 336.

11. Posters

All notices and posters must be approved and initialed by the Assistant Principal for Student Affairs before they can be displayed in the school. The Assistant Principal for Student Affairs will indicate where it is permissible to post them.

VII. 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. Jesuit recognizes that a student may express his individuality or culture through a variety of hairstyles. A student is to have neat, clean, properly maintained hair of modest, proportionate length above the shoulder, style, and appropriate natural color. Any hairstyle that is deemed a distraction will be addressed on an individual basis. 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 violate the dress code.

Clothing requirements: *All clothing is to be worn as designed to be worn (e.g., shoes tied, shirt sleeves buttoned).*

Tie

- Students must wear an acceptable four-in-hand necktie; string ties are not acceptable.
- Bowties may be allowed as a senior privilege.

Shirts

- Dress shirt designed to be worn with a four-in-hand necktie;
- Long or short sleeved dress shirt of oxford or broadcloth material (not denim);
- Solid **white, blue, yellow, or pink** dress color (on occasion and only with advance approval from the AP of Student Affairs, seniors, or other specified student groups, may be granted privilege to wear other appropriate dress shirts or specialty wear);
- Monograms/logos (on dress shirts and T-shirts) must conform with the norms of good taste and be consistent with ideals stated in the Profile of the Graduate,
- Proper wear is the shirt tucked in (not bloused), collar and cuffs buttoned, tie snug to the collar;
- Seniors may wear the school issued community service T-shirts on Wednesdays in lieu of the regulation dress shirt.

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 (**Freshmen must wear khaki**);
- 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.

**see Appendix for visual examples*

Socks must be worn. Exceptions to the above require a note from a Jesuit Athletic Trainer, physician, or the Assistant Principal/Student Affairs. Seniors may be permitted to wear polished western boots with above criteria.

Blazers

Freshmen, sophomores, and juniors are required to wear a navy blue blazer on the school days noted on the current calendar. Seniors are to wear an appropriate sport coat with the regulation pant style or a suit consistent with traditional dress style. Blazers are to be worn in classrooms, hallways, the library, student commons, and computer labs. Blazers may be taken off in the cafeteria during lunch times or in the athletic area. Teachers may, at their discretion, allow students to remove their blazers in their classrooms.

Shirt collars must be buttoned and shirttails tucked in at all times. Dress sweaters or vests (crew neck, v-neck, or sweater vest) may be worn under the school blazer (no sweatshirts or zip-up pullovers). During the school day, coats, outdoor jackets, or sweatshirts may not be worn.

The official moderator or coach of the club, team, or organization must request approval for Jesuit specialty jackets, jerseys, t-shirts, and athletic jackets to substitute for blazers on special occasions. In these cases, all Dallas Jesuit specialty wear must be worn over the regulation shirt and tie and may substitute for the school blazer with prior approval of the Assistant Principal for Student Affairs.

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. Such behavior subject to disciplinary action includes being involved in inappropriate conduct or harassment as evidenced by racist, sexist, or other harmful disrespect towards faculty, other students, or the community at large.

This policy includes language, appearance and behavior at athletic contests, school assemblies, and other events on or off campus. 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. Living Accommodations

The school does not have facilities for on-campus housing. No student may live outside his parent/guardian's home without the prior, expressed permission of the Principal. All rental and/or use of "student apartments" is strictly forbidden.

5. Chewing Gum

Chewing gum is not permitted in the school buildings.

6. Tobacco Products and Paraphernalia

Students are not permitted to smoke, dip, or use any smokeless tobacco products (e.g. e-cigarettes) while on the school premises nor are they permitted to have these materials in their possession. E-cigarettes, hookah pens, vapes, etc. are not permitted on campus or at any school function on or off campus. All such devices are considered paraphernalia (see section VIII.5). A violation may result in serious disciplinary action, including expulsion from school.

7. Alcohol and Drugs

Jesuit College Prep is committed to working with young men and understands that any student may make an error in judgment; however, the custody, control, possession, consumption, and/or distribution of drugs, including controlled chemical substances, violate the sense of community and may result in expulsion.

The custody, control, possession, consumption and/or distribution of alcohol may result in serious disciplinary action, including expulsion from school. A student in violation may not be

allowed to participate in or attend extra-curricular activities or athletic events for an extended period of time at the discretion of the school administration.

For any substance violation, the student may be required to undergo a professional drug evaluation and to complete the terms of any school required probation, including ongoing random drug testing at the student's expense.

A second incident involving alcohol/drugs or failure to comply with the terms of the probation may result in the student being asked to withdraw from Jesuit College Prep.

This policy applies to all students whenever they are under the jurisdiction of or representing the school, whether or not they are on school property. The same holds true for a student judged to have consumed alcohol or drugs prior to school related activities.

With regard to a student alcohol or substance violation, the school works in partnership with parents. There is an expectation that school policies with regard to drugs and alcohol are supported by each family, or the student's health and enrollment status at the school may be at risk. Parents cannot abdicate their responsibility for the conduct and actions of their sons, whether they are on or off campus.

(On the student's own initiative, he may seek confidential assistance from the Counseling Department for himself or someone else.)

8. Medicines

All prescription medicines must be registered and left in the Office of Student Affairs 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 Office of Student Affairs.

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.

9. Student Lockers

All lockers are considered to be the property of Jesuit College Preparatory School. Upon request, a student may be assigned a locker in the school building for his personal use; it may be changed only with the permission of the Assistant Principal for Student Affairs. A student is also assigned a PE locker, which must be locked with a regulation PE lock purchased from the school's bookstore.

Tampering with another student's locker or possessions is considered a serious offense and may result in expulsion. Because of the frequency of visitors to the school, students are encouraged **not** to leave valuables in their lockers overnight. Students always have the option to use a regulation lock

purchased from the bookstore; unofficial locks will be removed. A student whose locker has been entered or tampered with should report the incident to the Assistant Principal for Student Affairs. Jesuit reserves the right to inspect lockers at any time.

