

## 2022-2023 STUDENT HANDBOOK

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# STUDENT/PARENT HANDBOOK

## INTRODUCTION

Welcome to Xavier College Preparatory. We are proud of our school and we invite students and parents to become interested and active members of the school community.

For purposes of consistency and fairness, the philosophy, policies, and procedures stated in the Handbook are adhered to in every academic and disciplinary situation.

A careful reading and understanding of the Handbook, therefore, is a valuable and necessary benefit to a student and her parents.

### MISSION OF THE CATHOLIC SCHOOL

#### Introduction

In the Declaration on Christian Education, promulgated by the Second Vatican Council, the distinguishing characteristic of a Catholic school is described in this way:

*“The Catholic school pursues cultural goals and the natural development of youth to the same degree as any other school. What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love.” 1*

Thus, the Catholic school should be able to offer young people the means to acquire the knowledge they need in order to find a place in society, which is strongly characterized by technical and scientific skill. But at the same time, it should be able, above all, to impact a solid Christian formation. 2

#### Catholic schools...

- Provide a Christ-centered environment
- Offer a comprehensive and rigorous academic curriculum based on the latest research, with faculty using 21<sup>st</sup> century teaching methods
- Form young Catholics who develop a strong relationship with Jesus Christ
- Prepare young people to meet global challenges
- Emphasize servant leadership
- Encourage students to think critically and creatively
- Prepare students to be effective communicators and numeric problem solvers
- Nurture God-given talents
- Offer hands-on experience with the latest technology
- Provide opportunities for worship and prayer
- Prepare students well for the next level of education, while ensuring a love of lifelong learning
- Remain firmly grounded in the eternal values of our Catholic faith

1. “The Religious Dimension of Education in a Catholic School,” Congregation for the Catholic Education, Rome, April 7, 1988, paragraph 1.

2. “The Catholic School on the Threshold of the Third Millennium,” Congregation for Catholic Education, Rome, December 28, 1997, paragraph 8.

### MISSION STATEMENT FOR CATHOLIC SCHOOLS DIOCESE OF PHOENIX

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by leading them to an encounter with the living Christ and by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong service.

### **PHILOSOPHY OF CATHOLIC SCHOOLS DIOCESE OF PHOENIX**

Because Christ is our hope and our children are the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the Catholic community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation on a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith as portrayed in the Gospels and our Tradition.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in the real world.

Because each child needs a strong and caring environment for learning, the school, like the home must be supportive, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

### **A NEW PARADIGM FOR STUDENT LEARNERS**

#### **A New Paradigm for Students**

How do we improve performance? Students need to help themselves become active learners. Here are some suggestions:

- **THE BRAIN NEEDS OXYGEN**
- **HYDRATION**
- **A BALANCED DIET**
- **SLEEP**
- **EXERCISE**

## MISSION STATEMENT

Xavier College Preparatory is a Catholic community that strives to prepare young women of faith with the knowledge, skills, and integrity to meet the challenges of a changing global society in a positive and productive manner celebrating unity.

## PHILOSOPHY

We, the community of Xavier College Preparatory, are committed to a belief in God according to the tenets of the Catholic faith. In that spirit, we believe in providing opportunities for all to contribute to the community of faith.

We fully believe in the ideals of democracy, integrity, unity, and respect in harmony with the love of God, self, and humankind, and we affirm the fundamental roles of parents and families as primary instruments of faith and education.

We also believe in conscientiously reviewing and improving our college preparatory curriculum, educational goals, and performance objectives, in order to sustain a learning process that encourages personal growth, faith development, global understanding and Christian Ministry for the young women entrusted to our care.

## MOTTO

Women of Faith Pursuing Excellence Celebrating Unity - Mission, Academics, Activities, Athletics, Service.

## INTEGRAL STUDENT OUTCOME (ISOs)

**A Xavier College Preparatory student will:**

***Know the teachings of the Catholic faith and spirituality and act as a witness of faith through ministry towards self and others honoring that all are made in the image and likeness of God;***

- Show facility with writing tasks called for in higher education and life-long learning;
- Demonstrate active listening and the ability to speak articulately and intelligently in conversation, class discussion, formal oral presentation, and daily interpersonal communication;
- Apply creative and critical thinking abilities across the curriculum, especially, as these apply to the understanding and appreciation of cultural diversity in light of human dignity;
- Use and integrate ethically, technology as a means of communication, academic enrichment, and preparation for college and for participation in the world community.

Revisions to the Xavier College Preparatory Handbook are made as needed. Parents and students are responsible for reading each revision that is distributed either in school or online.

Handbook revised May 2021

## POLICY AND COMMITMENT

Xavier College Preparatory, in keeping with Roman Catholic teaching, promotes and maintains a tradition of worship and prayer with primary attention given to the Eucharist.

The Blessed Sacrament is reserved in the chapel, which is open throughout the school day. Faculty and students are invited to visit the chapel for private prayer, devotion and Eucharistic Adoration.

Each month the entire school community gathers for the celebration of the Eucharist. Attendance and appropriate behavior at these monthly school liturgies are mandatory. This required attendance is in accord with Xavier's philosophy of a Catholic education of which a most essential element is the spiritual formation of each student. It is understood that students attending a high school which is built upon Roman Catholic tradition and is conducted under the auspices of the Roman Catholic Diocese of Phoenix will abide by the policy and philosophy regarding its tradition of and priority for Eucharistic worship.

Once a month there is a Community of Faith day at which time the faculty gathers for prayer and sharing of the Eucharist. Xavier's concern and interest in the spiritual welfare of others is extended to each of its faculty members, who are expected to offer primary witness of Gospel values and vision.

Evident in our regularly scheduled Eucharistic celebrations and devotions is Xavier's high priority upon maintaining a Eucharistic identity.

Worship, however, at Xavier, is not limited exclusively to the celebration of the Eucharist. Prayer services, penance services, Marian devotions, memorial services for deceased relatives, alumnae and faculty of the school, plus days of prayer are held throughout the academic year. Each student is expected to be present at these prayer services. As with her presence at Mass, the Xavier student is expected to participate in a dignified and appropriate manner. Behavior that is unbecoming for worship and prayer is not acceptable.

### **RECEPTION OF THE EUCHARIST**

Roman Catholic belief maintains that, in the Eucharist, Christ is sacramentally present. Likewise, it is Church teaching that Christ is present in the proclamation of the Word of God and in the assembly of believers gathered at prayer and worship. Catholic Church teaching also maintains that the Eucharist is a sign of unity among the believers in matters of Faith and its identity as a people commonly united by baptism and united with the Bishop of Rome, the Pope.

Every Catholic student at Xavier is encouraged to participate fully in the Eucharist by being open to hearing and responding to God's Word, through her own prayerfulness whether the prayer be sung or recited, through her own private acts of thanksgiving, and most of all through reception of the Eucharist. Catholic students are also encouraged to develop a high regard for the importance of worship and for meeting the Risen Christ in the sacrament of His Body and Blood. Similarly, Catholic students are challenged not to take the Eucharist lightly or casually, but to keep before them the realization that the Eucharist is a treasured gift by Christ to this Church. Naturally, it is understood that Catholic students will prepare themselves for receiving communion in the necessary and appropriate ways.

Xavier students who come from other Christian traditions are required to attend school masses and prayer services. At these times, Christian students who do not share a Roman Catholic faith, but whose denominations highly revere a celebration of the Sacred Scriptures, are invited to join with us in prayer, and to listening attentively to the proclamation of God's Word.

The same mandatory attendance applies to non-Christian students, and they, too, are encouraged to use these times for prayer in whatever way is appropriate for them. Reception of Holy Communion, however, is inappropriate for those who do not share a Roman Catholic belief in the sacramental presence of Christ in the Eucharist or in the unity among the believers at Mass.



All students are welcome at any time to discuss the nature and value of Catholic worship with our Chaplain, Campus Minister, members of the Theology Department, or any of the faculty.

Students with special talents and gifts, especially public speaking, playing musical instruments, singing, dancing, and dramatizing are welcome to use their gifts in our worship services to God's honor and glory and to enable others to enter fully into our worship of God.

We believe that through public and sacramental celebrations our Christian Faith is nourished, our spiritual growth deepened, and our goals of Catholic education are oriented towards their rightful fulfillment: our unity with God in Christ.

### OFFICE OF CAMPUS MINISTRY

The Chaplain's office is located in the Fitzgerald building.

Regularly scheduled sacramental and liturgical celebrations include:

- Daily Masses are scheduled in the Chapel of Our Lady
- Monthly School Eucharistic Liturgies
- Private and Communal Reconciliation
- Student Days of Prayer – Retreats
- Kairos Retreat Program
- Prayer Services celebrating special feasts and Seasons of Liturgical Year
- Community of Faith Day each month for Faculty

### PRAYER OF ST. FRANCIS XAVIER

O holy servant of God, Francis Xavier, your love for Jesus Christ and his Gospel inspired you to dedicate your life to bringing its joyful message to the Far East and the People of India. Pray for us that we may accept in our day the mission to bring good news to the poor and to those who are still far from the peace of the Lord. Let this school community, which bears your name and seeks your prayerful intercession, find in you a model of dedication for bringing about in the power of the Holy Spirit the everlasting reign of peace, justice, love, and mercy in the name of Jesus Christ, the savior whose coming in glory we await. Amen.

### ACADEMIC INFORMATION

**The academic school year begins on the first day of Summer School and ends on the last day of the second semester.**

### GUIDANCE AND COUNSELING

See APPENDIX C (GUIDANCE and COUNSELING DEPARTMENT).

