



## **2017-2018 Parent Handbook**

**Xavier High School  
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Appleton, WI 54914**

**Telephone: (920) 733-6632**

**Website: [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org)**

# **WELCOME!**

The Xavier community welcomes not just students, but families! We are blessed to include your family in our community. This handbook provides information to help parents fully understand the Xavier experience and get answers to frequently asked questions.

We strongly encourage parents to get to know one another and to be involved at Xavier. Networking with other parents allows shared wisdom to circulate, provides the village needed to successfully raise a child, and makes the experience fun for parents as well as adults. As you grow comfortable in the Xavier community, reach out to new parents and welcome them. The success of our community rests on caring and dedicated parents who work together to bring out the best in our young people.

## **SECTION 1 – THE TRADITION**

### **MISSION STATEMENT**

**St. Francis Xavier Catholic School System is a Christ-centered community dedicated to the faith formation, academic excellence, community engagement, and individual growth of our students in a safe environment.**

To live this mission day-to-day at Xavier, we are committed to:

- Cultivating our students' talents, passions, and spirituality so they can impact the community by living the Gospel message of faith, hope, justice, and charity.
- Providing opportunities for all students to develop a lifelong love and commitment to academics, faith, arts, fitness, and service.

### **ST. FRANCIS XAVIER**

St. Francis Xavier was born in Spain in 1506. After studying at the University of Paris, he and his friends (most notably St. Ignatius of Loyola) founded the Society of Jesus, the Jesuits. He was ordained a priest and eventually sent as a missionary to the Far East. Francis had amazing success in India, Japan and the Philippines. As he approached the final stage of his missionary journey, China, St. Francis fell ill and died. He is the patron saint of missionaries and his feast is celebrated on December 3 each year.

### **HISTORY**

Xavier High School is a Green Bay Diocesan high school. It opened in the fall of 1959. Xavier was originally staffed by the Christian Brothers and the Franciscan Sisters of Christian Charity. In its early years, young men and young women were divided into separate classes and sections of the building. In 2000, the Xavier Fine Arts Center was completed and in 2006, a new classroom wing and the blue gym were added. Xavier has been an accredited member of the North Central Association of Schools and Colleges (AdvancEd) since 1970.

During the 2001-02 school year, Xavier became a member of the ACES Xavier Educational System. Today, we are known as the St. Francis Xavier Catholic School System. Other member schools include Xavier Middle School, and Xavier Elementary Schools located on Marquette St. and McDonald St. Xavier High School draws students from throughout the Fox Valley area. It is presently supported by the eight Appleton parishes and 12 regional parishes.

### **XAVIER TRADITIONS**

The students and Xavier community are known for certain traditions that make being a part of Xavier special. First, all members of the Xavier community stand during the school song out of respect for Xavier. Second, a number of special events, like Blue & White Week in the spring, make being a Xavier student a unique experience. Next, community events like Food Fair bring families together to celebrate Xavier and to raise money for financial assistance. Finally, special ceremonies like the presenting of flowers by seniors at Baccalaureate Mass and the lighting of candles at graduation remind us all of the great privilege of being at Xavier.

### **SCHOOL SONG**

Xavier High! O let us sing to you  
Xavier High we bring to you  
Willing hands along with loyal hearts  
And our friendship tried and true.  
Xavier High - to serve you faithfully  
In our work and on our way  
To achieve our lasting destiny  
This is our pledge today!

## **SECTION 2 – THE HONOR CODE**

### **VISION OF AN HONORABLE COMMUNITY**

At the heart of every Catholic school are the commandments presented by Jesus Christ himself: “to love the Lord your God with all your heart and with all your soul and with all your mind” (Matthew 22:37) and “to love your neighbor as yourself.” (Matthew 22:39) The community of students, faculty, staff, alumni and families of Xavier High School holds these directives in the highest esteem and define honor according to obedience to these standards. The humble example of our patron, St. Francis Xavier, provides further clarification of the saintly life to which we strive. The honor code described below represents the effort of the community to help our young people to lead lives which honor God and one another.

## HONOR CODE

*As a member of the St. Francis Xavier High School community,*

*I will honor God in all that I do.*

*My choices will always be rooted in love.*

*I will act with integrity, responsibility, and compassion.*

*My words and actions will reflect the example of Jesus Christ.*

## PRINCIPLES OF THE HONOR CODE

- A student is considered a member of the Xavier community at all times (24 hours a day, throughout the year) and is expected to live according to the honor code at all times.
- A student who violates the honor code will receive consequences which reflect the student's involvement in the school. Participation in athletics, fine arts co-curricular activities, clubs, honor societies and leadership positions will be affected by a violation of the honor code. The guiding principle when assigning consequences is *justice*, not *equality*. A student's previous behavior and record of involvement will be considered when assigning consequences.
- The Catholic virtues of prudence and love require that students treat each other, school personnel and guests with respect at all times. This includes all electronic and social media postings.
- Xavier High School exists for the spiritual, emotional and academic growth of young people. Any disruption of the learning environment violates the rights of one's fellow students.
- Respect for the gifts that God has given requires the moral and careful use of equipment and facilities. At all times, students are called to be stewards of God's creation.
- Any violation of the honor code is detrimental to the school community. The administration reserves the right to interpret the honor statement and assign consequences for violations.

## VIOLATIONS OF THE HONOR CODE

When a student violates the honor code, the response may be a verbal reprimand, classroom consequence, detention, social probation, Saturday work detention, or a suspension for more serious or repeat violations. Some violations of the code are so serious that expulsion might be deemed the appropriate consequence.

Detention – A detention is a disciplinary measure given to deter behavior that falls short of the honor code. Each detention counts as one disciplinary point. Detentions are served Tuesday through Thursday from 6:50-7:35am.

- Failure to attend detention will result in two detentions (2 discipline points). Repeated failure to attend detention will result in Saturday work detention. Anyone tardy for detention will be considered absent from the detention.
- Repeated detentions (more than 3 per semester) may result in increased consequences.
- Detentions are to be quiet study time. Sleeping, eating, talking, or headphones are not allowed. Students late for detention will not be admitted.
- Detentions are given for minor infractions such as:
  - Dress code violation
  - Tardiness for class / school
  - Failure to meet classroom expectations
  - Minor classroom disturbances
  - Use of offensive language
  - Technology violations (additional technology consequences may result)
  - Academic dishonesty (additional academic consequences may apply)
  -

Social Probation – A student who is assigned social probation forfeits his / her right to attend any games, events or co-curricular activities of the school for a specified period of time. This extends to participation in one’s sport, fine arts co-curriculars, and school-sponsored clubs. Length of social probation will be determined by the administration. Social probation counts as one disciplinary point for each week of probation.

Saturday Work Detention – A Saturday work detention is given for more serious or repeat violations of the honor code. These detentions typically involve school service and cleaning, so the student should come dressed to clean. Saturday work detentions are served from 8:00am – noon. Tardiness will be considered as an unexcused absence. A Saturday work detention counts as four disciplinary points.

Suspension and Expulsion – Serious violations of the honor code may result in automatic suspension and possibly expulsion. The administration will determine the seriousness of an action and assign a suspension when the behavior significantly detracts from the mission and values of the school. Suspensions may occur in-school or out-of-school and may vary in length from one to ten days. When a student is suspended, the student’s parents will be notified as immediately as possible. A suspension counts as eight discipline points per day.