It is the student's responsibility to take care of valuable property and to ensure valuable items are not left unattended. If necessary, valuables may be checked in the Office of Student Affairs for safekeeping. Students who participate in athletics are required to store and lock their property in the assigned athletic locker, and students are also given the option to check valuables for safekeeping with their coach during any workouts, contests, or PE periods.

10. 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.

11. School Dances

During the school year, the Jesuit Student Council sponsors dances for the entire student body. Appropriate attire is expected. A student may bring a student guest with a valid student I.D. from his or her school to such dances; however, the Jesuit student is responsible for the behavior of the guest, who is subject to the rules of conduct of the school. Once a student and/or his guest leave a dance, they will not be readmitted. Faculty members chaperone all school dances.

When a student purchases a ticket for either the prom or the homecoming dance, he agrees to abide by the following:

Homecoming hours are from 7PM – 11PM. **Prom** hours are from 6PM – 11PM.

A student must arrive at the designated entrance to Homecoming no later than 8pm or to Prom by no later than 7pm, unless he has made prior arrangements with the student council moderator. His name will then appear on a late list and will be admitted by the student council moderator.

- a. A student who arrives at the entrance after the doors close must do one of the following:
 - (1) He may call his parents, who must then come to the dance venue to sign-in their son and his date (a phone will be available for student use); or
 - (2) He must leave.
- b. The student and his date will remain at the dance until 10:30pm, unless a parent comes to the dance and signs the student out.
- c. Students will not be re-admitted once they leave (e.g., during the dance students will not be permitted to go to their cars).

12. Weapons

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

13. 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.

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.

VIII. 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 gentlemanly 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. Penance Hall and Saturday School

When a student fails to display a sense of maturity and responsibility by violating Jesuit's sense of community, he may be given **Penance Hall (PH)** as a way to repay that community by his act of service.

PH begins following the final bell each school day. A PH is to be served immediately after school on the day that it is received unless the student receives permission to serve it at another time from the Assistant Principal for Student Affairs (normally the next day). It is the student's responsibility to go to the Office of Student Affairs on the day a PH was received to find out when and where he will serve his PH or to make arrangements to reschedule an assigned PH.

Saturday School is assigned for specific violations or when additional time is required to serve for an accumulation of PH. Students may be required to serve this time on a Saturday or on a day designated by the Assistant Principal for Student Affairs.

Excessive PH or Saturday School will result in a conference between parents, the student, grade-level counselor and Assistant Principal for Student Affairs.

3. Students Sent Home

In circumstances when warnings, counseling, and referral to the Assistant Principal for Student Affairs 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. The student will return to classes only under the terms of probation.

4. 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.

5. Student Suspension and Expulsion

A student who violates the standards of conduct may face serious disciplinary action, including suspension or expulsion from school. Reasons a student may face such disciplinary action include but are not limited to the following:

- Repeated violations of school rules;
- Leaving campus without permission from school officials;
- Truancy;
- Fighting (regardless of fault);
- Being involved with inappropriate conduct such as racist, sexist, or other harmful disrespect towards others;
- Failure to comply with the terms of a disciplinary probation;
- Defiance of or direct confrontation with school authorities;
- Custody, control, possession, consumption, and/or distribution of tobacco, alcohol, drugs, or paraphernalia (including vapes or e-cigs) on campus or at any school-related function;
- Theft and other serious moral offenses;
- Activities that involved police intervention outside of school;
- Use of technology, on or off campus, in a manner contrary to Jesuit's Acceptable Use Policy;
- Any off-campus misconduct prejudicial to the good name of the school community;
- As a result of the recommendations of the Assistant Principals.

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

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 an Assistant Principal 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 an Assistant Principal.

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.

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.

IX. ACADEMIC POLICIES

1. Graduation Requirements

Before the diploma of graduation is granted by Jesuit College Preparatory School, the following requirements must be met:

Academic credits

26.5 credits are generally required for graduation. These credits must include: 4 credits in English; 4 credits in Mathematics; 4 credits in Theology; 4 credits in Social Studies (including the .5 credit Social Justice and Public Policy during the senior year); 3 credits in Language; 4 credits in Science (must include Biology, Chemistry, and Physics); 1 credit in Physical Education; 1 credit in Fine Arts; 1 credit in Computer Science and 0.5 credit in Speech (Argumentation and Debate or Rhetoric and Civics). The Principal may make exceptions in the case of a transfer student. Credits are distributed during the course of a student's four-year career as follows:

<u>Class</u>	<u>Minimum^{1,3}</u>	<u>Maximum^{1,2}</u>
Freshmen	6.00	6.50
Sophomores	6.00	6.50
Juniors	6.00	6.50
Seniors	6.00	7.00

¹ The minimums and maximums are exclusive of Physical Education units.

² Exceptions to credit maximums must be approved by the Assistant Principal of Student Academics.

³ Credit earned during summer school does not apply to the minimum— it is a separate term.

Quality of Work

A student is required to have a cumulative average of at least 65 to receive a diploma from the school. To receive a college recommendation from the school, a student must have earned a grade point average of 70 or better.

Grades

Jesuit students may check their grades any time through Rangernet, accessible via the school website. Parents may also check on their sons' progress via Rangernet. The grades are 'live' and update instantly whenever a teacher enters a new grade. Teachers are expected to provide emailed progress reports for any student with a grade of 70% or below at the three-week grade checks. The goal is to inform and provide information about resources available for improvement.

Students and parents should consult the teacher with any concerns or discrepancies over individual grades. It is most ideal for the student to engage the teacher; however, it is perfectly acceptable

A student whose semester grade in any subject is "F" must make up this credit (or approved equivalent) before graduating. A minimum grade of "C" is required for the successful completion of all summer semester courses.

Service Credits

Students must complete yearly hourly credit minimums each academic year: Freshmen - 10; Sophomores - 20; Juniors - 40; Seniors – 100. See section X for more explanation of the Community Service program and credit requirements.

Any senior who does not satisfy the above requirements by the end of the regular Senior year may not be allowed to participate in the commencement exercises. He will not receive a Jesuit diploma until such requirements are satisfied.