### PROGRESS REPORTS

Reports are sent home midway each quarter. The specific dates are indicated on the school calendar. A Progress Report that assesses the student and makes recommendations for improvement must be signed by the student and parents/guardians and returned to the teacher no later than **three days** after it has been issued. It is the student's responsibility to return the Progress Report by the due date. A student will be in danger of receiving a serious offense for not returning the progress report by the due date.

## EIGHTH SEMESTER TRANSCRIPTS

Seniors must realize the importance of second semester work and grades for final college acceptance.

### GRADE CODES

Grading Scale: 4.00

	College Prep	Honors	AP/Great Books
<b>A - (90-100)</b>	4.0	4.5	5.0
<b>B - (80-89)</b>	3.0	3.5	4.0
<b>C - (70-79)</b>	2.0	2.5	3.0
<b>D - (60-69)</b>	1.0	1.5	2.0
<b>F - (Below 60)</b>	0	0	0
<b>I - (Incomplete)</b>	0	0	0
<b>P - (Pass)</b>			
<b>W - (Withdraw)</b>			

### GRADE POINT AVERAGE

Cumulative grade point averages are based on Summer School and semester grades for courses taken at Xavier College Preparatory or courses in the Xavier course description book which are offered at Brophy College Preparatory. Grades received for courses taken at other institutions will not be averaged into the cumulative GPA.

### HONOR ROLL

Issued quarterly. To be eligible, four graded courses must be taken:

First Honors: 3.600 - 4.000 (unweighted quarter GPA)

Second Honors: 3.000 - 3.599 (unweighted quarter GPA)

An incomplete grade makes a student ineligible for honors.

Only courses taken at Xavier College Preparatory will be considered for academic honors.

### REPORT CARDS

Report cards will be issued quarterly. They are posted on *GatorNet*. If there is reason to question a grade, please contact the teacher, Counselor, or Principal within two (2) weeks of report card distribution. Failure to do so will result in the grade remaining as it was originally recorded.

### ACADEMIC REQUIREMENTS

To receive a diploma from Xavier College Preparatory, a student must complete 25 credits. Please note that each student is required to take eight (8) semesters of Theology classes. The requirements are:

English: 4 Credits  
Mathematics: 4 Credits  
Social Studies: 3.5 Credits  
Laboratory Sciences: 3 Credits  
Fine Arts: 2 Credits  
Theology: 4 Credits  
Physical Education: 1 Credit  
World Languages: 3 Credits  
Computer Science: .5 Credits

### ACADEMIC CREDIT

If a student receives a failing grade in a course required for graduation, **the course must be taken in summer school or the following school year (with approval)**. The grade received for the repeated course does not replace the original failing grade on the transcript. Seniors are required to pass all classes in which they are enrolled. Failure to comply may result in exclusion from graduation ceremony and failure to be graduated from Xavier.

Consistent attendance is significant; excessive absences may result in a negative impact on a student's grades.

### ACADEMIC PROBATION

A student whose unweighted Grade Point Average (GPA) falls below a 2.0 for a semester marking period is automatically placed on Academic Probation for the following semester. Failure to attain and maintain an unweighted GPA of 2.0 by the end of the probationary semester and subsequent semesters is cause for disenrollment.

### ACADEMIC DISMISSAL

Any student who fails two (2) subjects at semester may be asked not to return. **When a student is clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or parent, the student may be counseled to transfer to another school.**

### CLASS SCHEDULE CHANGES

1. Schedule changes are channeled through the Director of Student Records. There is a \$50.00 charge.
2. Students take seven (7) subjects per semester.

### DROPPING CLASSES

A student who drops a class after announced date for final drop will receive an "F-W" (Failure for Withdrawal). No student may drop a class because of a low grade until she has attended ten (10) 8<sup>th</sup> period classes and/or cooperated to the satisfaction of the teacher in consultation with the principal.

### HOMEWORK

No faxed homework will be accepted. A teacher's syllabus and specific class instructions must be carefully followed for homework requirements.

### EIGHTH (8<sup>th</sup>) PERIOD

1. The purpose of 8<sup>th</sup> period is primarily academic; it is considered part of the school day.
2. It provides time to make up class work, tests, exams, and daily assignments.
3. Students in the hallway during 8<sup>th</sup> period are required to maintain a quiet atmosphere. Students who are loud and disruptive will be asked and required to leave the buildings.
4. A student who receives a Progress Report which indicates a need for improvement must attend 8<sup>th</sup> period; the number of help sessions is to be determined by the teacher. Outside-of-school tutors may not substitute for attendance at 8<sup>th</sup> period. Progress Reports will not be given to outside tutors.
5. Athletic activities approved by the Principal and Athletic Director may be held during 8<sup>th</sup> period.

### SEMESTER EXAMINATIONS

NO exams will be administered BEFORE assigned date. If a student is not present for an exam she must obtain permission from the Principal in advance or an “F” may be received. A student will not be permitted to take semester examinations, receive credits, report cards/transcripts, diploma, yearbook or run for class office, try out for Spirit Line or register for the following year at Xavier or any other Catholic school until all financial or other obligations have been met. (Section G – 1, 2 & 3 of the Roman Catholic Diocese of Phoenix Catholic Schools Office Policies and Procedures, herein after referred to as Diocesan Handbook)

**In response to semester exams being valued at 10%, should the grade on any semester exam reflect a lack of effort or insufficient retention of subject matter covered during the period of study, the semester grade is subject to being lowered.** This will be at the discretion of the teacher and also include the authorization of the department chair and principal.

Definition of semester exam includes, but is not limited to, review of material, released time for study, and preparation. Excellent performance on the exam will also be taken into consideration. This pertains to exams being only ten percent of the cumulative score for the semester.

Before exams may be taken, library books must be returned to the library and library fines must be paid, all detention hours must be served, and all equipment and property of Xavier must be returned to the school. Seniors are required to take and satisfactorily complete semester exams. Failure to comply will result in exclusion from graduation ceremony, loss of credit, and failure to be graduated from Xavier. (Diocesan Handbook)

### SUMMER SCHOOL

Summer School is offered as a service to Xavier students. A few students are required to take Summer School but most students who enroll elect to do so. All students in Summer School must comply with the Attendance Policy. Failure to do so will result in disenrollment from summer school. **Before registering for Summer School, a student and her parents must be certain that no conflict exists (before or after she registers) which will affect the student’s attendance.**

### WITHDRAWALS

A student leaving Xavier College Preparatory during the school year must follow this procedure: request withdrawal form from her academic counselor; obtain the required signatures; return form to the Finance Office. Failure to comply with this procedure will delay the issuance of official transcripts and records to the receiving school. Students who transfer from Xavier rarely will be considered for readmittance, and seniors never considered, unless, because of serious extenuating circumstances, arrangements were made at time of withdrawal.

Students who have disenrolled from Xavier for disciplinary reasons will not be allowed admittance to any Xavier or Xavier-related functions which require guest passes.

### INTERSCHOLASTIC TEAMS

Any Xavier student may try out for an athletic team if her grades from the last block grading period comply with Xavier Athletic/Activities policy. The grading blocks are first quarter, first semester, third quarter, and second semester. If a student makes a Xavier interscholastic athletic team, she must maintain a 2.0 standard GPA and have failed no class when the next block grades are published. If a student has less than a 2.0 quarter unweighted GPA and/or fails a class, she is immediately dropped from the team and may not participate in interscholastic athletics for nine (9) weeks. Any Freshwoman who has below a 2.0 or fails a class at the 1<sup>st</sup> quarter or 1<sup>st</sup> semester may not try out for a sports team in the winter or spring season. Juniors and seniors on Interscholastic Athletic Teams and Spirit Line receive ½ credit. A Junior or Senior who drops from a team without the coach's or moderator's permission will receive a failing grade.

When the registrar distributes the grades to the Athletic Director and a team member fails a class or is less than a 2.0 GPA she is immediately dropped from the team and is ineligible until the successful completion of the next grading period. She may try out for the next sports season only with the Athletic Director's permission, but may not practice or play until completion of nine weeks and the passing of all classes and a 2.0 GPA. If failure occurs at the second semester, a passing grade in a summer school class will allow the athlete to become eligible for fall sports and may rejoin the team.

When, on completion of the grading period, a team member has less than a 2.0 GPA without a fail, she is immediately dropped from the team until successful completion of the next grading period. She may try out for a team in the next sport season with the Athletic Director's permission. If she makes the team, she may not participate with the team until the successful completion of the new grading period.

If a student receives an incomplete at the grading period, she may not practice or participate until the teacher has given a passing grade of "C" to the registrar.

If a team member has become academically ineligible during the previous fourth season, the coach will seriously evaluate the feasibility of allowing the student to participate.

The following grading periods are used for academic eligibility:

- Grading Period 1 - First Quarter First Quarter
- Grading Period 2 - Second Quarter / First Semester
- Grading Period 3 - Third Quarter
- Grading Period 4 - Fourth Quarter/Second Semester

### LIBRARY

The library is available during the school hours for study and research. Out of consideration for others, it is expected that an atmosphere of quiet will prevail. The Librarian will be available for assistance and consultation, as well as for class orientation.