Expulsion is reserved for the most serious offenses and will occur only after a meeting with the student, parents and administration. The student will be given the opportunity to respond to the specific charges but the decision to expel ultimately lies in the hands of the principal.

### **DISCIPLINE POINTS**

Discipline points are kept as a record of a student's conduct. A junior who accumulates eight or more discipline points in a school year will be ineligible for open campus privileges for one month to begin the next school year. Students who earn more than eight discipline points will also be ineligible for leadership positions including captain, club officer and Link Leader. Discipline points will also be used to determine eligibility for honor societies and awards. The accumulation of discipline points may also lead to suspension.

### **HONOR CODE APPEAL**

If a student is accused of violating a school rule, the student shall be provided due process (i.e. given an opportunity to explain his/her side of the story). If a violation of the expectations set forth in this student handbook is found to have occurred, the student and his/her parents or guardian will be contacted by an administrator and informed of the nature of the violation and the consequences. The parents will be invited to meet with the administration to discuss an action plan for the student. The parents will be mailed a written description of the violation and the consequences, along with a copy of the athletic code (if applicable) and a description of the appeals process.

If the consequences are judged to be unreasonable or unfair by the student and/or his/her parents (based on not enforcing this code properly), the decision may be appealed to an impartial panel, henceforth referred to as the Student Code Appeals Council.

The following appeal process will be used:

1. The student/parent may appeal the consequences to the Student Code Appeals Council through the administration. If the student is involved in athletics or co-curricular activities and an appeal is requested, every effort will be made to convene the Student Code Appeals Council before the next event (i.e. game, competition, and/or performance) and certainly within 48 hours. According to WIAA rules, the student is ineligible during the appeals process.
2. The student has the right to present his/her case with his/her parents and up to two witnesses to speak to the facts of the case.
3. The Student Code Appeals Council shall:
  - a. Consist of five members making up a panel to recommend what action should be taken in regard to the appeal. The five members shall consist of two faculty/staff members elected by the faculty and staff; two faculty/staff members chosen by the student making the appeal; and one member of the Board of Trustees.
  - b. Request the presence of the Associate Principal at any meeting of the Student Code Appeal Council. Neither of these individuals would be eligible to vote.
  - c. Invite any coach and/or moderator of any athletic/co-curricular activity in which the student is involved. Attendance is optional.
  - d. Listen to the student and his/her witnesses.
  - e. Ask questions of the student and his/her witnesses.

- f. Adjourn to discuss the case in closed session (voting members only) and arrive at a recommendation.
- g. Inform the principal of its recommendation. The Associate Principal is informed by the Principal whether the recommendation is accepted or not. The Associate Principal informs the student and his/her parent(s) of the final decision.

**CASES NOT COVERED BY SPECIFIC RULES**

It is understood that these rules are not all inclusive. The administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the educational process in any way, regardless of the existence of a rule covering an offense. The administration also retains the right to make exceptions in cases in which mitigating circumstances call for a different response than the school rules state.

**HONORS AFFECTED**

It is a privilege and honor to represent Xavier at community functions. If a student is suspended from involvement in athletics and/or co-curricular activities, he/she will not be eligible to represent Xavier in connection with (but not limited to) the following if the violation occurred in the same school year as the nomination or presentation of the honor.

Badger Boys State	Xavier Honor Society
Badger Girls State	Prom Court
Red Smith Scholarship	Homecoming Court
Rotary Club Students	Student Government Service Award
Key Club Convention	Student Government Leadership Award

**SECTION 3 – OUR CATHOLIC MISSION**

**MASS**

As the Eucharist is central to our faith, our students and faculty members participate in all-school Masses approximately once a month. Family members are invited and encouraged to participate in our liturgies. Masses are celebrated at approximately 10:30 a.m. at St. Bernard Church or in the Fine Arts Center theatre. All students are required to attend all-school Masses.

**PRAYER SERVICES**

The entire student body gathers for a prayer service during homeroom on Wednesday mornings (except during weeks when there is an all-school liturgy). Weekly prayer services are also held as part of religion classes. These prayer services are planned by students and take place in the chapel.

**RECONCILIATION SERVICES**

Reconciliation services are held for each class during Lent at St. Bernard Church during the school day. Further opportunities to receive the Sacrament of Reconciliation occur in Advent. Priests from area parishes are invited to hear individual confessions throughout the year.

**RELIGIOUS INSTRUCTION**

Religion classes are required of all Xavier students. Sacramental preparation, including Confirmation, is a parish responsibility and is coordinated with your parish religious education director.

### RETREATS

Each class has an annual retreat. The retreats are one-day events and all students are required to attend. If a student misses retreat, make-up activities will be required.

### CHRISTIAN SERVICE REQUIREMENT

Christian Service is a graduation requirement for students. Students are required to do twenty hours of service each year at Xavier, totaling 80 hours over four years.

If a student does more than twenty hours during a school year, the extra hours may not be carried over into the next year. However, service hours completed during the summer may be counted toward the upcoming school year's total.

Students are required to do different types of service. Of their 80 hours, ten hours must be at a nursing home or hospital, 20 hours within the student's parish, 30 hours for community organizations, and 20 hours for miscellaneous causes including Xavier functions.

A student who is not current with his/her service hours at the end of each year will be ineligible to participate in activities until the service hours are complete. The number of days with overdue service hours will be applied to fall or winter activities if the student is not active in spring activities.

*Service hours must be logged electronically and confirmed by an adult (not the student's parent) in order to be considered.* Questions on this process should be directed to the Campus Minister.

It is our hope and expectation that students develop a habit of doing service that continues throughout their lives.

## **SECTION 4—PARENT INFORMATION**

### HOURS - OFFICE/SCHOOL

Office Hours: 7:30 a.m. - 4:00 p.m.  
School Hours: 8:30 a.m. - 3:00 p.m. (Mondays)  
7:40 a.m. - 3:00 p.m. (Tuesdays - Fridays)

### AREAS OF CONCERN

To determine where to seek assistance, please consult the chart below:

<u>Area of Concern</u>	<u>Contact Information</u>
Student Academic Performance	Teacher, then Counselor or Associate Principal if necessary
Student Schedule & Placement	Counselor
Athletics	Coach, then Athletic Director
Lunch Account / Financial Questions	Business Office, then Central Office
Emotional & Behavioral Concerns	Counselor
Spiritual and Religious Activities	Campus Minister, then Principal

The teacher or coach must always be involved in the discussion to address the concern before approaching an administrator. Out of respect for the teachers and coaches, administrators will ask parents to pursue the proper order of contact if this step is skipped.

#### **BOOSTER CLUB**

All parents are invited to be members of the XHS Booster Club. The XHS Booster Club provides service and financial assistance to the athletic teams and support groups. Every athletic team has been helped by the boosters. All parents and friends of the Hawks are encouraged to attend the monthly meetings.

#### **BUSINESS OFFICE**

If you have any financial or fee-related questions, please direct them to the Xavier Business Office (733-6632) or to the Xavier Catholic Schools central office (735-9380).

We will be happy to help you with any questions regarding the following areas: attendance, Scrip, Hawk apparel, lunch payments, and fines.

#### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

When weather conditions are such that the school must close, radio and television stations will carry the announcement, as will the school website and Twitter feed. Parents will also receive an alert via the media selected in PowerSchool.

#### **CHANGE OF ADDRESS/PHONE NUMBER**

It is very important, for emergency and administrative reasons that every student maintains an up-to-date address, phone number and e-mail address at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

#### **COMMUNICATIONS**

A monthly newsletter, "News & Notes", is e-mailed to present parents and friends of Xavier. A weekly e-mail of important information for the upcoming week is sent to parents each Thursday during the school year. Finally, parents may use PowerSchool to receive the daily bulletin of announcements that are shared with students at the beginning and end of each day.

#### **FACULTY E-MAIL ADDRESSES**

Parents are encouraged to communicate with the teachers about the academic progress of their son/daughter. E-mail is often the most efficient form of this type of communication. The e-mail addresses for Xavier teachers are: (first initial)(last name)@xaviercatholicschools.org

### **FINANCIAL ASSISTANCE**

Financial assistance and scholarships can be applied for each spring. Forms are available in late January at registration time. Families are encouraged to submit the forms by mid-March. The FACTS financial aid form is to be completed online. Families will be informed of the amount of tuition aid and/or scholarship before the registration deadline in March unless the application is turned in late.

### **FUNDRAISING POLICIES**

No individual, club or team is allowed to do any fundraising without the permission of the principal and the Advancement Office of the St. Francis Xavier Catholic School System. Typically, individual teams or clubs are not allowed to fundraise. Athletic fundraising takes place exclusively through the Booster Club.

### **HOSTING PARTIES**

For the safety of our students, we encourage parents to network with one another. Before granting permission for a party to be hosted in their home, parents should be reminded that it is illegal to serve or provide alcohol to students under the age of 21. Hosts are also encouraged to know exactly who will be invited to the party, set clear ground rules of appropriate behavior at the event, and establish a definitive concluding time for the party. Parents should be visible throughout the party itself.

Before granting permission for one's student to attend a party at someone else's home, parents should be provided with the name, address and phone number of the host. Parents are encouraged to contact the host, confirm that it will be chaperoned, and get information about the event itself.

### **ILLNESS OR INJURY**

In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, 911 will be called. Parents/guardians or the emergency contact person will be called immediately after 911.

If students become ill, they should report to the office immediately; they should not leave school, assuming permission will be granted. Parents will be notified before a student is allowed to go home.

### **IMMUNIZATION**

According to the Wisconsin state law, all high school students must have received two doses of the MMR vaccine (measles-mumps-rubella). If your child has received two doses of MMR after their first birth date, a third dose is not necessary.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held four times during the year, approximately halfway through each nine-week term. Parents can also check PowerSchool at any time for their student's academic progress.

### **STUDENT RECORDS**

A student's official file is kept in the school office. A parent/guardian wishing to review this file should give a day notice and set up an appointment with an administrator to review the file.

The school abides by federal regulations with respect to the release of student information and the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **SECTION 5 – STUDENT LIFE**

### **ATTENDANCE**

Students are expected to attend school unless there is "good cause" for absence. "Good cause" is defined as 1) ill health; 2) serious illness or death in the immediate family; 3) medical or dental appointments which cannot be otherwise scheduled; 4) special situations which arise occasionally and for which written permission has been secured from the Dean of Students.

#### **Expectations:**

If a student must be absent, the following procedure must be followed:

1. On the day of absence, a parent/guardian must call the school office by 8:15 a.m. establishing the fact of the student's absence. Telephone - 733-6632 (ext. 6903) or 882-6903.
2. Excuses for medical appointments will be accepted as excused absences only with written permission of parents and a slip from the doctor's office confirming that the appointment was kept.
3. Requests for early dismissal must be brought to the office before the school day begins.
4. Any student entering late, leaving, or returning to the building during the school day must be excused from and admitted to school through the school office. Failure to follow this expectation could result in the absence being considered unexcused.
5. A parent's request for a student absence for family vacation must be presented to the office so that an advance excuse slip can be issued. This advance excuse slip must be signed by all the student's teachers indicating their awareness of the absence and returned to the office before the date of the proposed absence. Since attendance at school is important, families are strongly encouraged to vacation during designated school vacations.
6. Students arriving at school after 7:50 a.m. without "good cause" will be considered unexcused and receive a detention.

### **DANCES**

Dances are open to Xavier students only (no guest passes are given) and once a student leaves the dance, he/she may not return. At Homecoming and Prom, one guest per Xavier student is allowed.

### **DRESS CODE**

Xavier High School, as a private educational institution, reserves the right to determine and insist upon a norm of appearance for its students. The goal of the dress code is to promote the virtues of modesty and self-respect, as well as to create an atmosphere that is appropriate to the serious task of educating young people.

If a dress code violation cannot be immediately corrected, the parents will be notified and the student will either be sent home to change or will wait in the office for appropriate clothing to be delivered. The student will serve detentions for any time missed.

The following guidelines do not cover every possible situation. Questionable attire will be referred to an administrator for arbitration. Since styles of clothing and hair change rapidly, the administration reserves the right to restrict fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment.

**General guidelines:**

**SHIRTS:** Crew neck shirts are REQUIRED at all times to ensure modest necklines. Button down shirts and any other collared shirts, and V-neck shirts are allowed but must be worn with a plain or Xavier crew neck shirt underneath. Only the top two buttons on a shirt may be unbuttoned. A professionally printed Xavier t-shirt or a plain dress crew neck t-shirt is allowed except for t-shirts that are solid white when worn alone. On game/event/performance days, team/club/group members may wear administrator-approved shirts. Round neck shirts do NOT meet dress code.

**TOPS:** Sweaters (including cardigans), fleece, blazers, and suit/sport coats are allowed provided a crew neck shirt is worn also. All sweatshirts, including hoodies, MUST be a Xavier sweatshirt. Outerwear is not allowed to be worn during the school day.

**PANTS:** All students will wear solid color dress pants, worn at the waist, with a finished/hemmed bottom that is worn below the ankle. ALL pants MUST have zippers at the waist. Pants not allowed include: elastic/stretch/tight-fitting leggings, sweatpants, denim, flannel, or pajama pants.

**FOOTWEAR:** Footwear that covers the toes must be worn at all times.

**HAIR:** Hair must be clean, neatly combed, out of the eyes, and of reasonable style and natural shade. Males' hair must be no longer than mid-ear at the sides and above the collar in the back. Sideburns must not be below the bottom of the ear. Males may NOT wear headbands. Males must be clean-shaven.

**JEWELRY:** Body piercing, other than the ear, is not allowed. Males may wear one earring in each ear.

**OUT OF UNIFORM DAYS:** Occasionally there may be out of uniform days. Expectations on those days still include a tidy, modest appearance. Appropriate shirts with sleeves must be worn. Pajamas, sweats, leggings, yoga pants, and athletic shorts are not permitted.

**BANNED:** Visible tattoos, torn/frayed clothing, outerwear, hats, caps, bandanas, head scarves. Clothing with inappropriate messages that include words or symbols about alcohol, drugs, tobacco, or sex as well as any other messages that are not in agreement with Catholic teachings are not permitted at school or any school-sponsored event.