2. 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

3. System for Calculating GPA

GPA will be calculated simply by adding the actual numerical grades earned and dividing by the number of semester courses attempted. Honors and AP courses will have five points added to the numerical grade earned for the purpose of calculating GPA (this would allow a maximum possible numerical grade of 105 for GPA calculation). The five points added for Honors and AP courses is not reflected in the transcript letter grade or published report card grade – it is only reflected in the GPA calculation.

4. Honors

At the end of each semester, Honor Roll citations will be awarded to those students who have an 88 average or higher and no grade below 80. Students who have all A's will merit citation on the Principal's Honor Roll.

For classes of 2019, 2020, and 2021:

The Honors Diploma will be awarded to those students who have accomplished the following:

- maintained a cumulative GPA of 90 at the end of eight semesters;
- completed four honors full credits [full course equivalents] each of the Sophomore, Junior, and Senior years; and,
- have no semester grade for any course below 80 over the course of eight semesters.

The following merits of distinction are awarded at the time of graduation:

- Valedictorian: Highest cumulative grade-point average for **four years at Jesuit**.
- Salutatorian: Second highest cumulative grade-point average for **four years at Jesuit**.
- Summa cum laude: A cumulative grade point average 96 or above.
- Magna cum laude: A cumulative grade-point average of 92 to <96.
- Cum laude: A cumulative grade-point average of 90 to <92.

5. 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

Under no circumstances may a student withdraw after the first six weeks marking period without the expressed permission of the Assistant Principal of Student Academics. In such cases, it is within the Assistant Principal of Student Academic's purview to determine the status of the grade in that class.

6. Grade posting and Eligibility

Student grades are posted every three weeks for the purposes of evaluating progress and, consistent with the rules of the University Interscholastic League (UIL), determining eligibility for extracurricular participation. Ineligibility is not limited to UIL activities – it includes any Jesuit involvement (e.g., debate, robotics, theater, crew, and fieldtrips).

For the purpose of determining eligibility, there are two important classifications of grade posting dates: six-week grade checks and three-week grade checks.

1. Six-week grade check: It is on these dates when student grades determine if they lose and regain eligibility.
2. Three-week grade check: It is on these dates when student grades determine if they can regain eligibility.

A student with a grade below 70% in any non-exempt course at a six-week grade check will lose eligibility for 3 calendar weeks at the conclusion of grace week. Students will be able to regain eligibility at the conclusion of the grace week following a three-week grade check if all grades are above 70%.

If a student withdraws from a class after the fourth academic week of any semester with a grade below "C" (70), he becomes ineligible throughout the rest of the current six-weeks grade cycle.

If a student receives an "incomplete" for any grading period, he is ineligible, unless the incomplete grade is replaced with a passing grade during the seven-day 'grace week'. If ineligible, the three-week ineligibility rules apply

Grace Week and Holiday Eligibility

Any student who, as a result of his grade at a six-week grade check, is determined to be ineligible,

will lose eligibility seven calendar days after the grade posting date. Grace week is intended to provide a chance for make-up work if the student was excused from school during the grading period that caused the student to be ineligible. No grades or assignments after the grade posting date can or will impact eligibility. After the grace week, ineligible students may not participate in any extracurricular performance, nor travel to any competitive events with a school group, for a period of three weeks. However, they may practice or rehearse.

Consistent with UIL rules, all students are eligible during a school holiday of a full calendar week or more. Therefore, all students are eligible over the Christmas holiday and spring break. The three-week period of ineligibility for those students ruled ineligible immediately prior to that holiday or break begins on the first Friday of the first week back following the break.

Exempt Courses

Those classes exempt from the ineligibility requirement:

- Advanced Placement Literature and Composition
- Advanced Placement Language and Composition
- Advanced Placement Spanish Language
- Advanced Placement American History
- Advanced Placement World History
- Advanced Placement Human Geography
- Advanced Placement Comparative Politics
- Advanced Placement Macroeconomics
- Advanced Placement Government
- Advanced Placement Psychology
- Honors Pre-calculus
- Pre-calculus
- Advanced Placement Statistics
- Advanced Placement AB Calculus
- Advanced Placement BC Calculus
- Advanced Placement Biology
- Advanced Placement Chemistry
- Advanced Placement Physics 1 and 2
- Advanced Placement Physics C
- Advanced Placement Environmental Science
- Advanced Placement Computer Programming

Any questions regarding eligibility should be directed to the Assistant Principal of Student Academics, who will base his determination upon the school's interpretation of UIL rules and precedents.

7. Withdrawal and Failure

Withdrawal

Any student who has the intention to withdraw should meet with the Assistant Principal for Student Academics to discuss the implications (grade and financial) of the decision. All financial obligations, per the associated and appropriate contracts, are expected to be upheld regardless of the timing or reason.

Underclassmen failures

The procedure for underclassmen failing a course is outlined as follows:

Failure of a one-semester course during first semester:

The Assistant Principal of Student Academics 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 second 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 the summer session at Jesuit or at a school approved by the Principal. 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.

Only **one** of the above options is available to a student who fails a first semester course. Failure to successfully complete the course will result in a student's required withdrawal from Jesuit.

Failure of a one-semester course during second semester / Failure of a full year course:

If a student fails a one-semester course during the second semester, he may not return to the school unless he has made a grade of 70 or better in summer school.

In order to complete successfully a full-year course, a student must have a passing grade in both semesters. If a student earns less than 65 during the first semester, he must make a grade of 70 or better during the second semester to receive full credit. In this event, the first semester grade will appear as a 65, and the second semester grade will be recorded as earned. If he earns less than 70 he must receive a grade of 70 or better in summer school in order to receive credit and return to school in the fall.

Regardless of the grade first semester, if a student fails second semester, he has not successfully completed the course.

A failed subject must be retaken during the summer session at Jesuit or at a school approved by the Principal. The student must receive a grade of 70 or better in summer school in order to receive credit and return to the school in the fall. The grade received during a 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.

At the end of the second semester, a student who has failed in three or more subjects may be required to withdraw from the school.