#### Circulation of Library Materials:

- |                |  |
|----------------|--|
| Books/iPads:   | The circulation period for books from the general collection and iPads is 2 weeks. One renewal is allowed if there is no waiting list. |
| Fine for book: | 5 cents per school day   |
| Fine for iPad: | 1 dollar per school day  |

Reserve Books:	Books for a particular class or assignment are available at the circulation desk during the school day, but may be taken for overnight use at 3:00 p.m. They are to be returned before school the next morning. Fine: \$1.00 per school day.
Periodicals:	Current periodicals do not circulate out of the library. Back periodicals are subject to regulations for reserve books.
Audio-Visual Equipment and Materials:	These are available for use in school only. Arrangements for equipment are usually made previously by the class instructor.
Computers:	These are used solely for school-related assignments.

It is expected that remuneration will be made for damaged or lost materials before the end of the semester. All materials must be returned and outstanding library accounts cleared before examination time in December and May.

### INTERNET USE

Technology Vision: Xavier College Preparatory will provide our young women with the technological tools, knowledge and skills necessary to prepare for the challenges of a changing global society. We will ethically incorporate technology as a means to enhance communication, academic enrichment and college preparation.

Guiding Principle: Xavier College Preparatory will utilize technology built around a fundamental and sustainable infrastructure. Our primary focus will be to maximize the utility of our technological tools for the long-term achievement of our students.

Acknowledging that Xavier's mission includes preparing students with skills for work and life in the 21st Century, we recognize that essential 21st Century technology skills include collaboration and creative presentation. To facilitate use of the most appropriate tools, students need access to Google Apps for Education. Each student will be issued a Xavier email address and Google account. This will allow access to tools that make classroom presentations and group project collaboration seamless and more user-friendly. This also removes most compatibility issues between PCs, Macs and other operating systems. **Students are responsible for checking their Xavier-issued email account regularly.**

Students will be given an account to access *Canvas*, Xavier's Learning Management system. Course materials including syllabus, announcements, assignments, grades, and other relevant course materials will be posted on *Canvas*.

The student must take full responsibility for her own actions when using the Internet. Xavier College Preparatory, along with the other organizations facilitating Internet access, will not be liable for the actions of anyone connecting to the Internet through Xavier's network. All users assume full liability, legal, financial, or otherwise for their own actions.

In addition, Xavier College Preparatory takes no responsibility for any information or materials that are transferred through the Internet.

Many kinds of materials eventually find their way onto the Internet. Should a user happen to find materials which may be deemed inappropriate while using his or her Xavier Internet account, he or she shall refrain from downloading this material, and shall not identify or share the location of this material with other students. The student must be aware that the transfer of certain kinds of material is illegal and punishable by fine and/or jail sentence.

Xavier College Preparatory makes no guarantees, implied or otherwise, regarding the reliability of the network. Neither Xavier College Preparatory, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the network.

**Xavier College Preparatory reserves the right to examine all data stored in or transmitted by the network, including any remote servers, Internet sites, and personal devices to ensure that all users are in compliance with these regulations.**

Xavier College Preparatory strongly condemns the illegal distribution of software and other digital media, otherwise known as pirating. Any students who transfer such files and whose accounts are found to contain illegal materials shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine and/or imprisonment.

Xavier provides many online resources for student use, and we recognize that in addition to using the Internet to access educational materials, many students also use various forms of social media. Social media can be used for good and most students use it appropriately. However, the consequences of misusing social media can be severe. College admissions officers and potential employers are known to review social media posts of candidates and can make decisions based on publicly available material on the Internet. Predators and those with bad intent are also known to prey on victims through social media. Students should participate online with the same standard of behavior, morals, and ethics expected of a Xavier student in person.

At Xavier, we do not make a practice of reviewing our students' social media participation, but if something is brought to our attention that is in violation of the student handbook, we will investigate and respond with appropriate consequences. Therefore, we encourage parents to monitor their child's social media participation and to provide instruction and direction where necessary. Be sure your child's profile and participation are private so it is not available for everyone to see. Monitor what your child posts for appropriateness.

For additional resources, we encourage parents to visit <http://faithandsafety.org>.

All users should keep in mind that when they use the Internet, on or off campus, they are entering a global community and any actions taken by them will reflect upon the school as a whole. As such, all users must behave in a manner that is ethical, legal, and in compliance with the rules and spirit of Xavier College Preparatory. **Any student who posts on any website, including social networking communities, materials (words, pictures, sketches, videos) that disrespect or reflect poorly on the Xavier community will be held accountable to the school's standards and discipline.**

No user shall use Xavier's network, or Xavier sanctioned accounts, to engage in any activity that may be construed as illegal, unethical, immoral or bullying.

Xavier will investigate a student's actions if she electronically posts any content that expresses or relates to indecent or unacceptable behavior, including, but not limited to: sexual behavior; harassment/hazing/bullying; threatening; promotion of violence; drug or alcohol use and other illegal activities. In such cases, the student may be subject to disciplinary procedures, up to and including, disenrollment.

If a student is disenrolled, all Xavier accounts, including email, will be immediately revoked. Students who withdraw will have all accounts revoked. Alumnae will have perpetual access to @xaviergators.org email as long as use is in keeping with the terms of service agreement.

### **NATIONAL HONOR SOCIETY**

Please click [here](#) to review the Regina Caeli Chapter of the National Honor Society bylaws.

## **JUNIOR CHRISTIAN SERVICE PROJECT**

Service is integral to the Xavier experience and is deeply embedded in the educational fabric of the School and woven into the curriculum and extra-curricular activities. **Xavier students are required to volunteer 50 hours of service prior to completion of their junior year.** Students will be introduced to the project in Theology class in the spring of Sophomore year and will keep track of their hours, submitting them quarterly to their Theology teacher. Students who have not completed fifty hours by the end of third quarter junior year will receive an “Incomplete” grade for Theology. If the hours are completed during the fourth quarter, she will lose 10% of her original quarter grade. Fifty hours are required in order to graduate from Xavier. Full descriptions of the project along with the necessary documents are available at [www.xcp.org](http://www.xcp.org) under “Spiritual Life”.

## **BEHAVIORAL POLICIES AND PROCEDURES**

### **ADMITTANCE**

Academic criteria for acceptance will include, but not be limited to, evaluation of the following in light of a student’s potential success in pursuing Xavier’s college preparatory curriculum: **placement test, 7<sup>th</sup> and 8<sup>th</sup> grade transcripts, letters of recommendation from the student’s current English and mathematics teachers, submission of all application information, and space available.**

#### **Admissions**

All parish and diocesan schools are Catholic schools. As such, they shall admit only those students who sincerely seek a Catholic education. For admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of a parish or mission within the diocese. By applying for admission to a parish or diocesan school, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By applying for admission to a parish or Diocesan school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a parish or Diocesan school because of race, color, national origin, or gender – although single sex schools shall be permitted to refuse admission on the basis of gender. (Section 3-1.4.01 of Diocesan Handbook) It goes without saying that students will respectfully acknowledge and agree to participate in liturgical celebration and instruction.

**Xavier is authorized under Federal law to enroll nonimmigrant alien students.**

#### **Admittance of non-Catholic students**

Parish and Diocesan schools may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his or her parents or legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents or legal guardians of non-Catholic students acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By applying for admission to a parish or diocesan school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. (Diocesan Handbook)

A student must live with her parent(s)/legal guardian(s) during her entire enrollment at Xavier. A student who reaches the age of 18 will continue to be subject to all school rules, regulations and requirements. Reports on academic performance, absence and discipline will be sent to the parents/guardians unless the student is no longer



a legal dependent of her parents/legal guardians. In such case, parents and student must provide documentation to verify her status as an independent.

Divorced or separated parents must provide, at Registration, all court-certified legal documents pertaining to custody provisions and requirements. The school cannot honor any custody provisions and requirements that have not been made known at Registration. Additionally, the school cannot honor any *updated* custody provisions and requirements that have not been made known to the school.

Under the Federal Educational Rights and Privacy Act (FERPA), schools are required to “give full rights” to either parent, unless the school has been provided with “evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.” (34 C.F.R. §99.4)

### **IDENTIFICATION**

Faculty and staff must wear current Xavier identification badges at all times while on campus. A student must carry her current Xavier I.D. card at all times while on campus. A student must show or render her I.D. card when asked to do so by a Xavier/Brophy employee. A student must have a current I.D. card for admittance to any Xavier or Brophy function. Lost cards may be replaced for \$10.00. A student who lends or uses another’s I.D. card will be referred to the Dean of Students for disciplinary action. A student must have her I.D. for finals.

### **VISITORS**

Visitors on campus (before, during, or after school hours) must register with the receptionist in the Virginia Piper Center Office and give the specific purpose of their visit. Guest Identification Badges will not be issued to anyone for the purpose of visiting with Xavier students during lunchtime or 8<sup>th</sup> period. To maintain a safe environment conducive to academic study, school personnel will direct any visitor who creates a disturbance to leave campus. A visitor’s failure to comply with such a directive will result in the police being called. (Please also see STUDENT GUEST PASSES)

### **STUDENT GOVERNMENT**

The Student Council consists of the Executive Board Officers, Class Officers, Executive Board Moderators, and Class Moderators. It serves as a liaison between students and faculty in order to coordinate school activities and policies. Meetings are open to the entire student body and faculty.

Student Council candidates must have a minimum of a 2.5 cumulative Grade Point Average (GPA) at the end of each quarter grading period and a minimum of a 2.5 GPA for the quarter most recently completed at the time of election and have no failing grade (F) recorded in any class during the current school year. (The school year begins on the first day of Summer School and ends on the last day of the second semester.)