**MASS DAYS:** *On Mass days, all students are asked to dress in a way that does honor to the Eucharist. For young men, shirts and ties are recommended. For young women, skirts or dresses (length to near the knee) are recommended. No t-shirts or sweatshirts are allowed on Mass days.*

#### **DRIVERS' EDUCATION**

Xavier students may enroll in drivers' training offered by Drivers' Education of the Fox Cities. With the cooperation of Xavier High School, the program is available to our students here on campus. Classroom instruction consists of 15 classes of two hours each that are conducted Monday through Friday from 3:30 to 5:30 p.m. There are typically several sessions offered each year.

Enrollees must be 15-1/2 by the last day of class. There is a limit of 24 students per session. Students should register in the guidance suite if they wish to participate in this program.

#### **DRUGS & ALCOHOL**

Students are not allowed to purchase, sell, intend to sell, or illegally possess/consume tobacco, alcohol, illegal drugs, or prescription drugs (with improper intent). Purchase, possession, or sale of any type of drug paraphernalia is also prohibited. In keeping with WIAA policy, performance enhancing substances on the NCAA banned list are also banned.

Students are not allowed to be "present" at events/parties/gatherings where alcohol and/or other drugs are evident and illegally consumed by minors. Presence is defined as "knowingly" being in a location where illegal consumption of alcohol and/or other drugs is evident and "willingly" being present by not making every effort to leave immediately.

Xavier reserves the right to bring a police dog, trained to detect drugs, into the building. The dog will have access to the entire building as well as the parking lot. The use of a drug dog will take place without warning.

The administration reserves the right to require a student to take a drug test if there are indications that the student might be using an illegal drug. A breathalyzer could be used to gain the required information if there is suspicion of alcohol use. These requirements would need to be met if the suspected use occurs during the school day or at a school sponsored event. Failure to take a drug test or a breathalyzer upon request could lead to expulsion.

#### **DRUG AND ALCOHOL SCREENING PROGRAM AND POLICIES**

In *The Catholic School*, the Sacred Congregation for Catholic Education stated: "The integral formation of the human person, which is the purpose of education, includes the development of all the human faculties of the students... Every school, and every educator in the school, ought to be striving 'to form strong and responsible individuals, who are capable of making free and correct choices,' thus preparing young people 'to open themselves more and more to reality, and to form in themselves a clear idea of the meaning of life'"

Xavier High School is committed to preparing its students to make these “free and correct choices.” Further, we are committed to fostering respect for the dignity of each person and to challenging students to reach their potential in intellectual, physical, emotional and spiritual growth. Finally, as a community, we strongly believe that our students deserve a learning environment where a culture of drugs and alcohol is neither present nor tolerated. In order to assist parents, the primary educators of their children, and to work toward the establishment of a safe and drug-free environment, Xavier High School will screen its students for drug and alcohol abuse. The aims of this program are:

- 1) To educate students about substance abuse and discourage use of drugs and alcohol
- 2) To provide earlier intervention for students who have begun using
- 3) To foster an environment that makes it easier for students to say “no”

Attendance at Xavier High School is not a right, but it is a privilege. We hold students to a high code of behavior in areas that affect the safety and well-being of all students. All students and parents are required to consent to participation in all aspects of this policy as a condition of the student’s continued enrollment.

#### *ABOUT THE TEST*

The drug and alcohol testing program uses a hair sample to detect the presence of illegal drug and alcohol usage. The hair is collected by a trained staff member of the school system and analyzed by Psychemedics, the leading drug testing company for colleges and high schools in the United States. The test reveals the usage of drugs and alcohol for a period of several months before the test. Hair samples will be tested for the presence of marijuana, PCP’s, amphetamines, cocaine and opiates, including heroin, morphine and codeine. As testing for other drugs becomes available, those tests will be added in order to make the drug screen as comprehensive as possible. A number of samples, selected randomly, will also be tested for alcohol usage.

Normally, a small sample of head hair (about the thickness of a shoelace tip) will be collected by trained personnel. However, if a sample of head hair cannot be obtained, body hair from the arm or leg will be used for the drug and alcohol screen. Chain of custody is established in the presence of the student. It is expected that students at Xavier High School will wear a style of hair that allows for head hair to be collected. Exceptions should be requested by contacting the principal. A student who does not provide enough hair for testing and does not have an exception granted by administration will be considered to have taken a positive drug and alcohol test.

If a family chooses, it may elect to be responsible for having the family doctor proctor a drug test if the student is selected for testing. This test will be done at the expense of the family, and the family must consent to having the doctor share the results directly with the student’s counselor. Families that wish to choose this option must contact the principal at the beginning of the school year. Unless a student’s family has requested the option for private testing, the student must consent to the school test at the time of notification.

#### *ABOUT THE TESTING PROGRAM*

Students enrolled at Xavier High School will be screened as follows:

- Annual screening - Testing will begin during the first week of school and every student will be tested within the first six weeks of school. (This part of the program will begin in the 2018-2019 school year)

- Random screening - A random sample of students will be tested each week of the school year. If a student is selected for random testing, that student's name is returned immediately to the queue and may be selected in future random testing.
- Screening based on behavior - A student may be asked to take a drug and alcohol test if the student's behavior creates suspicion of use.
- Follow up screening (at parental expense) – If a student fails a drug or alcohol test, the student will be required to take a follow up test ninety days after the failed test.

#### *TEST RESULTS*

When a sample is collected, it is identified by number only. Psychomedics does not receive the names of the students or any personal information. Test results are returned within two weeks and the test numbers are then correlated with student names by Xavier administration. If a student tests negative for drugs and alcohol, no specific notification will be made to the parents or student.

If a student tests positive, the student's school counselor will request an immediate meeting with the student and at least one parent or guardian. The purpose of this meeting is to establish interventions and assist the family in seeking help. The student who fails a drug and alcohol test is required to comply with all terms of the intervention as well as to be tested again in ninety days at parental expense. Students who are participating in the Wisconsin School Choice Program will be tested at the school's expense.

Per WIAA regulation, a student who tests positive in the school's testing program must serve a one game suspension. Since the purpose of the testing program is to promote wellness, the suspension will be handled privately by the athletic director, coach, counselor and family.

If a student tests positive a second time, a review for disciplinary action will take place. Discipline may include the possibility of expulsion. If the student remains at Xavier High School, the student will then be tested, at parental expense, every ninety days for the remainder of the student's time at the school.

If a student tests positive a third time, the student will be dismissed from Xavier High School.

Students taking prescription medication must provide documentation of the prescription to the school in the event of a failed drug and alcohol test.

#### *APPEAL OF TEST RESULTS*

If a student or parent feels the student's test results are erroneous, the family must make a written request for a second test within three days of notification of the positive test. The cost for the second test will be borne by the family and the same company that does the original test will be provided with a new sample of the student using the procedures described above. The student may not alter hairstyle between the first and second test. If the two tests provide conflicting results, the family and the school will meet to discuss a course of action; however, the school's decision shall always be final.

#### *USE OF TESTING DATA*

No documentation for drug and alcohol testing will be made part of a student's permanent record. All testing records will be kept in a separate file and destroyed three years after a student's graduation from high school.

### **GRANDPARENTS' DAY**

One day a year, grandparents receive a special invitation to visit Xavier and attend a performance of the fall musical. Artwork is also on display. We hope all grandparents are able to visit on this day and enjoy the excellent entertainment.