Senior failures

Students are required to successfully complete all courses for which they are registered in order to graduate. The following govern instances when a senior fails a course:

Failure of a one-semester course during first semester course

The Assistant Principal of Student Academics will schedule a conference with the student and his parents at which time the student will be instructed on his options for completing the course and obtaining the credit.

Failure of a one-semester course during second semester

The Assistant Principal of Student Academics will schedule a conference with the student and his parents at which time the following outcomes will be discussed:

- The student will not graduate on stage at graduation
- The student must complete the appropriate remediation through an accredited institution that is approved by the Assistant Principal of Academics. The student will only receive a Jesuit College Preparatory School diploma only after having successfully completed the designated course.

Failure of a full-year course

In order to complete successfully a full-year course, a student must have a passing grade in both semesters. If a student earns less than 65 during the first semester, he must make a grade of 70 or better during the second semester to receive full credit. In this event, the first semester grade will appear as a 65 regardless of the grade first semester, and the second semester grade will be recorded as earned. If a student fails second semester, he has not successfully completed the course.

In the event a senior has one or more failing grades at the end of the second semester, he will not graduate on stage. The Assistant Principal of Student Academics will determine an appropriate make-up course through an accredited institution. The student will receive a Jesuit College Preparatory School diploma only after having successfully completed the designated course.

A senior who withdraws from the school of his own accord or who is required to leave for disciplinary reasons before the beginning of the 8th semester may not be awarded the Jesuit College Preparatory School diploma.

8. The Week Before Semester Exams

The week immediately prior to Assessments and Exams is reserved for review. There will be no major quizzes, tests, or paper/project submissions on any of the 7 calendar days prior to the start of the first assessment or exam (12/7-12/14/18 and 5/20-5/28/19). The only exceptions are the following: Computer Science assessments and exams; Rhetoric and Civics presentations; Fine Art assessments and exams; and oral components of Language assessments and exams.

Participation in practices, meetings, and interscholastic events will not be required during assessment or exam week.

9. 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 Assistant Principal for Student Academics. First semester examinations are made up during the first week of the second semester. Second semester examinations are made up during the first week of June.

10. 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.

11. 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 on the December Assessment or Final Exam, documentation must be received before the end of the second six-week grading period for the respective semester.

Extended time finals may also be offered to students with recent handicaps (broken wrists, fingers, and the like) and/or students with documented concussions.

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 it is given and may utilize the Test Center to assist with planning.
- (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 in the Test Center. The test center proctor 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 December assessments and final exams with extended time. Students do not need to notify their teacher that they would like to use extended time for their assessments since all students with extended time must take their December assessments and 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.

If a student approved for extended time wishes to not use extended time for his assessments, he must request and obtain approval from the Assistant Principal of Academics. Not using the extended time will waive the student's eligibility for extended time in the subsequent semester.

12. Makeup Work

Students with planned and excused absences (e.g., field trip or school-sponsored competition) should either schedule their work to be submitted/completed before leaving or be prepared to do so on the day of their return. Students who miss the day/s leading up to a test or quiz should meet with their teacher to collect any and all review information and materials and schedule an appropriate date for completion. Students only missing a test or quiz day should be prepared to take it on the day of their return. All make-up tests and quizzes will be placed in the testing center for completion. Work not completed by the agreed upon deadlines with their teacher may result in loss of credit.

Students with unplanned and excused absences (e.g., family emergency or illness) should communicate with their teachers on the day of their return to campus. In coordination with their teacher/s, students should arrange new and appropriate deadlines for missing assignments. In situations when a student misses multiple days, the student should utilize the counselor as a resource to help in the planning process. It is not expected that a student missing school for an unplanned absence complete or submit all work on the day of their return; however, work not completed by the agreed upon deadlines with their teacher may result in loss of credit.

If provided the chance to obtain credit by the Assistant Principal for Student Academics, students with unexcused absences are expected to submit their work immediately upon their return to the school.

13. Freshman Study Hall Release

Study hall release is a privilege and an option for freshmen who have attained the academic requirements listed below. Exempt Students are not required to leave the Study Hall; however, if they choose to do so, they may. Study hall teachers will be present so the room remains available for those students who choose to attend. They do not need to check in on a daily basis. Exempt students may remain in the study hall room and continue to study.

Students may be released based on the following criteria:

1st Semester: 90 semester GPA or better and all grades 80 and above

4th Six Weeks: 90 six-weeks GPA or better and all grades 80 and above

5th Six Weeks: 90 six-weeks GPA or better and all grades 80 and above

14. Test Center

The Test Center is available to students for making up missed tests and completing extended time tests. Students are required to sign-up for a makeup time on Moodle. Unless alternative plans are

made prior to returning to school after an extended absence, all makeup tests must be completed and submitted in the Test Center before the end of the third school day after the student returns to school. Failure to complete the test in this time period may result in no credit for the test.

15. 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.

16. 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 will result in a lowered grade or loss of credit for the assignment. Teachers should consult with the Assistant Principals when determining sanctions.

Anytime a teacher suspects academic dishonesty or plagiarism, the teacher must send documentation of the incident to the Assistant Principal of Student Academics who will then meet with the student and determine if cheating has occurred. Upon determination of an offense, the following criteria will be applied.

On a First Offense: The student will meet with the Assistant Principal of Student Academics and the teacher whose class he cheated in to discuss the incident. The Assistant Principal of Student Academics will determine appropriate sanctions, which may include a lowered grade, loss of credit for the item cheated upon or plagiarized, and Saturday School when appropriate. . The Assistant Principal of Student Academics will notify the student's parents., and the student's grade-level counselor.

Second Offense: The student and his counselor will meet with the Assistant Principal of Student Academics and the teacher, and receive no credit for the item cheated upon. The student will also be assigned Saturday School when appropriate. Additionally, the Assistant Principal of Student Academics will meet with the student and his parents to discuss the seriousness of the infraction and the consequences for any further cheating incidents.

Third Offense could be indicative of a much greater problem and as such will be handled on a case-by-case basis. A student who is caught cheating three or more times will be required to meet with the principal to discuss whether or not Jesuit is the appropriate school for him, and may result in the student's dismissal.