Student Council officers must maintain a minimum of a 2.5 GPA at the end of each quarter grading period and a minimum of a 2.5 cumulative GPA at the end of each semester. Failure to do so will result in immediate loss of office. Any Student Council officer, however, who receives a failing grade (F) recorded on any quarter or semester report card in any class, will be immediately removed from office, regardless of her GPA for the quarter/semester.

All incumbent and potential Executive Board members and Class Officers must meet the following qualifications:

- a. be a member of the Student Body by October 1<sup>st</sup> of the school year when running for office;
- b. attend a student government workshop prior to elections (Executive Board Officers and Class Officers);
- c. currently be a Junior to run for office on Executive Board;
- d. have previously held a student council office to run for Executive Board President;

- e. maintain excellent citizenship with no Serious Offense (as defined in this Handbook), repeated violations of school rules or excessive Homeroom absences recorded in the Dean's Office during the current school year (which begins on the first day of Summer School and ends on the last day of second semester) (Please see SERIOUS OFFENSES in this Handbook.)
- f. be in compliance with Xavier Dress Code from the first day of the current school year. The current school year begins with Summer School in May/June. Violation of this regulation will result in the loss of office. **No student will be permitted to seek office, nor will her petition be signed, if she has violated the Dress Code (shirt, skirt, socks and/or sweatshirt during that school year-this includes Buck a Sweans days);**
- g. receive approval of the following: Principal, Director of Student Records, Dean of Students, Director of Finance, and, for the office of Stewardship, the school Chaplain;
- h. comply with all election procedures of Student Council;
- i. have met all financial obligations prior to petition-filing date.

Freshwomen participation is governed by Student Council and Activity Vice-Principal's Directives. An Executive Board Officer or Class Officer may not serve as a club or activity President or Editor of a school publication.

A student officer is expected immediately after her election (or her assuming of a new office) to abide by the Student Handbook, and to continue to do so at all times (including Summer School sessions) during her term, or she may be asked to relinquish her office.

A student who has lost a major school office because of disciplinary action may not run for a school office the following year.

### ABSENCES

Parents/Guardians are responsible to make certain that their daughter(s) is (are) present in school and on time. Frequent/consistent failure to do so may result in disciplinary action. Please note: The Attendance Office is in the Reception area of the Virginia Piper Center.

Perfect attendance is defined as being at school the entire time. This includes no lates, tardies, or missing any classes including homeroom. Only excused Xavier absences (sports, field trips, etc.) are allowed. College visits are not excused absences.

### ABSENCE

Absence is defined as a student's non-attendance in her assigned classroom during an assigned period. Legitimate reasons for absence include:

- a. personal illness;
- b. doctor or dentist appointment which cannot be made after school hours; **a valid note, emailed from any medical office must be sent or presented when the student returns. A doctor may sign/stamp an Off Campus Permit.**
- c. serious family illness or a death in the family; court.
- d. a prior notification (may not be considered excused, i.e. college visit, tournament) by the parent to the administration.

### PROCEDURES AND REQUIREMENTS TO BE FOLLOWED IN CASE OF ABSENCE

1. In the event of an absence, the parent or guardian of the student must fill in the attendance form found in GatorNet/resources/attendance. Parents may also call or email the Attendance Office before 7:30 a.m. to indicate the reason for the student's absence. **Voicemail messages will not be accepted unless the message clearly identifies: the student's full name and grade; the date of the absence; and the reason for the absence; the caller's name and relationship to the student; a number by which the caller can be reached.**

Any absence requires parent/guardian communication submitted to the Attendance Office. **If not, she may receive detention(s) from the Dean until the Attendance Office receives the note.** Notes may be emailed or faxed from the doctor's office.

**Email: [attendance@xcp.org](mailto:attendance@xcp.org)**

The excuse note requires this information:

- a. be signed by parent(s) or guardian(s);
  - b. state the name and year (e.g. Senior) of the absentee;
  - c. state clearly the date of absence and the periods missed;
  - d. give a **specific and truthful reason** for the absence which proves to be **acceptable** to the school **before, during, and after the time of the absence.** If the reason does not so prove, the student will be considered truant and will receive all the consequences for TRUANCY as listed in this Handbook. "Personal reason" will not be accepted as a valid excuse for absence.
2. Should a student be absent due to illness, she is expected to remain at home or be in an environment congruous with illness.
  3. A student with chronic illness is required to submit an "Attendance Verification Form for Students with Chronic Illness." The form is available online and in the Attendance Office.
  4. Each student is required to attend the monthly Eucharistic Liturgies, Days of prayer and retreats, Reconciliation Services, and Prayer Services. An absence from any of these sacramental or liturgical celebrations must be approved by the Dean or Principal. If not so approved, the student will serve detention for the time missed and will be re-evaluated for continuance at Xavier.  
On a Mass day, a student who is absent from homeroom and/or from any morning class before Mass time and/or from the Mass must obtain an Admit Slip from the Attendance Office or Dean's Office.
  5. A doctor's appointment must have a signed note from the doctor.
  6. A student who is absent **on** test days must assume the responsibility for arranging a time for a make-up test with her teacher. The test must be taken no later than **three in-session class days** after the student's return to school. Any deviation from this schedule must be approved by the teacher in consultation with the Principal. The privilege of making up a test can be denied if a student is repeatedly absent when tests are given. **Late assignments, not due to absences, will receive 50% credit if turned in within three days. After the third day the grade of zero remains.**
  7. Frequent/excessive absences will result in a low participation grade for the student.
  8. For each class the student has missed more than eight (8) times in a semester, the student may lose credit eligibility. Parents will be notified by mail and at this time a student must petition for credit for classes missed. Approval of terms of such a petition will be jointly decided by the Principal, counselor, and teacher. **REPORT CARDS REFLECT ABSENCES BY PERIOD ONLY.**
  9. Students who are absent because of vacations, trips, college visitations, etc. are personally responsible for completing assignments within the time allotted by a teacher. This work is not the responsibility of

the Principal, counselor or teachers. Teachers are not required to provide assignments in advance. These days are counted as absences; procedures #1, 6, 7 and 8 above will be followed when applicable.

10. Students who are absent eight (8) days for non-school sponsored activities and events are personally responsible for initiating and completing assignments within the time allotted by a teacher. This procedure is not the responsibility of the Principal, counselor, or teachers. These days are counted as absences and procedures #1, 6, 7 and 8 will be followed when applicable. Should the student be absent more than **ten (10) consecutive days**, the student may lose course credits and/or be subject to disenrollment.
11. The Xavier Activities/Athletic Handbook states: A student athlete must attend at least three class periods on a regular school day (Mon-Thurs) in order to participate in an event on that same day. A student athlete must attend at least two class periods on a Friday in order to participate in an event on that same day. The Vice Principal for Activities/Athletic Director will make the final decision on participation if the student has extenuating circumstances and cannot attend at least one class.
12. At the end of each quarter, a student with excessive absences from Homeroom and/or classes, excused or not excused, will be required to compensate for time missed by serving with the Dean. Failure to compensate time will result in tests and grades being withheld.

**As of August 1, 2022, a student who has accumulated 3 tardies to school or 3 unexcused absences will be excluded from major events. This includes, but is not limited to, Kairos, rallies, all dances and events on the Xavier/Brophy campuses. Please refer to the attendance policy for the definition of excused and unexcused absences.**

To prevent a student from losing credit, Xavier College Preparatory will correspond with the student and parents/guardians concerning the attendance policy as indicated below:

Three (3) Absences and/or Tardies: Upon the first incidence of three (3) non-school sponsored related absences and/or tardies in a class, the teacher and the Dean will notify parents immediately and arrange a meeting.

Eight (8) Absences and/or Tardies: Upon the first incidence of eight (8) non-school sponsored absences and/or tardies in a class, Xavier College Preparatory will place the student on Academic Probation for the duration of the semester and parents are required to meet with the Dean. This means that the student is in danger of losing credit in any class that absences and/or tardies are greater than 10. The student will not be able to attend any extracurricular events, programs, activities (including walking at graduation) or sports.

Students and parents will be notified in the meeting that the student has been placed on Academic Probation and will be given the written conditions of probation. Students will be removed from Academic Probation at the end of the semester, not when all work has been made up for the semester.

Ten (10) Absences and/or Tardies: During the course of the semester, on the tenth (10) non-school sponsored absence and/or tardy in a class, the student will meet with the Principal, Dean of Students and teacher(s) for attendance and discipline in order to make a determination of credit eligibility.

Chronic illness and/or concussion warrant a meeting with the Dean of Students.

13. Absences deemed excessive by school administration will subject student to probation, withdrawal, loss of credit eligibility, or disenrollment. Excessive absences can render a senior ineligible to participate in the graduation ceremony or be graduated from Xavier.

### TARDINESS

Each student must be in the correct class, seated at a desk or workstation and prepared to begin when the bell rings to start class or homeroom.

Students must report to class before going to see a counselor or the school nurse.

A student who is tardy for the period after break or after lunch must receive a tardy slip from the Attendance Office before being admitted to class; the student will also receive an automatic detention for her tardiness after break or after lunch.

Tardies are viewed as a disruption to the educational environment. Coming late not only deprives the tardy student of full learning time, but also disrupts the education of other students. The school reserves the right to make the determination whether or not a student is tardy.

Repeated tardies to class will subject a student to detention time and/or a low participation grade. A senior with excessive tardies may be subject to not participating in the graduation ceremony.