### **HAWKS NEST**

A good selection of Xavier clothing including T-shirts, sweatshirts, and jackets is available for purchase. Hawks Nest is located in the gym lobby. Xavier clothing is available for purchase at most home athletic events for which there is an admission charge.

### **LOCKERS**

Lockers are assigned to the students at the beginning of the school year. Students are responsible for the proper use of lockers. Students are encouraged not to bring valuables to school. Xavier cannot be responsible for valuables left in school lockers.

The school reserves the right to search lockers and/or personal belongings brought along on a school-sponsored event.

### **LOST AND FOUND**

Lost and found articles are kept in the commons. At the conclusion of each term, all unclaimed items will be donated to charity. The school will not be held accountable for items lost or stolen.

### **LUNCH**

All students eat their lunch in the Commons, which is supervised by staff members. Hot lunches and ala carte options are available. In addition, students are welcome to bring their own bag lunches.

A lunch account has been set up for each student. All students must keep a positive balance in the account at all time.

Applications for reduced or free lunch tickets are also available at the Business Office.

### **OPEN CAMPUS**

Open campus is a privilege that allows seniors in good academic standing an opportunity to leave school. The objective is to prepare students to assume the responsibility of properly managing their own schedules as it pertains to the use of free time. With this in mind, seniors are to honor the following:

#### **Expectations**

1. Seniors are expected to make themselves aware of the announcements if they are not scheduled for first block and therefore do not attend homeroom.
2. If seniors decide to leave school at the beginning of their free period they are to return only at the end of the period. If they decide to remain in school they are to report to the commons, guidance suite or library.
3. Seniors are not to be at their lockers or in the hallways during their free period.
4. Attendance at assemblies and liturgies is required.

### **PARKING**

Every student who chooses to park on school grounds is required to register his/her car with the Associate Principal. Students will be issued parking passes which must be visible while parked on campus. Priority will be given to juniors and seniors. Xavier will only issue one pass per family and only enough to fill the available spots in the lot.

All cars must be parked in the student parking lot to the west of the theatre. Students are NOT to be parked behind the Fine Arts Center, in the concourse, or in the spots east of the classroom building.

#### **Consequences:**

Failure to have a parking sticker on car will subject the student to a \$5.00 fine. Students parked illegally will be fined based on the violation.

### **PROM**

Prom is a formal dinner/dance planned by the junior class and held at Butte Des Morts Country Club. The price of a prom ticket includes the dinner, dance, and post-prom activities.

All juniors and seniors are invited to attend. Sophomores may only attend as the guest of an upperclassman. Freshmen may not attend.

### **STUDENT ORGANIZATIONS AND CLUBS**

A complete listing of student organizations and clubs can be found in the student handbook and on the XHS website. We encourage all students to be actively involved in organizations and clubs throughout their careers.

Students active in clubs and other extra-curriculars are held to the same standards as athletes. The code of conduct listed in the "athletics" section applies to those in any extra-curricular activity.

### **TOBACCO**

Students are not allowed to use or have in their possession or in their locker any form of tobacco. E-cigarettes are also not allowed on school grounds. For those under the age of 18, consequences will include a police citation.

### **WEAPONS**

No one shall possess or use a dangerous weapon or look-alike weapon in the school, on school grounds, or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes on school premises with a dangerous weapon is guilty of a misdemeanor or a felony, depending on the seriousness of the offense.

### **WORK PERMITS**

Xavier is not authorized to issue a work permit. Work permits are issued at the Career Connection and most public high schools.

# SECTION 6 – THE ACADEMIC PROGRAM

## ADMINISTRATION AND STAFF

Besides your teachers, the following people are available to assist you.

<b>Principal</b> .....	Mr. Mike Mauthe
<b>Associate Principal</b> .....	Mrs. Fran Peter
<b>Athletic Director</b> .....	Mrs. Kathy Bates
<b>Facilities Manager</b> .....	Mr. Jim Biesterveld
<b>Office Manager</b> .....	Mrs. Jennifer Andree
<b>Guidance Secretary</b> .....	Mrs. Kay Breuninger
<b>Business/Attendance Office</b> .....	Mrs. Lisa Hansen
<b>Campus Minister</b> .....	Ms. Kelly Wilda
<b>School Counselors</b> .....	Mrs. Lori Schuh
.....	Mrs. Kim Hammen
.....	Mr. Eric Neiswender
<b>Learning Specialists</b> .....	Mrs. Cindy Winkelman
.....	Mrs. Mariah Ervin
<b>Network Administrator</b> .....	Mr. Tom Woeckner
<b>International Student Coordinator</b> .....	Mrs. Sarah Beth Shimek

## ACADEMIC AWARDS

Students who earn at least a 3.0 GPA for a particular semester are listed on the honor roll for that semester. Those earning at least a 3.5 GPA will be listed as receiving high honors. Students receiving high honors also earn an academic letter. The letters are awarded at an Academic Awards Ceremony in spring.

## ACADEMIC HONESTY:

A student at Xavier High School is a child of God, created with dignity and worth. Education helps the student to fulfill the potential that God has given. *Thus, it is expected that a student will not lie, cheat, steal, or help someone else to lie, cheat or steal.* Students who commit acts of academic dishonesty (including the copying of homework, sharing of information without the teacher’s consent, plagiarism, submission of a paper that is not one’s own, or cheating on a quiz or test) will receive a zero on the assignment or assessment. A detention will also be assigned. Repeated acts of academic dishonesty will lead to more severe consequences, both academically and in terms of discipline.

## SCHEDULE CHANGES

All schedule changes must be completed before the beginning of the term. Once the term has started the only change that can be made is for misplacement and that change has to take place within the first two days of the new term. No requests will be considered after that time has passed since classes move quickly in a block schedule. All schedule changes must be made by the student in writing, using the schedule change request forms available in the School Counseling Department and must be signed by a parent.

### EXAMS

Exams may be given at the end of every term. Final exams will be given at the end of 3<sup>rd</sup> and 4<sup>th</sup> terms. Prior to the exams, parents and/or students who are delinquent in financial obligations or need to submit athletic equipment will be informed. Arrangements should be made to handle the delinquency and/or submit what is owed.

### GRADUATION REQUIREMENTS

To receive a diploma from Xavier High School, a student must fulfill the following requirements:

Religion.....	4.0 credits
English .....	4.0 credits
Math .....	3.0 credits
Science .....	3.0 credits
Fine Arts.....	1.0 credit
Social Studies.....	3.0 credits
Physical Education.....	1.5 credits
Health.....	0.5 credit
Business .....	1.0 credit
Electives.....	8.0 credits
TOTAL.....	29.0 credits

#### Required Credits:

- Math - Algebra and Geometry are required
- Science - Lab Science, Biology and either Intro to Chemistry, Intro to Physics, or Chemistry is required.
- Fine Arts - Fine Arts includes Art, Music, Drama, Creative Writing, Yearbook, Speech, and Media Production.
- Social Studies - Intro to Western Studies, World History, U.S. History, and Government are required.

In the freshman, sophomore, and junior years each student must carry at least eight credits. Seniors must carry a minimum of 3 classes per term.