Cheating on a semester or final exam may result in a grade of zero after consultation with the Assistant Principal of Student Academics.

17. Semester Away from Jesuit

Jesuit's program is a four-year, comprehensive program centered not on academics alone, but the attainment of the "Profile of the Graduate" as outlined in the school's basic documents. Mastering the characteristics of the "Profile" requires full participation in the Jesuit community, in academics, in extracurricular activities, in the religious life of the school, and in the sharing of Jesuit brotherhood. Additionally, student positions are limited at Jesuit, and accordingly, many well-qualified applicants are denied admission. Therefore, students accepted to Jesuit College Preparatory School should plan on completing their entire high school program on its campus.

However, some students may wish to avail themselves of extraordinary opportunities to study for a semester or two away from Jesuit. While Jesuit discourages this, for the reasons previously stated, the student and his parents may petition the Principal for permission to temporarily withdraw from Jesuit, pursue studies away, and be assured of their position at Jesuit upon their return. In order for the Principal to give such a request any consideration, the student and his parents must meet the following requirements:

1. The student and his parents must petition the Principal at least 90 days prior to the starting date of the next Jesuit semester.
2. The study away must be outside the United States and must be strictly for academic or cultural pursuits.
3. The student may pursue study away from Jesuit only during his sophomore or junior years.
4. The student and his parents must meet with the Assistant Principal for Student Academics and present the curriculum from the outside school to ensure its coursework satisfies Jesuit's academic requirements and is consistent with Jesuit's academic rigor. This may require consultations between the Assistant Principal for Student Academics and his equivalent at the outside school. The student must be able to receive equivalent coursework at the outside school, or the parents must formally arrange a remedial plan so that the student will complete required coursework prior to his re-admittance.
5. The parents must deposit the complete tuition payment for the semester or year the student will be away, to be applied against the tuition and fees for the year he returns. If the student fails to return to Jesuit the following semester or year, that deposit is forfeited to Jesuit.

18. 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.

X. COMMUNITY SERVICE PROGRAM

Community work is where spiritual growth and being a man for others takes concrete form. Jesuit College Preparatory School of Dallas' Ignatian Service Program makes the concepts of love for the human family and commitment to social justice vivid and relevant. More than an add-on activity, Ignatian Service is an integral part of a Jesuit education, the formation of our students toward the Profile of a Grad at Grad. We strive to engage in programs to aid the disadvantaged members of our community to lead healthier lives-- both body and soul.

Ignatian Service enriches religious faith by facilitating the opportunity to respond to some of the perplexing problems and conditions of our world.

The rationale for the Mission of the Ignatian Service Program at Jesuit College Prep is rooted in the belief of St. Ignatius that "love is shown in deeds rather than in words." We invite our students to become "men for and with others" by educating their minds and hearts to horizons beyond their previous experience and into the world beyond the world they know. It is important that students connect with people who on the surface may be unlike themselves, people who are poor, both materially and in spirit and body, people who are marginalized, socially or economically disadvantaged, and disabled either in mind or body. We hope this encounter will result in what we consider to be the ultimate goals of the program:

- 1) The Jesuit community and the students themselves realize that our gifts and talents can help people, can heal their hurts, can assuage their loneliness, can give companionship and encouragement, can enlighten minds and give dignity to those whom they serve.

2) Through service and a ministry of presence, we hope the students will become aware that they receive much more than they give: that when they become healers, they themselves are healed; when they give companionship, they themselves receive companionship; when they uplift and encourage, they themselves are uplifted and encouraged; and when they enlighten, they are themselves enlightened.

3) Recognition by all of our students that God is present in all things, all people and all situations.

All projects, outside of those that are formally sponsored by Jesuit, must be pre-approved.

Community Service Hour Minimum Requirements Per Grade Level:

Freshman: 10

Sophomore: 20

Junior: 40

Senior: 100

The "service hours" (also referred to as "service credits") are calculated yearly with each new year beginning June 1st.

Students must complete at least 50% of the required hours for a given school year by January 31st. Incomplete service hours may result in loss of extracurricular activity authorization. Completion of service hours is required for graduation.

Although all approved service hours will be noted on a student's Jesuit Ignatian Service Transcript, a maximum of 25% of a year's required total may be earned during the summer. Students are encouraged to pursue service and mission trips during the summer months. Again, although all service hours for these programs (as long as pre-approved) will be credited, students should plan to make service an essential part of their normal schedule by completing the majority (75%) of the minimum during the school year.

We encourage students to live out the Gospel message of reaching out to the poor, marginalized, sick, elderly, handicapped, lonely, and forgotten. Service projects should be "with and for others" rather than simply "for others".

No more than 10% of indirect service credit (collection drives for items) is allowed per a school year.

All item collection drives are required to provide students with the opportunity for a personal encounter with the people who will benefit. For example, delivering the laundry detergent to AIDS Services while also hosting a grill out to meet the beneficiaries while on site.

X2VOL online app and software will be the new system in place for documenting all service credits. Students will be trained during Vos Parates Day and in guidance sessions. Parents will receive detailed information at the grade level parent nights in the fall.

XI. JESUIT TECHNOLOGY ACCEPTABLE USE POLICY

Jesuit College Preparatory School of Dallas recognizes that computers, smartphones, iPads, and other information technology play a powerful role in modern society. Realizing the importance of this medium, yet cognizant of its potential for inappropriate use, Jesuit offers its students access to such technology within the limits of the Acceptable Use Policy, described below.