### CAMPUS/SCHOOL GROUNDS

Xavier College Preparatory **campus** includes Xavier, the Convent and its parking areas, St. Francis Xavier grade school, and church property. **School grounds** refer exclusively to Xavier property.

### OFF-CAMPUS PERMITS

1. A student who has a legitimate excuse to leave the campus during school hours (including lunch hour) and have the written consent of her parents must obtain an off-campus permit before school. PLEASE NOTE THAT THE SCHOOL DOES NOT ISSUE OFF-CAMPUS PERMITS FOR LUNCHEON ENGAGEMENTS. Only the Attendance personnel, or the school nurse, may issue off-campus permits. Upon her return to school, a student is to submit her Off-Campus Permit to the Attendance Office and check in on the attendance kiosks in the Dean's office. If she does not return her off-campus permit to the Attendance Office, she may receive detention(s) until the Attendance Office receives the note.  
To obtain an Off-Campus Permit a student must present a note which:
  - a. gives the full name and year (e.g. Sophomore) of the student;
  - b. states date and time the student needs to leave campus;
  - c. is signed by a parent or guardian;
  - d. specifically and truthfully explains the reason for the request for the absence which proves to be acceptable to the school before, during, and after the time of the absence. If the reason does not so prove, the student will be considered truant and will receive all the consequences for TRUANCY as listed in this Handbook.
2. Once a student arrives on campus before school, she must remain on campus. If she leaves campus without specific permission from a parent **AND** the Xavier Attendance Office, Xavier will not accept responsibility for her whereabouts.
3. A student may **NEVER** leave the school grounds during school hours without the written permission of the Attendance Officer or School Official. **A violation of this requirement renders the student**

**truant and subject to all the consequences for TRUANCY as listed in this Handbook.** Post notification by a parent of a student's leaving the school grounds does not negate the truancy.

4. Any student, who wishes to leave campus, whatever the reason, **MUST** see Attendance Personnel or School Nurse. Upon leaving, she will present her Off Campus Permit to security to be signed and then she will sign herself out.

XAVIER COLLEGE PREPARATORY IS NOT RESPONSIBLE FOR ANY STUDENT LEAVING THE CAMPUS, FOR WHATEVER REASON, WITHOUT THE PERMISSION OF A SCHOOL OFFICIAL.

### TRANSPORTATION

A student who is dependent on parents or other persons for transportation should have a pre-determined agreement with those persons which specifically identifies the area on campus in which she will wait for her transportation. A student picked up after dismissal should remain in the secured area by the Activity Center.

Students and parents are solely responsible for ensuring that students get to and from school, and for arranging such student transportation as they deem appropriate. Any arrangements regarding student transportation, including the use of carpools, public transportation, or any other means, are made without supervision or direction by Xavier, its employees or agents.

### HOMEROOM

Homeroom is the core of student government and communication. A student must be in her assigned Homeroom, and seated, each morning before the final bell rings. All students must remain silent during prayer and announcements. **Students are not allowed to do any work during this time.** A student who is tardy for Homeroom must report to the Dean's office to sign in and remain with the Dean until Homeroom is over..

**All tardies for Homeroom will be recorded as absences. Tardy make-up time is conducted during lunch for the minutes missed.**

A student will be allowed 3 unexcused homeroom tardies/absences per semester. This includes, but is not limited to traffic, car problems, oversleeping, and illness without doctor verification. Once the student is tardy/absent for the 3rd time, detention will be served with the Dean and parents will be contacted for a meeting. **All homeroom absences excused or unexcused require a note.**

**If a student is tardy to school and misses homeroom, she is responsible for checking with her teacher regarding any messages.**

Repeated Homeroom absences will render a student ineligible for:

- a. participation in Student Council;
- b. Participation in school dances (i.e. Freshwoman Event, Rallies, Homecoming, Christmas Dance, Prom);
- c. leadership positions in clubs and activities;
- d. membership in Honor Societies;
- e. participation in the graduation ceremony;
- f. continued enrollment at Xavier.

Absences from Homeroom will be excused in the case of a medical appointment if, and only if, the student provides a doctor's note which follows the directives in #1 of this Handbook's section on PROCEDURES AND REQUIREMENTS TO BE FOLLOWED IN CASE OF ABSENCES.

A student will receive an unexcused absence if she does not provide this kind of verification of a medical appointment to the Attendance Office when she arrives at school on the day of her appointment OR before 7:40 a.m. on the following school day. **NO EXCEPTIONS** will be made if this procedure is not followed.

**Any other reasons for Homeroom absences will be reviewed individually by the Dean. Excused absences will not be issued for oversleeping, tardiness, or “generic” reasons such as “appointment,” “personal,” “needed at home,” “forgot to set alarm,” “slept late because of homework” or “late start.”**

**PLEASE NOTE: Excused absences from Homeroom are rarely given.**

### **PARKING LOT**

The Parking Lots are considered off-campus for all students from 7:50 a.m.–2:45 p.m. Any person who parks in Xavier lots does so **at her/his own risk**. Xavier is not responsible for objects stolen from, theft of, or damage to, cars parked in designated Xavier lots or in other private/public areas.

### **PARKING TAGS AND DECALS**

As of June 1, 2019, registration for all parking is officially online. A date will be emailed to students and parents regarding when carpool and guaranteed parking will go live. You will have until a specified date to pay for your parking spot. If you have not paid for your spot by that date, it will be given to the next student on the waiting list.

**Carpool and Guaranteed parking costs are paid in the finance office through credit card, money order, cash or check and are non-refundable/non-transferable due to any circumstances.**

Xavier issues a hanging tag. Any car driven to school by a Xavier student must be registered with the Dean of Students and must have a Xavier hanging tag.

**A Xavier hanging tag permit is required for admittance to the student parking lot.** A limited number of senior and junior hanging **carpool** tag permits are available for purchase from the Dean for \$50.00. The fee purchases a hanging tag and does not guarantee a parking space daily due to various functions on campus. Senior carpools are given priority and then junior carpools. A carpool must consist of a Xavier driver and a minimum of one other Xavier student. Only one hanging tag will be issued per family of a senior or junior student. Parking illegally in a faculty/staff space will result in an immediate \$30.00 fine.

Any student involved in a car accident on campus is expected to cooperate fully with the other persons involved in (or affected by) the accident. Failure to do so jeopardizes a student’s privilege of driving or parking on campus. Damage to vehicles due to negligence is not the responsibility of Xavier College Preparatory.

### **DRIVING OFFENSES AND CONSEQUENCES**

1. All student drivers must be licensed, insured and registered with the Dean’s Office.
2. Any student vehicle in the student lot without a visible hanging tag will be fined \$30.00 immediately.
3. Parking in staff, visitor spaces, any reserved spaces (including the reserved student spots auctioned by the Mothers’ Guild in the fall and spring) or in unassigned areas will result in a \$30.00 fine immediately and may be towed, if necessary.
4. The lending, transfer or duplicating of a single or carpool occupancy hanging tag to another student will result in an immediate \$30.00 fine and/or forfeiture of the parking permit.
5. Failure to comply with Xavier’s required number for a carpool (a driver and a minimum of one other Xavier student) will result in an immediate \$30.00 fine and/or forfeiture of the parking permit.
6. Parking in any fire lane on campus will result in an immediate \$30.00 fine.
7. Students who do not follow safe driving rules and/or the directives of the Security Staff or Faculty, on or off campus, in the neighborhood, and before or after school will be fined \$30 immediately and may lose their privilege of driving to school. Staff and/or faculty will determine if a student’s speed is excessive/reckless.

8. Xavier students may not drive their cars to St. Francis or Brophy Campus during school hours. Any student who drives or parks her car on the St. Francis or Brophy Campus will be fined \$30.00 immediately.
9. Speeding on the St. Francis, Brophy or Xavier Campus, or in the school neighborhood will result in an immediate \$30.00 fine and possible withdrawal of driving and parking privileges. Staff and/or Faculty will determine if a student's speed is excessive.
10. Cars should be locked and all personal/valuable items should be hidden in a secure place. **Xavier is not responsible for a vehicle or its contents.**
11. Failure to pay a fine within a calendar week will result in detention plus an increased fine. If a student is unable to pay within the allotted time, she should see the Dean within that time and arrangements will be made.
12. A student is responsible for notifying the Dean's office if their Guaranteed or Reserved parking space is illegally occupied

### DETENTION

Weekday detentions will be held after school (3:35-4:25 p.m.) twice a month. **A postponed after-school detention must be approved and rescheduled by the Dean 24 hours before the originally assigned detention; otherwise, additional time will be served on the next scheduled detention.**

**Only one (1) regular (Monday-Thursday) detention may be rescheduled per quarter.**

During detention, students will sit quietly for the entire time.

Repetitive/multiple detentions will result in more serious disciplinary action, including the possibility of a student's continuance at Xavier only on Disciplinary Probation.

A student may not take semester exams if all of her detentions have not been served according to a schedule provided by the Dean's Office.

### SERIOUS OFFENSES

The committing of a serious offense may result in a student's automatic placement on Disciplinary Probation. This consequence is determined by the **severity of the offense** and its effects and the **discretion of the Administration**. Xavier will contact the police if a student's behavior warrants such response.

**Xavier's response to a serious offense is based on the directives in the Handbook, not on a student's stated intent or motive.**

**Xavier has zero tolerance for offenses related to threatening, physical fighting/violence and the possession and/or use of alcohol and other drugs.** Xavier endeavors to provide a sacred and safe environment free of alcohol, drugs, physical fighting/violence, whether in word or action. Should a student violate this policy, she will be subject to immediate disenrollment. If the student is allowed to remain at Xavier, she will do so only on strict Disciplinary Probation and will be required to undergo professional assessment and counseling at a school-approved agency. It is the parents' responsibility to emphasize to their daughter the seriousness of these offenses and the consequences.