### LEARNING SERVICES

Students with special learning needs often need additional assistance in developing academic, organizational, or basic content area skills. The goal of the Xavier learning services program is to provide support for students with learning needs and help each to become an independent learner and self-advocate. Students with service plans should work with the learning specialists to develop interventions or accommodations. The learning specialist, in conjunction with the counseling staff, may also recommend a student for testing from outside agencies.

### VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian are the seniors with the highest and second highest grade point averages respectively after the first semester of their senior year. The top two students attending college in Wisconsin receive the state Excellence scholarships.

### Z PERIOD

Z period is a 30 minute period held at the end of the day for academic help and club meetings. Attendance is not mandatory. Athletic practices will not begin until 3:30 p.m. in order to avoid conflict with Z period.

# **SECTION 7 – ATHLETICS**

## **ATHLETIC CODE OF CONDUCT**

Girls' Sports: Basketball, Cheerleading, Cross Country, Dance & Drill, Golf, Hockey, Powerlifting, Soccer, Softball, Tennis, Track & Field, Volleyball.

Boys' Sports: Baseball, Basketball, Cross Country, Football, Golf, Hockey, Powerlifting, Soccer, Tennis, Track & Field, Wrestling

### **Statement of Philosophy**

Participation in Xavier High School athletics is an integral part of the Xavier High School experience, which is a privilege and should elicit great pride in both the student and his/her family. Athletic participation provides unique opportunities for students to promote their mental, physical, social, spiritual, and emotional development. Like anything of value, this participation comes with a price tag. That price tag is a commitment by participants to follow established rules. Participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, advisors/coaches, and the school. If accepted, this privilege of participation carries certain responsibilities, and this athletic code presents these responsibilities.

### **Goals/Objectives**

Athletic activities are an integral part of our educational curriculum because they provide learning experiences difficult to duplicate in other school activities. Xavier High School's athletic program has the following goals for its participants:

- To develop leadership skills and responsibility
- To grow in team/group commitment and school loyalty
- To demonstrate sportsmanship, team spirit, and encouragement of others
- To treat all persons respectfully
- To deal positively with setbacks and adversity
- To understand the necessity of abstaining from the use of alcohol, tobacco, and illegal drugs in order to achieve the positive benefits of participation

### **Responsibilities**

It is important to understand that participating in Xavier athletics is a privilege and not a right. You are expected to share in the responsibility for such an opportunity that is provided, and this includes:

- Responsibility to You: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, as well as to utilize your God-given gifts and talents. You must live a healthy lifestyle and respect your physical, mental and emotional health.

- Responsibility to Academic Studies: Your academic responsibility is your current full-time job. While team responsibilities are important, they are secondary to academic responsibilities.
- Responsibility to School: Another responsibility you assume as a team/group member is to your school. Xavier cannot maintain its distinction as an outstanding school unless you do your best in the activity in which you are engaged and are a good role model. Other students, parents, and faculty are watching you. Make them proud.
- Responsibility to Community: The Xavier community makes this athletic experience possible. The spotlight is often on athletes, and we are judged by your conduct and attitude during and outside of the participation. Because of your role, you can contribute to school spirit and community pride.
- Responsibility to Others: As a team/group member, you bear a heavy responsibility to the other members of your activity as well as to your family. Act in such a way that you will never have to apologize to them for something you have done.
- Responsibility to Younger Students: Younger students are watching you. They know who you are and what you do. Set good examples for them at all times, not just when you are involved in your activity.

#### **Eligibility**

These rules of eligibility are established in part by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with Xavier High School rules.

- Enrollment at Xavier as a full-time student. (Academic and attendance policies will be delineated under separate headings in this code.)
- Parent attendance at athletic code meeting.
- Any participant user fees will be included on the financial statement.
- Participants will be financially responsible for uniforms/equipment issued.
- The following need to be completed and submitted to the athletic director before a student is allowed to try out or practice:
  - A current physical exam or alternate-year card to participate in physical co-curriculars. A physical is required every other year.
  - An “Emergency Medical Form” must be completed each year.

- A “Risk and Waiver Form” and “Consent to Trainer Form” signed by the student and parents.
- A current ImPACT test for athletes is required every other year.
- Athlete and parent signed “WIAA Eligibility Form” is required every year.
- A signed student and parent “Athletic Code of Conduct Contract”.

**Code of Conduct Rules**

The following rules will apply to each athletic participant. Each advisor/coach also has the prerogative to establish additional rules specific to his/her particular activity.

Academic: A participant must pass all classes and maintain a minimum of a 2.00 GPA to be eligible for athletics.

An academic check will be conducted three weeks into each term. At that time, if an athlete is failing a class, he/she will be expected to follow a corrective action plan in order to stay athletically eligible. An additional check will be conducted for said student six weeks into that term. If he/she has not made sufficient progress, athletic participation will be limited to practice only, no competition until the end of the term.

If a student receives a grade of “F” in any class at the end of a term, he/she will be ineligible to compete/perform/practice /participate in athletics for 8 school days. An academically ineligible student may regain eligibility after the 8<sup>th</sup> school day by meeting the academic standard (passing all classes and averaging a 2.0 or better). More than one “F” would result in 15 school days. An “incomplete” will be treated as an “F” until the work is completed and a passing grade is earned. An academically ineligible athlete will not be dismissed early from class to attend a competition.

Attendance: We believe that if a student is too ill to attend school, then he/she is too ill to participate in athletics. We trust that students and parents will make wise choices, knowing that academics is the first responsibility of the student. If a student has an unexcused absence during the school day, he/she may not practice or play that day. Each advisor/coach will have attendance policies for his/her activity. School disciplinary consequences take precedence over participation in athletics. The student is expected to notify the advisor/coach if he/she is unable to attend a practice or competition.

Dress: Every athlete is expected to maintain appropriate standards of dress and grooming while representing the school, group, or team.

Equipment: Athletes are responsible for any uniforms and/or equipment issued to them. A student will not be allowed to participate, practice, or compete in another activity until he/she has returned or paid for all that was issued to him/her in a previous activity.

**Honesty Clause:** The athlete shall be truthful, forthcoming, and cooperative. If an athlete is questioned by an administrator about a possible violation, it is expected that the athlete will answer truthfully. If an athlete's answers are subsequently found to be untrue, a disciplinary consequence/penalty will be added for lying.

**Injury:** Every participant is required to report any injury of themselves or another, however slight, to the advisor/coach.

**Transportation:** Participants are expected to use school-provided transportation unless the parent/guardian has completed a travel release form two days prior to the event.

**Code of Conduct Violations**

Code of conduct violations will apply to each student-athlete on a year-round (12 month) basis in all locations, including non-school activities. The administration reserves the right to impose a penalty as deemed appropriate by the severity of the infractions, which may include suspension from practice and/or competition, or even expulsion from the team.

**Behavior and Conduct:** Respect, courtesy, manners, honesty, and good sportsmanship are basic to being good Christians and shall form the basis for all behavior. Since athletes represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community.

It is expected that the behavior of athletes is exemplary at all times. Below is a list of examples that are considered behavior unbecoming of a Xavier athlete, but it is not an exhausted list:

- |                                    |                    |
|------------------------------------|--------------------|
| Unexcused absences                 | Fighting           |
| Academic Dishonesty (cheating)     | Hazing             |
| Bullying/Cyber bullying/Harassment | Poor Sportsmanship |
| Vandalism/Destruction of Property  | Immoral Conduct    |

**Chemical Health Violation:** A chemical health violation includes possession, use, purchase, sale, distribution and/or being under the influence of any drugs and/or drug paraphernalia. (Note: drugs are generally defined as tobacco, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to prescription directions.)