- Student use of iPads, smartphones, wearable technology, and networked computers conforms to standards expected in use of other school resources. Students should not access or transmit inappropriate material in any form or manner. Inappropriate material includes, but is not limited to, offensive or sexually explicit material (whether text, image, or lyric based), or material accessed in violation of Copyright laws.
- Students shall not use computers or any electronic devices, whether personal or school related, for dissemination or publication of any material which jeopardizes the good name of the school, which is detrimental to the common good, or which is harmful or offensive to members of the school community whether during or outside of school hours. This includes the posting of inappropriate material from a school or personal device on any blog, chat room, social site, or website. A violation may result in disciplinary action whether or not the violation takes place during or outside of school hours.
- Student use of cameras or audio recordings on any device, including iPads, smartphones, and wearable technology, is strictly prohibited in the classroom and hallways unless expressed permission is granted by a teacher. Teachers have permission to request that all technology be removed from a testing environment in order to maintain the integrity of the assessment. Any use of cameras in restrooms or locker rooms, regardless of intent, is strictly prohibited and will be regarded as a serious violation. Whether on or off-campus, the student agrees that no device will be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will any device be used to cause harm or misrepresent the school.
- Each student will be assigned a school email address. The school email address should be used primarily for academic purposes and may not be used to propagate inappropriate material.
- Each student is given access to a folder referred to as his “homefolder” which is the property of the school. Students are responsible for making sure that their homefolder does not include any materials that are inappropriate, illegal, or incongruent with the policies outlined in the Mission Statement and Philosophy of the school. All contents of the homefolders will be deleted on July 1st of each year. Students are responsible for saving information that they do not wish to be deleted.
- Each student is assigned a unique username and account to be used for accessing the Jesuit computer network. The student is responsible for maintaining the security of the password associated with that account. Allowing the use of that password by others is a serious violation of the Acceptable Use Policy and may be subject to disciplinary action. In

addition, students may be held responsible for any actions committed using the account assigned to them.

- Students shall not attempt to modify or remove any hardware or software on school computers. This includes, but is not limited to, printers and desktop settings.
- Students shall not attempt to access restricted resources.
- Student use of computers at Jesuit is restricted by the use of security measures which include group policies and a firewall. Any attempt by students to bypass these restrictions will be considered a serious violation of the school's Acceptable Use Policy and may be subject to disciplinary action.
- Local computer hard drives are not to be used for saving personal files. Such files should be saved on removable media or in the student's home folder.
- Printers may be used only for school-related materials, except with expressed permission of a member of the faculty or staff.
- Jesuit's Student Internet Access is not intended for Commercial Purposes.
- Students are responsible for installing and maintaining updates on Jesuit issued iPads and personal devices.
- Jesuit is not responsible for any loss, theft or damage to personal devices.
- Any student use of technology, including iPads, personal cell phones, laptops, or other such devices, in a manner contrary to the Jesuit's Acceptable Use Policy may result in disciplinary action. The student's consent to inspect hard drives of personal laptops and other personal devices being used 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.

Student iPads

Providing students with an individual iPad in a 1-to-1 environment creates an opportunity to enhance the learning experience and advance our school's mission. Jesuit is able to teach and promote responsible use of today's technologies so our students are better prepared to engage a technologically advanced world.

Issued iPads remain property of Jesuit College Prep. All iPads are subject to the same acceptable use guidelines as all other electronic devices. The school reserves the right to inspect a student's iPad to ensure compliance with the Acceptable Use Policy.

Students in violation of the Acceptable Use Policy may be subject to disciplinary action, including re-possession of the device. In the event of re-possession, completion of all class work remains the responsibility of the student. Jesuit is not responsible for the loss of any information as all files should be backed up.

Student Responsibilities:

Academics and the iPad

- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.

Care for the iPad

- Students must use protective covers/cases for their iPads. All protective cases must cover the corners of the iPad.
- The iPad screen is made of glass and is subject to cracking and breaking if misused. Do not place heavy objects on top of the iPad.
- Only a soft cloth or approved screen cleaning solution is to be used to clean the iPad's screen.
- Do not subject the iPad to extreme heat or cold.
- To extend battery life, a student should turn off and secure his iPad when not in use.
- To extend battery life, a student should power off before charging.
- The iPad is required to be at school every day, fully charged. If an iPad is left at home or is not charged, the student remains responsible for completing all coursework. Loaner iPads will be available while supplies last for rental in the Information Commons for \$5 a day. Repeat offenses may result in disciplinary action.

Management of the iPad

- The iPad must be on the School's premises during each of the student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the iPad, it must be secured.
- The whereabouts of the iPad should be known at all times. When not in use, iPads should not be left carelessly unattended in hallways or corridors, but stored in lockers if they are not in a student's immediate possession. Unless otherwise specified, iPads should not be brought to school assemblies, but left in their locker or homeroom class.
- Students are to back up their iPad to iCloud. Every time the iPad is plugged in, the iPad will automatically back-up. Backing school work up to iCloud should take precedence over personal information.
- Students are required to enable Find My iPad.
- Students must enroll in the Jesuit MDM. Students may not opt out of enrollment; this is to provide both Jesuit and the student with additional resources regarding iPad management.
- Students will be required to set up Mail on their iPad using their Jesuit email address. It is the expectation that students check their Jesuit email regularly. Additional emails can be added.
- Jesuit purchased apps may not be deleted and must be updated periodically.
- Students must create and maintain a private, personal access code not to be shared with others.
- Students should not lock iPads belonging to other students.

- A student's identification information must be visible on the lock screen at all times using the Student ID Screen, or SIS, as prescribed by the Office of Student Affairs.
- Defacing of the iPad or deleting a SIS is prohibited. iPads belonging to other students are not to be tampered with in any manner.
- The volume is to remain on mute in the classrooms and the hallways unless permission is obtained from the teacher.
- If an iPad is found unattended, it should be given to the Office of Student Affairs.
- Students may not jailbreak their Jesuit-issued iPad.
- The student agrees to the predefined Jesuit rules of "Acceptable Use" when using the iPad camera or audio recording.
- Damage to Jesuit issued iPads must be reported to the Office of Student Affairs within 24 hours or the first school day after incident. Jesuit will handle the repair of all Jesuit issued iPads. The financial responsibility of the first repair will be shared by the family and Jesuit, the family will be responsible for 75% and Jesuit will cover 25%. Repair for all subsequent breaks will be the student's responsibility. If an iPad is damaged beyond repair and needs to be replaced, the family is 100% responsible for the replacement cost.
- Loss or theft of a Jesuit issued iPad must be reported to the Office of Student Affairs within 24 hours or the first school day after incident. Students are responsible for the cost of replacing a lost or stolen iPad.