**The possession and/or use of explosives or weapons will result in disciplinary action and/or required withdrawal from Xavier.**

### PROCEDURE FOR DISCIPLINE



When a student commits a serious offense, or engages in illegal activities or physical/sexual activities that are detrimental to her or others, and it is brought to the attention of the Dean's office, she is required to meet with the Dean and the Faculty or Staff member (when necessary) for an understanding and discussion of the situation. **The procedure for discipline is as follows:**

- Discussion of the incident with the student and Dean
- Parent will be called immediately
- Official written notification to the parents of the serious offense
- Disciplinary Notice will be sent home with the student within two days
- Parents and students are required to sign and return the Notice to the Dean
- Failure to do so will be considered failure to cooperate and may result in a student's disenrollment from Xavier
- If a student is involved in **any** inappropriate social media including photographs, words, threats, nudity of any kind, bullying or an extremely damaging or dangerous case that may warrant disenrollment, the parents/guardians may be immediately summoned to Xavier for a meeting.

(Please refer to PARENTAL SUPPORT in the Handbook)

The committing of a serious offense during the school year renders the student ineligible to run for or to remain in elected positions in Student Government, clubs or activities. Athletes and AIA participants who commit a serious offense will automatically receive a suspension term from the sport or activity in which they currently participate. (Please refer to STUDENT-ATHLETES in the Handbook)

**A student is responsible for knowing Xavier rules and requirements, for complying with them, and for accepting consequences if she does not to comply.** If a student is denied the opportunity to participate in Student Government, the National Honor Society, or athletics/AIA activities because of committing a serious offense, she alone is responsible for the loss of these privileges.

If a student's behavior and/or attitude warrants disenrollment, she and her parents will accept full responsibility for this consequence.

**The Dean's Office maintains confidentiality about a student's serious offense; however, if applicable, the Dean is required to inform the NHS moderator, Student Ambassador moderator, Club moderator, the Student Government moderator, the Vice Principal for Athletics, the student's coach and, when necessary, the Principal.**

### ALCOHOL AND OTHER DRUGS (AOD)

Xavier has **zero tolerance** for a Xavier student's consumption of any amount of alcohol, misuse of prescription drugs, use or possession of any amount of illicit drugs, or any substance that alters a person's mind/emotions. Xavier strictly follows A. R. S. 13-3622 regarding all instances.

Possession and being with those in possession, use/distribution/sale of, or being under the influence of alcohol or illicit drugs are prohibited on school premises, in the neighborhood of the school and before or during school-sponsored (Xavier or Brophy) travel and activities. Security, police, faculty, staff, and chaperones are authorized to enforce all school rules.

Any incident involving a person intentionally present to sell or transfer marijuana, prescription-only, dangerous, or narcotic drugs or any person in the possession or use of any of the above, except prescription-only drugs (nurse must keep them in the office), or any person involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to a police officer. (A.R.S. 13-3411)

Medical Marijuana: Xavier considers any use of marijuana to be a violation of the drug policy of the school. This includes the purchase of, possession of, use of, transmission of, or distribution of any marijuana at any time, on or off campus, **whether or not** the student has been prescribed marijuana for medicinal purposes.

If, while at school or at a Xavier activity, a student has reason to suspect that another student possesses alcohol or drugs or has consumed alcohol or used drugs, she is required to immediately notify a faculty/staff member.

If, while at school or while at a Xavier activity, a student's behavior, appearance, attitude, or other indicator give Xavier personnel or chaperones reason to suspect that the student possesses or has consumed alcohol, or possesses or has used drugs, the student may be given over to the custody of the Phoenix Police. At the very least, the student will be required to take a Breath Analyzer test. If the student and/or her parent(s) will not cooperate with the requirement to take the test, the Xavier personnel in charge will make an informed and carefully considered decision concerning the student's consumption of alcohol. That decision, as well as the student's refusal (and/or the parent's refusal to allow the student) to take the Breath Analyzer test, will serve as the basis for the school's further actions and/or consequences. A refusal to take the Breath Analyzer test will be considered a refusal to cooperate and may result in a student's disenrollment from Xavier.

With reasonable suspicion, the Administration may require that a student be drug tested at any time. When a drug test is required during the school day, parents must come to the school immediately to take the student for a drug test at a site designated by Xavier.

The following criteria will apply:

- a. The student will be considered absent but excused on the day the test is required.
- b. The student may return to school if the results are negative when the Dean of Students has received verification and may only return with the approval of the Dean of Students.
- c. If the student fails to take the test on the required day and to provide verification of doing so, as well as the official results of the test, she may be subject to disenrollment from Xavier.
- d. If a student tests positive for any illegal drugs, she must comply with the consequences stated in the AOD section of the Handbook.
- e. Failure to comply with the required testing and/or drug counseling will result in disenrollment.

To demonstrate the seriousness and illegality of the consumption of alcohol and/or the use of drugs by minors, Xavier will rely upon the assistance of law enforcement officers at major student social functions. If Xavier personnel have reasonable suspicions that a student is under the influence of alcohol or drugs, that student may be subject to questioning and/or testing by a member of the law enforcement agency.

The sale, purchase, or sharing of prescription and/or over-the-counter drugs on school premises and at school activities is prohibited and may result in required withdrawal from school and notification of the proper authorities. (Please see section on NURSE'S OFFICE in the Handbook for requirements concerning the administration of medication at school.)

**Being under the influence of alcohol and/or the possession, use, sale, purchase, or attempted sale/purchase of alcohol on school premises or at school activities are prohibited and may result in required withdrawal from school and notification of the proper authorities.**

**Possession of drug paraphernalia on school premises or at school activities is prohibited.**

**Being under the influence of illicit drugs and/or the possession, use, sale, purchase, or attempted sale/purchase of illicit drugs on school premises or at school activities are prohibited and will result in notification of the proper authorities and may result in required withdrawal from school.**

**Under certain conditions, per Administrative decision**, if a student is allowed to remain at Xavier after a drug or alcohol offense, she may receive the following consequences:

- a. The student may be required to remain at home pending further notification.

- b. A Disciplinary Notice is sent home.
- c. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.
- d. The student is placed on strict Disciplinary Probation.
- e. The student is required to receive assessment and substance abuse counseling at a school-approved agency and to cooperate fully with the terms of the Xavier Contract for the counseling. The student is required to be randomly drug/alcohol tested at the discretion of the Dean of Students.
- f. The student is excluded from all Xavier and Brophy activities (including athletics and clubs) for a nine (9) week period.
- g. Detention will be assigned.
- h. The student receives, if necessary, other consequences as determined by the Administration.

Students in Diocesan schools must understand the importance of their decision as it relates to sexual behavior or drug/alcohol use, possession, or distribution. When any information regarding sexual behavior or the use, possession, or distribution of drugs/alcohol by a Diocesan student becomes known by any Diocesan staff member, that information will be shared with the parents/guardians of the student.

## BULLYING

### (Relational Aggression): Physical, Verbal, Emotional, Electronic

Bullying is any **repeated act** that involves a real or perceived imbalance of power with the more powerful group attacking those that are less powerful (U.S. Department of Justice, Fact Sheet #FS-200127). Intended to hurt and/or control others repeatedly by fear or threat, bullying includes, but is not limited to, verbal harassment, physical assault or other more subtle means of manipulation.

[See THREATENING, HARASSMENT, APPENDIX M (Response to Bullying/Cyber Bullying).]

Cyberbullying is willful harm inflicted through the use of computers, cell phones and other electronic devices (Cyberbullying Fact Sheet, Sameer Hinduja and Justin W. Patchin). Cyberbullying may not always include an imbalance of power; it may stem from proficiency or knowledge or the possession of some content that can be used to inflict harm or assert control.

**Students who engage in any form of repeated bullying or any form of hurtful aggressive behavior may be subject to a required withdrawal from school.**

If a student is allowed to remain at Xavier, she will receive the following consequences:

- a. The student may be required to remain at home pending further notification.
- b. A parent meeting is required and a Disciplinary Notice is sent home.
- c. The student is required to receive assessment and Relational Aggression counseling at a school-approved agency and to cooperate fully with the terms of the Xavier Contract for counseling.
- d. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.
- e. The student is placed on Disciplinary Probation.
- f. The student is excluded from all Xavier and Brophy activities (including athletics and clubs) for a four (4) to nine (9) week period.
- g. Detention will be assigned.
- h. In a situation of seriously offensive or dangerous action(s), the Administration will determine appropriate and significant consequences.

## CHEATING/PLAGIARISM

Cheating is the obtaining or providing of (or attempt to obtain or provide) any questions, answers, essays, or grades (for homework, in-class work, quizzes or tests) by any means. The buying of tests, quizzes, or any materials supplying answers or information is illegal and will have consequences.