**Criminal Behavior:** A criminal behavior violation is any which results in a participant's arrest or formal charges being filed in a court of law. If the administration has adequate and competent evidence that the athlete participated in the offense for which he/she is charged, a school penalty may be imposed prior to the completion of the criminal proceeding. If the administration does not have such evidence, the school penalty will be imposed upon conviction.

Cyber Image Policy: Any identifiable image, photo, or video, which implicates an athlete to have been in possession or in the presence of illegal use of alcohol and/or other drugs, or portrays actual use, or inappropriate behavior or crime, shall be confirmation of a violation of this code. Even though there may be no way to establish a time frame or the location of where the image was taken, it shall still be a responsibility that the athlete will assume. It must also be noted that there may be persons who would attempt to implicate an athlete by taking such images and/or place said participant in a situation where a code violation would occur. This is our rationale for demanding that our athletes not place themselves in such environments. The expectation of receiving the report within 30 days of the incident does not apply.

Hosts Lose the Most: There will be a greater consequence for an athlete if it is determined that he/she is involved in the organization, facilitation, promotion, or hosting of a social event/gathering where illegal activities occurred.

Presence Policy: A presence violation occurs when an athlete is present and aware that illegal activity is occurring (but is not a participant) and makes no attempt to immediately remove himself/herself from the situation. Athletes should encourage as many others as possible to leave also.

#### **Penalties for Code Violations**

Athletes found to be in violation of the code are subject to school consequences, possible police consequences, and athletic suspensions. Consequences for violations will be administered whether the violation occurred in-season or out-of-season. In addition, two types of violations occurring at basically the same time will be considered two violations. For example, if an athlete is under the influence and vandalizes property, he/she will receive consequences for two separate violations.

Each case will be assessed individually; however, in the spirit of fairness and consistency, the following steps will typically be the consequences:

Presence violation: A student is present and aware of illegal activity and makes no attempt to immediately leave the situation. Result: A one game suspension and a possible awareness class.

Major violation #1: A student chooses to participate in illegal activity. Result: A 30% suspension from the maximum scheduled events in the current sport, or the next sport if the athlete is not currently in one. The athlete will be required to complete an awareness class and may be required to complete an AODA assessment.

Major violation #2: A second violation (even if the first was presence). Result: A 60% suspension from the maximum scheduled events in the current sport, or next sport if athlete is not currently in one. The 60% would be in addition to the 30% served after the first major violation. The athlete will be required to complete an AODA assessment.

Major violation #3: A third violation. Result: Suspension from all athletics for the rest of high school career.

A suspension will be consecutive, starting with the next scheduled competition. If the penalty cannot be completed in one regular season, the following will apply:

- The varsity post-tournament series will count as one event, per WIAA rules.
- The athlete will serve any remaining portion in the next season in which he/she participates, based on percentages.
- If an athlete is suspended before or during a season, and he/she does not successfully complete that sport, the penalty will revert to its original status.

Any/all violations must be reported to the administration within 30 days of the violation. During the suspension period, the athlete is required to participate in all team meetings, practices, and scrimmages but may not compete. Athletes under code violation suspension for any portion of a season will not be eligible for any conference, regional, or state recognition for that season. Also, if an athlete finishes a season under suspension, he/she will be given any team awards earned, but will not be recognized at the team's award ceremony.

#### **Code of Conduct Violation Reinstatement**

Reinstatement is a restorative process and not a punitive approach. It holds the athlete accountable for his/her actions, and hopefully helps him/her make better future decisions.

- All athletes must seek reinstatement to regain eligibility.
- The athlete must attend all practices/meetings and be present at events while suspended.
- A written request for reinstatement must be submitted by the student to the Athletic Director. The letter should include the understanding of why he/she was suspended, the plan to remain in good standing, and the benefit for the athlete to return to the activity.
- The athlete must meet with the coach/advisor.
- The athlete must make an apology to the team/group, and the student and parent/guardian must re-sign the code of conduct contract.

#### **Code of Conduct Violations Appeal Process**

If a violation is found to have occurred, the athlete and his/her parents will be contacted by an administrator. After a meeting with the student and his/her parent(s), the administration will inform the parents of the consequences. If the consequences are judged to be unreasonable or unfair by the athlete and his/her parents (based on not enforcing the code properly), the athlete may appeal to an impartial panel, known as the Appeals Council. If the athlete is in season, every effort will be made to assemble the Appeals Council before the next competition. According to WIAA rules, the athlete is ineligible during the appeals process. The student has the right to present his/her case with his/her parents and up to two witnesses to speak to the facts of the case.

The Appeals Council shall:

- Be five members who will recommend what action should be taken in regard to the appeal.

- Consist of: two faculty/staff members elected by the faculty; two faculty/staff members chosen by the appellant; one member of the Board of Trustees.
- Have the option to request the presence of the Athletic Director and the Associate Principal at the appeal hearing. Neither of these individuals would be eligible to make a recommendation or be present during deliberations.
- Have the option to request the presence of the coach/advisor of the sport in which the athlete is involved. Attendance is optional.
- Listen to and ask questions of the athlete, parents, and witnesses.
- Adjourn to discuss the case in closed session (five council members only) and write a recommendation.
- Inform the principal of the recommendation. The principal, whose decision is final, then rules on the appeal. The athletic director informs the athlete and parents of the decision.

#### **SPORTS AWARDS**

After each sports season, there will be a scheduled sports awards night to honor participants, managers, and statisticians. Parents are encouraged to attend with their athlete.

Athletic awards are presented as part of the Senior Awards Night in May.

There are special plaques presented to senior-athletes. Outstanding male/female athlete and outstanding male/female student athlete awards are presented at this event.

## **SECTION 8 – SCHOOL COUNSELING**

The Xavier School Counseling Department encourages each student to understand his/her unique abilities and tries to foster the growth of the individual. Growth - socially, academically, and personally - causes stress. The School Counseling Department assists the student in coping with the stresses of adolescence. The School Counseling Department also encourages each student to formulate educational and career goals and helps him/her make steps to reach those goals.

#### **INDIVIDUAL GUIDANCE**

A school counselor will meet with each student individually during the year. A counselor will see each senior by the end of November.. Juniors will meet with a counselor by the end of May, and the freshmen by the end of December. Sophomores are seen with their parents for the Sophomore Parent Conference in the spring, from February-May.

#### **CAREER PROGRAM**

Freshmen - Career Cruising - This takes place during the first and second semester in English classes. Each student is required to research a career that matches both their interest and skills inventory and then write and give a three to five minute speech on that career to their classmates.

Sophomores - Sophomores take the ASPIRE test. The results of this test are explained to parents at their individual meetings with counselors including the career implications. The Career Cruising Program is also used again with further research into careers of interest, a review of their interest inventory, addition of an ability assessment and looking at potential

- majors.
- Juniors - Juniors take the PSAT test and results are returned in classrooms as a group. Students meet individually with their assigned counselor to discuss future plans in progress. Computer-based college information is available.
- Seniors - Seniors meet individually with their assigned counselor to discuss post-secondary plans.. Also, computer-based career education and college information will be shared.