XII. STUDENT COUNCIL

STUDENT COUNCIL ELECTIONS

Philosophy: The election is a time when each student has an equal opportunity to campaign for a particular office and to express his political platform for that given office. His ability to campaign is the same as any other student's in the Jesuit community, independent of family monies or other resources for financing a campaign.

Rules:

1. Campaigning will begin when the moderators officially designate a starting date. The student body presidents and the moderators must approve any type of campaigning.
2. Campaigners may put posters (or similar items) on walls in the old wing that have the slick texture. (Art work may not be moved or disturbed.) Only use masking tape to hang the posters. Posters may not be placed on any type of door or on walls that are painted or papered.
3. Before a campaign poster is posted, each one must be approved and stamped by the Student Council moderators. We ask that all campaign ads are hand-made thus, mass-produced or commercially produced campaign ads (such as xeroxed fliers, stamped pencils, stickers, buttons, etc.) are not acceptable. Posters of other candidates may not be tampered with. Candidates are responsible for the removal of their posters after the election is over.
4. Campaigning is permissible only on the school campus.
5. Failure to adhere to these campaign rules is reason for disqualification from any election. The conditions of each offense will be reviewed by the Student Council Election Board and its moderators.
6. Students elected or appointed to positions on the Student Council, must be academically eligible

at all times. If a student become ineligible, he is no longer an officer or representative of the Council. There is no probationary period.

7. The Constitution of the Council allows for 3 absences (for any reason) - there are no excused absences. All absences count. With the fourth absence, you will be dismissed from office.
8. Additional rules regarding dates, etc., may be mandated as needed by the Student Council and its moderators.

XIII. AWARE PROGRAM

The Aware Program is a small group experience offered by the Counseling Department to provide information, education, and training to students about positive decision-making, including but not limited to the use of alcohol, tobacco, and other drugs.

The priorities for this small group are:

- 1) to educate students about the effects of poor decision-making,
- 2) to identify high risk behaviors,
- 3) to understand the disease of chemical dependency and related family issues;
- 4) to develop positive decision-making and communication skills;
- 5) to learn to make peer and self evaluations.

XIII. NATIONAL HONOR SOCIETY

The National Honor Society is an organization intended to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students. The National Honor Society is sponsored and supervised by the National Association of Secondary School Principals. The Aloysius Chapter of the National Honor Society at Jesuit College Preparatory School is a duly chartered local Chapter, conforming to the constitution set forth by the National Council of the National Honor Society.

Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is accomplished through a Faculty Council and is based on outstanding *scholarship, character, leadership, and service*. Once accepted, members have the responsibility to continue to demonstrate these qualities. Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the Faculty Council. Only students having attended this school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves in the school. Membership is open to qualified Sophomores, Juniors, and Seniors. There is no quota for members.

The principal function of the Aloysius Chapter of the National Honor Society is to promote service to the community and encourage the growth of each student as related to the standards set forth by the National Honor Society and Jesuit College Preparatory School. This chapter will serve the Jesuit community in ways that the community deems beneficial. In addition, it is the desire of Jesuit College Preparatory School to aid the members in their development of the characteristics recognized in **The Profile of a Jesuit College Preparatory Graduate at Graduation**, of becoming "Open to Growth," "Intellectually Competent," "Physically Fit," "Loving," "Religious," and "Committed to Working for Justice."

The *scholarship* criterion requires a minimum cumulative grade point average of 88 or better. A student having achieved this grade point average is eligible for further consideration, in light of his leadership, service, and character. Membership is never considered on the basis of grades alone. An academically eligible student is surveyed to determine interest in membership and to obtain information regarding service and leadership activities. Students should understand that such surveys are not applications for membership, and that a review of information gathered does not guarantee selection.

The *leadership* criterion is considered highly important for membership selection. The Faculty Council considers the prospective member's record of leadership, both in the school and the community. The Council recognizes that leadership also exists outside of elected positions. For further details concerning the leadership criterion, contact the National Honor Society Advisor.

The criterion of *service* is generally understood in terms of the value of contributions made by a student to the school, classmates and the community. Further information regarding guidelines for the service criterion is available from the National Honor Society Advisor.

The criterion of *character* is determined by a survey circulated among the Faculty and Administration of Jesuit College Preparatory School. The Faculty Council considers positive as well as negative aspects of character. All judgments made by the Faculty Council are free of hearsay and rumor.

Students will be informed of their membership status after the Faculty Council has met to consider the student and faculty surveys. Students should understand that not being selected one year does not interfere with their chances for selection in the future. It is the hope of the National Honor Society that non-selection will be used for the student's personal growth

Dismissal

A member of the National Honor Society is never automatically dismissed for failing to maintain standards. However, members should understand that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were the basis for their selection. Ordinarily, members will be allowed one warning during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not required. A student who is dismissed or who resigns will not be eligible for consideration again as a National Honor Society member.

The National Honor Society Advisor may suspend certain Chapter privileges or request the student receive special counseling. The goal of disciplinary action is to reeducate the student in more appropriate behavior. The Chapter Advisor periodically reviews the standing of members for compliance with the Society's standards. The Advisor will inform an errant member in writing of the nature of the violation, time period given for improvement, and the possible consequence of non-improvement. This letter will be followed by a conference with the National Honor Society Advisor and the student. If the improvement is not accomplished in the specified time, the student is liable to whatever disciplinary measures are considered appropriate by the Faculty Council.

If the Faculty Council decides that dismissal may be warranted, the member is allowed to present his case before the Faculty Council. The Council determines the final disposition of the case.

If a member is dismissed, written notice of the decision will be sent to the member, his parents and the Principal. The member must then surrender his National Honor Society emblem and membership card to the Chapter Advisor. If the member is unwilling to do so, this matter will be treated as a school disciplinary matter. The National Council and the National Association of Secondary School Principals will not hear appeals in dismissal cases.

Further information about selection criteria and other updates are posted on Moodle.