**Cheating on homework includes, but is not limited to, giving one's own work by any means to another student, copying homework, submitting assignments of substantially the same nature under different student names, or submitting material which is not the student's personal work. Sharing any work is cheating.**

**Unless specifically directed otherwise by the teacher, a student is required to do all homework, and any other assigned work, by herself; cutting and pasting without teacher's approval and proper citation is considered cheating/plagiarism. All group work answers must be done by the individual student unless otherwise directed by the teacher.**

**Allowing another student to share, copy and paste, or reference a student's materials is prohibited and considered cheating.**

Cheating on tests includes, but is not limited to, communicating, for whatever reason, with another student while a test is in progress, copying a teacher-assigned test, copying from another student, looking around the room (including looking at another student's desk/test/papers), lending or receiving materials, electronic instruments (i.e. cell phones, smart watches, fitness trackers) or equipment, copying from or using or having on the desk (or anywhere within possible view) any written answers, vocabulary, formulas, notes, or other written/visual/electronic materials or websites (i.e. cell phones, smart watches, fitness trackers) or devices which are not specifically required or permitted, by the teacher, for use during the test. While taking any test, all testing rules apply until the instructor informs otherwise.

Once a student gives/sends her homework to another student, it is considered cheating.

Cheating also includes a student's leaving the classroom with a test, corrected or not, or answer sheet still in her possession unless she has specific permission from the teacher to do so.

The consequences for cheating are:

- a. Parents are contacted immediately and a Disciplinary Notice is sent home.
- b. Detention will be assigned.
- c. An "F" or a zero grade will be assigned for the assignment, class work, or test involved.
- d. **The above consequences apply to all students involved, including a student who allows her work to be copied or, in any way, provides or helps with answers.**
- e. A second offense will result in re-evaluation of the student's continuance at Xavier.

**Plagiarism** includes presenting, as one's own, the ideas, words, or any created production of another person or source.

According to the 1994 edition of *Writing Research Papers*, "Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were [the student's] own...If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit (the correct) source. Failure to do so constitutes plagiarism" (39-40).

A student is required to cite all factual information and to cite every opinion inspired by another person. (Xavier students, unless otherwise directed, are to use the MLA style of citation/documentation.) A student, however, must be aware that the mere presence of citation does not avoid plagiarism.

Because Xavier encourages the use of technology, it expects and demands the highest standards of integrity in student work. The student is responsible for presenting work that not only rises to the highest level of integrity, but also avoids any appearance of impropriety or dishonesty. The student is required to demonstrate that her work is original and her own.

To avoid plagiarism, a student must comply with all these criteria:

- a. She encloses the words, phrases, or whole sentences of someone else in quotation marks and cites the source parenthetically.
- b. **When not quoting, she paraphrases (in her own words) the material or opinion of someone else and cites the sources parenthetically.**
- c. She ensures that all uncontested information (or common knowledge) not cited is written in her own word choice and sentence structure.
- d. She does not use anyone else's organization of the facts within her paper.
- e. She ensures that a paper is her OWN WORK. The burden of proving that her work is original is on the student.

**Plagiarism will result in a zero (0) grade and all the consequences for cheating listed above. Repeated offenses of plagiarism may result in disenrollment from Xavier.**

### CRIMES AND THREATS

(Please refer also to this Handbook's sections on DANGEROUS/DESTRUCTIVE/MATERIALS and THREATENING)

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the school property must be reported to law enforcement. (A.R.S. 15-341) (A) (33)

The school's immediate response to a crime/threat is to inform law enforcement and the Superintendent of Schools for the Diocese of Phoenix and may result in immediate disenrollment **without further consequences**.

If a student is allowed to remain at Xavier, she will receive the following consequences:

- a. Parents must report to school immediately and the student will be suspended until the police investigation is completed.
- b. A Disciplinary Notice is sent home.
- c. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.
- d. The student is placed on strict Disciplinary Probation if she is allowed to return.
- e. The student is required to receive assessment and counseling at a school-approved agency and to cooperate fully with the terms of the Xavier Contract for the counseling.
- f. The student is excluded from all Xavier and Brophy activities (including athletics and clubs) for a nine (9) week period.
- g. Detention will be assigned.
- h. The student receives, if necessary, other consequences as determined by the Administration.
- i. A second offense results in immediate disenrollment from Xavier.

### DANGEROUS/DESTRUCTIVE MATERIALS

The school's immediate response to a crime/threat is to inform law enforcement and the Superintendent of Schools for the Diocese of Phoenix and may result in immediate disenrollment **without further consequences**.

The possession or use of explosives and/or weapons and/or other dangerous/destructive materials on campus or at school-sponsored (Xavier or Brophy) activities will result in disciplinary action and/or required withdrawal from school.

Any incident involving an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person, within his immediate

control, or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. (A.R.S. 15-515)

If a student is allowed to remain at Xavier, she will receive the following consequences:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.
- c. The student is placed on strict Disciplinary Probation.
- d. The student is required to receive assessment and counseling at a school-approved agency and to cooperate fully with the terms of the Xavier Contract for the counseling.
- e. The student is excluded from all Xavier and Brophy activities (including athletics and clubs) for a nine (9) week period.
- f. Detention will be assigned.
- g. The student receives, if necessary, other consequences as determined by the Administration.

Possession or use of any facsimile of explosives, or weapons and possession of or involvement in the use of cigarette lighters, matches or fireworks on campus or at school-sponsored (Xavier or Brophy) activities is prohibited. Joking about having or using dangerous or destructive materials is prohibited. Such joking must be reported immediately to the Principal, Dean, or any member of the faculty or staff.

The consequences for violating the Dangerous/Destructive regulations (concerning facsimiles, lighter/matches, and joking) presented in the paragraph immediately above are:

- a. The items(s) is (are) confiscated.
- b. A parent meeting is required and a Disciplinary Notice is sent home.
- c. The student is subject to permanent disenrollment from Xavier.
- d. If a student is allowed to remain at Xavier she will:
  1. do so only on strict Disciplinary Probation;
  2. be excluded from all Xavier and Brophy activities (including athletics and clubs) for a minimum of three (3) weeks;
  3. Detention will be assigned;
  4. receive, if necessary, other consequences as determined by the Administration.
- e. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.

### **FORGERY**

A student may not sign a parent's name in any instance that requires a parent's (or any specified person's) signature. To do so (**with or without the parent's or the specified person's permission**) constitutes forgery.

The consequences for any forgery are:

- a. A Disciplinary Notice is sent home.
- b. Detention will be assigned.
- c. A re-evaluation of the student's continuance at Xavier occurs in the case of a second offense.

### **HABITUAL DISRUPTION OF CLASSES**

Willful disobedience, and/or open and persistent defiance of school authority will result in a Serious Offense for defiance and disrespect. If necessary, the Discipline Board will meet; the student may be asked to withdraw from Xavier.

### **LEAVING SCHOOL GROUNDS DURING LUNCH**

All students are required to remain on Xavier school grounds during lunch. Off-campus permits rarely will be issued for lunchtime and, if issued, are subject to all the requirements and consequences listed in this Handbook's section on OFF-CAMPUS PERMITS.

**Please note that Xavier does not issue off-campus permits for luncheon engagements.** Xavier students are not permitted to be on Brophy/St. Francis Grade School grounds at any time without the written permission of the Dean, Administration, or a Club/Activity moderator.

Any student off XCP school grounds during lunch without the required permission will be considered truant and will be subject to all the consequences of TRUANCY.

### LOITERING AND VANDALISM

Loitering includes remaining, at any time, in the streets and alleys and on private properties in the immediate and extended neighborhood of the Xavier campus.

Vandalism includes the destruction, damaging, marring, or removal of someone's personal property or the property or fixtures of the Xavier campus.

**(Xavier College Preparatory Campus includes Xavier, Brophy, the Convent and its parking areas, St. Francis Xavier Grade School, and Church property.)**

The consequences for students who participate in vandalizing, unauthorized decoration, littering, or loitering OR for students who are present in the area during these actions are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. Detention will be assigned.
- c. The student may be required to pay a fine for any damage.
- d. The student is subject to permanent dismissal from Xavier.
- e. If a Senior, the student is subject to exclusion from graduation ceremony and graduate from Xavier.
- f. The police will be notified if/when necessary.
- g. If the student is allowed to remain at Xavier, she will do so only on Disciplinary Probation.

### LYING

A Xavier student is expected to be honest with herself, her peers, and adults. The consequences for lying, or being dishonest in any manner to a member of the faculty, staff, or administration are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. Detention will be assigned.
- c. An immediate re-evaluation of the student's continuance at Xavier occurs in serious situations or in the case of a second offense.

**A student will receive the above consequences if another person, adult or minor, lies (in person, in writing, or on the phone) for the student or on her behalf.**

The Dean and/or Administration will determine when a student's explanation or presentation of facts exceedingly stretches the limits of credibility. In such a case, if the student is unable to verify the truth of what she says, the Dean and/or Administration will make a carefully considered final, decision about believing the explanation or information.

### MISBEHAVIOR (On and Off Campus)

A student is expected, at all times, on or off campus, to abide by the requirements of the Statement of Respect which she and her parents have signed.

**As a partner with parents in the education of young women, the Xavier Administration will notify parents when it has cause to be concerned about a student's activities or behavior, whether on or off campus.**

Students must realize that, whether in uniform or not, they represent Xavier when they are off campus. One reason for dismissal from Xavier is any conduct, on or off the campus that is unbecoming to a Catholic school student, conflicts with Xavier's values or mars the name of the Xavier community. Xavier Handbook's rules for conduct will be enforced when they pertain to student behavior in the school's residential and commercial neighborhood and on public transportation. **Of course, these rules apply to any behavior that is contrary to Xavier's principles.**

**When students commit off-campus offenses, Xavier may, at the discretion of the Administration, take disciplinary action under the following conditions:**

- If police authorities, neighbors, merchants of the greater community bring the offense to the attention of Xavier administration;
- If an offense or school rule violation occurs at dances, sporting events, field trips or any other function/activity sponsored by, chaperoned by, or is in any way connected to Xavier/Brophy;
- If a student's off-campus misconduct or illegal activity is not school-related, but does violate Xavier's principles, values, and rules;
- If a student's off-campus misconduct or illegal activity is not school-related, but directly affects the school or has, or may have, a negative effect on Xavier's reputation.