#### **STAFFINGS**

A counselor may arrange a meeting with parents, student (optional), and teachers of the student to discuss social or educational problems and attempt to find solutions. A request for a staffing can be made by a parent, teacher, counselor or administrator. Students with a Private School Services Plan will have a staffing at the beginning of each term.

#### **SCHEDULING**

Scheduling options are explained to all freshmen, sophomores, and juniors in January through classroom guidance (usually in English or Religion classes). This is further developed during parent night meetings and individual meetings.

#### **TESTING**

- Sophomores- Pre-ACT
- Juniors - PSAT (the pre-SAT, and connected to the National Merit Scholarship Competition)  
 ACT (recommended)  
 SAT (recommended - depending on the colleges being considered)

#### **COLLEGE FAIR**

The School Counseling Department coordinates a spring College Fair for all students of the Fox Valley. This is co-sponsored by the Post Crescent. Approximately 100 college representatives participate in this fair.

#### **JOB OPPORTUNITIES**

The School Counseling Department lists local job opportunities on the bulletin board in the school counseling office.

#### **SCHOLARSHIPS/FINANCIAL AID**

The Counseling Department maintains a scholarship list in Family Connection. There is also a lot of information posted in Family Connection under “paying for college”. In addition, school counselors and faculty members write letters of recommendation for college and scholarships.

#### **AWARDS/SPECIAL PROGRAMS**

The School Counseling Department promotes student involvement in numerous summer educational programs and unique educational opportunities. We look to see what they have saved as careers of interest in Career Cruising and then send information on related programs. The School Counseling Department helps administrate the senior awards program.

## **SECTION 9 – TECHNOLOGY POLICIES**

### **GENERAL GUIDELINES FOR STUDENTS**

Social media reaches audiences far beyond the school community. Students must use social sites responsibly and be accountable for their actions. Students must follow the school code of conduct and conduct themselves online as they are expected to in school.

- Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
- Do not misrepresent yourself by using someone else's identity.
- Users should not use school technologies for illegal activities or to pursue information on such activities. It is forbidden to store or access illegal, inappropriate, or obscene material on school owned electronic equipment.
- Students should never trespass into another user's folders or files.
- Students are not to use school technology to access games, Facebook, or other social media sites without the approval of a teacher or administrator. Using unapproved sites during class time without permission is even a more serious offense.
- Users are not to use the school technology for political lobbying for personal issues although communication may be made with politicians if it is curriculum-related.
- Using, transmitting or posting images of administrators, teachers, staff, parents, other students, or any other person without specific permission is prohibited.
- Students should never use electronic communication to gossip or spread false information (i.e. defame, libel) about administrators, teachers, staff, parents, other students, or any other person.
- Photos and videos that are tagged by others may be available to anyone searching social networks. Nothing is truly private when posted online.

### **PRIVACY**

There is no absolute right to privacy when using the school's technology resources. School personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly and appropriately. Authorized personnel will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the user. Users should not expect that files will be private. All activity over the school network or using system technologies may be monitored and retained. Any information contained or placed on the school's computer hard drive or the school's computer disks are the property of the school.

### **COPYRIGHT & PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Users are to respect the right of intellectual property of other people and to respect all copyright laws. If a user is unsure whether copyright law is being respected, they need to raise the question with the staff member with this expertise.

### **CYBERBULLYING**

Cyberbullying is considered an act of harassment and will not be tolerated. Harassing, dissing, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send e-mails or post comments with the intent of scaring, hurting, or intimidating someone else.

- Users should never post false information or engage in personal, prejudicial, or discriminatory attacks.
- Engaging in cyberbullying behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime in which case, police will be involved. Remember that your activities may be monitored and retained.

### **PERSONAL ELECTRONIC DEVICES**

Xavier has installed a wireless network that will provide internet service to all of its students and faculty anywhere in the building. Students will be expected to have a laptop or tablet computer to use during school hours. The device should be charged, as plugging in during class requires risk of damage for which Xavier cannot be held responsible.

In order to maintain an appropriate learning environment, personal electronic devices are not to be used during class time or assemblies unless permission is received from a teacher or administrator. Cell phones, portable music devices, and cameras are examples of this type of device. Under no circumstances may these devices be used or be visible during class periods or assemblies, which include the hallways or restrooms during class time. Cell phones must be silenced during the school day.

Unauthorized use of such devices will result in the confiscation of the device by a staff member who will turn it in to the Dean of Students. The device will be kept for one school day if it is a first offense. It will be kept for three school days if it is a repeat offense within the same school year. Only the parent may retrieve the device. The administration reserves the right to check the contents of the device if it is confiscated. If the device was used to cheat, the consequences for cheating would also apply. If any inappropriate material is found on the device, consequences may apply for that as well.

Cameras are never allowed to be used in restrooms or locker rooms. Violating this rule will require police involvement.

### **STUDENT E-MAIL**

All students are issued a school e-mail account. Students are responsible for accessing this account regularly. Instructions for accessing the account will be given during orientation. Student e-mail should only be used for school business. Inappropriate usage of school e-mail may lead to disciplinary consequences including, but not limited to, loss of network privileges.

### **SAFETY**

Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone numbers, addresses, exact birthdates, financial information, and pictures with people you don't know or on unsecure sites.

- Users should never agree to meet someone they meet online in real life without parent permission.
- Users should recognize that among the valuable content that is available online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet and report inappropriate content to an adult.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or if you feel violated, harassed, uncomfortable or accosted through the school's technology resources, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **SECURITY**

Users should keep their passwords secure and never share passwords with others. If someone tampers with your accounts without you knowing about it, you could be held accountable.

- Users of the district network or other technologies are expected to alert technology staff immediately of any concerns for safety or security or any problem with its operation.
- Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- If you believe a computer or mobile device you are using might be infected with a virus, you need to alert the technology staff immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
- Users are not to try to find ways to circumvent the school's safety measures and filtering tools.
- Users are not to attempt to hack or access sites, servers, or content that isn't intended for their use.

### **DAMAGE & VANDALISM**

Students should never tamper with or vandalize the property of the school or other users including equipment; cabling and other infrastructure; any security system that protects the school's computer resources; and data. Users are not to tamper with, remove components from, or otherwise deliberately interfere with the operation of computers, networks, printers, or other associated peripherals.

Vandalism is further defined, but not limited to, deleting, examining, copying, or modifying files, data, e-mail or voice mail belonging to other users, and/or attempts of same; attempts to breach security codes and/or passwords; and/or destruction, abuse or modification of computer hardware and/or software including changes to preferences, and/or attempts of same.

The St. Francis Xavier Catholic School System will not be held liable for any damage, loss, or theft of any personal property brought to school, including technology devices.

## **CONSEQUENCES**

Users need to recognize that the use of school technology is a privilege and not a right and should treat it as such. Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action.

The system maintains the right to confiscate and search any cell phone or other personal electronic device found on school premises or used at school.

The system reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school or system.

Violations of this policy may have disciplinary repercussions for students, including suspension of network, technology, or computer privileges; payment for any damages caused; detention, suspension or expulsion from school and school-related activities; and legal action and/or prosecution.

Violations of this policy may have disciplinary repercussions for employees and adult volunteers, including payment for any damages caused; suspension or termination of job; and legal action and/or prosecution.