XIV. ATHLETE'S CODE OF CONDUCT

In accordance with the Jesuit Profile under the heading of PHYSICALLY FIT being a Jesuit Athlete is a student choice and thereby a privilege, one that along with being a great honor, carries with it responsibilities. The following are expected of a Jesuit Athlete:

1. Jesuit athletes will be intense competitors on the field or court, but are expected to conduct themselves as gentlemen at all times and strive to model their behavior after Jesuit ideals.
2. Jesuit athletes are to display positive leadership at all times in our school and around the community.
3. Jesuit athletes are to strive for the highest in moral and spiritual values.
4. When traveling to compete against other schools, Jesuit athletes will represent themselves and their teams in a manner that reflects the Jesuit values and ideals.
5. Jesuit athletes recognize that they must demonstrate Intellectual competence and fulfill all

other areas of the Jesuit Profile as a pre-requisite to athletic competition.

As a Jesuit athlete, our young men have an image to reflect: one of positive leadership, character, responsibility, competitive spirit, and integrity.

Students are not required to take part in any contest or activity. Therefore, it is imperative that all students taking part in athletics understand the following responsibilities and rules and that the coaches of that athletic program and the athletic director have the right to remove that privilege.

Training

The following rules apply to all athletes at all times:

1. No use of tobacco of any kind.
2. No drinking of alcoholic beverages of any kind.
3. No use of illegal drugs (marijuana, narcotics, steroids, etc.).

These rules apply to all athletes during each of their athletic seasons. Being an athlete at Jesuit is a commitment that goes beyond the formal season. This includes all year round conditioning programs mandated by the coaching staffs. Violations may result in the school imposing serious consequences.

Other Rules

The athlete must obey all team rules given to him by his coach in a particular sport.

Travel

All athletes will travel on school provided transportation to and from all games, meets, matches, and practices. Exceptions must be handled prior to the occurrence with the permission of the head coach, athletic director, and parents. *Any athlete not traveling with the team and not having prior permission will not be allowed to participate in that activity.*

As a Jesuit Student/Athlete I promise I will support the Athletic Code of Conduct.

As a Jesuit Parent, I promise I will support the Athletic Code of Conduct.

This Athletic Code may be obtained in the Athletic Department and must be signed by the Student/Athlete and the Parent/Guardian for each athletic season prior to participation.

Guidelines for Violations

First violation:

- The athlete may be suspended from competition for up to 3 weeks or up to 30% of the season. The athlete may practice with the team, but may not represent the team at any public competition or event.
- There will be a meeting with the athlete, coach, and athletic director. The athletic director will contact the parents regarding suspension.
- The athletic director will refer the athlete to the counseling staff and Student Affairs for evaluation. The results of the evaluation will be made known to the athletic director and coach.

Second violation:

- The athlete may be suspended for up to 6 weeks or longer. The athlete may practice with the team, but may not represent the team at any public competition or event.
- There will be a meeting with the athlete, his parents, coach, athletic director, counseling staff, and Student Affairs.

Third violation:

- The athlete may be expelled from the athletic program for up to one year.
- The athlete will be remanded to the Principal's office for further action.

*If a violation occurs out of season, the student may be responsible for completing up to 20 hours of community service (or an amount as designated by the athletic director at his discretion in addition to the student's normal school requirement) at Jesuit or an agency related to his violation as approved by the athletic director. It will be the student/athlete's responsibility to suggest the appropriate agency to the athletic director after consultation with his coach and grade level counselor. As an alternative, the student/athlete may face the same consequence as if he violated the Code of Conduct "in season."

**A student-athlete coming forward for assistance for a possible problem with any drug or alcohol use (before a reported incident) will not be in violation of this policy.

XV. ATHLETIC POLICIES

All students must complete the medical release form, obtain an athletic physical exam, and adhere to the provisions set forth in the Athletic Code of Conduct.

CRITERIA FOR RECEIVING A VARSITY LETTER JACKET AT JESUIT

In order for a sport to receive a Varsity Letter at Jesuit it must meet the following criteria:

- The sport is a recognized sport at Jesuit
- The sport participates in a high school league or follows a regular high school schedule for at least two years, competing with high school aged male teams only;
- The team practices regularly with a head coach hired by Jesuit;
- The team is composed of only Jesuit students;
- Athletes and team follow school and state guidelines on academics and competition.

Honorary letters may be given to students at the discretion of the Athletic Director and Head Coach to athletes that are finishing their careers at Jesuit in a sport that has not reached Varsity status.

CURRENT VARSITY SPORTS AT JESUIT

*Football	*Track	Cheerleading
*Cross Country	*Golf	Bowling
*Wrestling	*Tennis	Fencing
*Swimming	Crew	Cycling
*Basketball	Lacrosse	Volleyball
*Soccer	Rugby	
*Baseball	Ice Hockey	

* Denotes UIL (University Interscholastic League) sports

XVI. SCHOOL SONGS

Jesuit students are expected to be able to sing the school Alma Mater and Fight Song

Jesuit College Preparatory School – Alma Mater

Freedom and Brotherhood,

Service and Friendship;

Dear Mother, help us to cherish your dream.

Lead us to seek truth

And form us into your sons.

Jesuit, implant in us

All God's love.

Jesuit College Preparatory School – Fight Song

We sing hurrah for the Blue and Gold,

A big hurrah for the Blue and Gold.

For the team we love, onto victory,

And down the field we'll go,

As we raise a mighty shout

And sing hurrah for the Blue and Gold;

For we're your sons and all are bold.

And with all our might,

We will FIGHT, FIGHT, FIGHT,

For the grand old Blue and Gold.

XVII. TELEPHONE INFORMATION

The main switchboard of the school is open on school days from 8:00 a.m. until 4:00 p.m. and may be reached at (972)387-8700. At other times, all offices of the school may be reached through the automated system. A comprehensive list of office extensions is available on the school website.

XVIII. 2018-2019 ELIGIBILITY CALENDAR

An updated Extracurricular Eligibility Calendar can be found at:

<https://www.jesuitdallas.org/academics>

XVIV. DRESS CODE EXAMPLES

Examples of appropriate style and color



Examples which are not appropriate in style or color