When any information regarding sexual behavior or the use, possession, or distribution of drugs/alcohol by a Diocesan student becomes known by any Diocesan staff member, that information will be shared with the parents/guardians of the student.

**Anonymous information about a student may be shared with her parents but will not serve for the basis of disciplinary action, unless the validity of the report can be specifically verified.**

Upon receipt of a complaint, alleging off-campus student conduct (legal or illegal), the Principal and/or Dean of the Students will, in their sole discretion, review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action. If a student's misconduct so warrants, Xavier will notify the appropriate law enforcement agency.

**See Arizona Statutes Requiring the Contact of Law Enforcement (Appendix H).**

**See Arizona State Legislature #13-3019 (Appendix I).**

## **PHYSICAL FIGHTING**

**Xavier has zero tolerance for any form of physical fighting. Students who fight on or off campus are subject to immediate disenrollment. Parents of the students involved will be notified as soon as possible.**

Physical fighting, in any form, (including, but not limited to, deliberate or combative pushing, shoving, scratching, slapping, hitting, kicking, or play fighting) is prohibited.

Students who are targets of, or witnesses to, the start of physical fighting (in any form) should RUN – and tell a faculty/staff member immediately.

Xavier's usual procedure is to give no difference in consideration to the person(s) who provoked the fight and who responded to a provocation. Xavier will take into consideration the student's right to defend herself from physical harm.

The consequences for participants in a fight are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.



- b. **The student is subject to permanent dismissal from Xavier.**
- c. If a Senior, the student is subject to exclusion from the graduation ceremony or failure to graduate.
- d. If a student is allowed to remain at Xavier she will:
  1. do so only on strict Disciplinary Probation;
  2. be required to receive assessment and anger management counseling at a school-approved agency;
  3. be excluded from all Xavier and Brophy activities (including athletics and clubs) for a nine (9) week period;
  4. Detention will be assigned;
  5. receive, if necessary, other consequences as determined by the Administration.
- e. A second offense will result in an immediate re-evaluation of the student's continuance at Xavier.

No student should choose to remain in an area in which physical fighting occurs. Any student who remains to observe a physical fight will receive these consequences:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. Detention will be assigned.
- c. If a Senior, the student will subject to exclusion from the graduation ceremony.
- d. The student is allowed to remain at Xavier only on strict Disciplinary Probation.

### **PRIVACY**

Without specific permission, a student may not touch or use a teacher's computer, calculator, or any other equipment including books, book bag, desk drawers, or any personal/professional items. Under no circumstance may a student request that an office be unlocked or opened for her without adult supervision.

The consequences for doing the above without permission are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. The student serves detention.
- c. A re-evaluation of the student's continuance at Xavier occurs in the case of a second offense.

Without specific permission a student may not remove any items (including papers, tests, or books which the teacher does not allow to be removed) from a classroom, a lab, or an office. A student who does remove an item without permission will receive the Handbook consequences for STEALING.

### **SETTING OFF THE FIRE ALARM SYSTEM**

A student who sets off the alarm is subject to dismissal, is liable for the cost of resetting the system, and is subject to other consequences as determined by the Administration.

### **SMOKING/VAPING/ANY FORM OF CBD**

Smoking, vaping, CBD formulas, possession of tobacco, or being with those in possession of tobacco is never permitted on or near the school grounds, at school activities, on or off campus while representing Xavier or anytime while a student is in or out of uniform. Per A.R.S. 36-798.03 and A.R.S. 13-3622 furnishing of a tobacco product, vapor product or tobacco or shisha instruments or paraphernalia to a minor; minor accepting or receiving tobacco product, vapor product or tobacco or shisha instruments or paraphernalia; illegally obtaining tobacco product, vapor product or tobacco or shisha instruments or paraphernalia by underage person are all illegal by law and will result in possible disenrollment from Xavier.

The consequences for violation(s) are as follows:

- a. A parent meeting is required and a Disciplinary Notice is sent home;
- b. Detention will be assigned;

- c. A first offense places the student on Disciplinary Probation and a conference between her parents/guardians and the Dean of Students will be held to re-evaluate the student's continuance at Xavier;
- d. Smoking cessation counseling is required for the student and her parent(s) at a school-approved agency;
- e. An athlete or a participant in AIA-sponsored, and/or competitive, activities who is caught or SEEN smoking/vaping/using CBD is suspended for 2-9 weeks from her athletic team and/or activity.

### STEALING

The only sure way for a student to prevent theft is never to leave her possessions unattended at any time, in any place. **The school is not responsible for lost or stolen items.**

The consequences for stealing are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. Detention will be assigned.
- c. The student makes restitution for items stolen.
- d. The student is subject to permanent dismissal from Xavier.
- e. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.
- f. If allowed to remain at Xavier, a student will do so only on strict Disciplinary Probation.

### STUDENT ATHLETES AND SERIOUS OFFENSES

Athletes and participants in AIA-sponsored, and/or competitive, activities are required to follow all requirements and rules of this Handbook and the Student/Parent Activities/Athletics Handbook. Any such student who commits a Serious Offense (as listed in this Handbook) will automatically receive (unless otherwise specified in the stated consequences of the offense) a 2-9 week suspension (non-participating and non-playing) from her team or activity.

The length of the suspension will depend upon the nature of the offense. After a review by the Dean, the Activities Vice-Principal and the Coach or Moderator, a complete suspension from the team or activity and/or other disciplinary action could result.

**Serious offenses related to threatening, physical fighting/violence and the use of alcohol and other drugs, however, may always result in a student's exclusion from all Xavier and Brophy activities (including athletics and clubs) for a nine (9) week period and may result in disenrollment.**

### THREATENING

**Xavier has zero tolerance for any form of threatening.**

A death threat, a threat of violence, or any kind of threat or any words that can be construed as a threat, whether spoken or written or made in jest, anger, or frustration, will be dealt with as a serious offense. A student is required to report immediately any threat, of any kind, to the Administration, Security officer, or a faculty member. A faculty member, in turn, is required to report immediately any threat, of any kind, to the Administration.

**The use of the word "kill" as a threat, verbal or written, must be reported to police immediately. The individual will be suspended until clearance is received from police.**

The consequences for participating, on campus, in any kind of threatening (written, verbal or non-verbal) of a Xavier student, Xavier employee, or volunteer are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. The student is subject to permanent dismissal from Xavier.
- c. If a Senior, the student is subject to exclusion from graduation ceremony and failure to graduate from Xavier.
- d. If a student is allowed to remain at Xavier she will:
  1. do so only on strict Disciplinary Probation;
  2. be required to receive psychological assessment and counseling at a school-approved agency;
  3. be excluded from all Xavier and Brophy activities (including athletics and clubs) for a nine (9) week period;
  4. detention will be assigned;
  5. receive, if necessary, other consequences as determined by the Administration.
- e. A second offense will result in an immediate re-evaluation of the student's continuance at Xavier.

These consequences apply to any student who participates in any way (directly or indirectly as an instigator, perpetrator, accomplice, or willing observer) in the act of threatening. (Also see BULLYING and HARASSMENT in Student Handbook.)

### TRUANCY

A student is truant when she is absent from class, or not on the school grounds, **without** the permission of the school or a prior parental notification of the absence that has been accepted by the school. Any student who forges an excuse note and is, therefore, given an Off-Campus Permit, will be considered truant. (Please refer also to this Handbook's sections on ABSENCES, OFF-CAMPUS PERMITS, and LEAVING SCHOOL GROUNDS DURING LUNCH)

The consequences for truancy are:

1. This absence is recorded as truancy on the student's attendance record.
2. Parents are notified as soon as the truancy is verified.
3. A Disciplinary Notice is sent home.
4. A zero (0) is assigned for tests, class work, and homework in each class missed.
5. Detention will be assigned.
6. Exclusion from all school activities is determined by the Dean and Activities Vice-Principal. This also applies to approved off-campus Xavier/Brophy activities held during the school day.
7. A student council officer or class officer who is truant automatically relinquishes her office.
8. No student who has taken part in a school project involving night activities is excused from classes the following day; such absence is considered truancy, unless illness, not fatigue, is involved.
9. A Senior who has been truant is subject to being denied participation in the Xavier College Preparatory graduation ceremony; the diploma is issued privately.
10. A second offense results in re-evaluation of the student's continuance at Xavier.

### UNACCEPTABLE COMMUNICATION

**The following behaviors will not be tolerated on the Xavier/Brophy campuses, at any Xavier sponsored events or in any situation, on or off campus, that involves a Xavier student or relates to/affects the Xavier community:**

- a. Vulgar, obscene, indecent (including any form of bodily exposure that is inappropriate communication), whether implied, gestured, written, spoken or electronically transmitted;
- b. The generating, receiving, or downloading of morally and/or legally unacceptable materials on the Internet;

- c. Sexting, generating, receiving or distributing indecent or sexually explicit materials of any kind (verbal, written, imaged, photographed, auditory).

### Email Policy for [xaviergators.org](http://xaviergators.org) accounts

Any Xavier student email account (including all addresses with a "[xaviergators.org](http://xaviergators.org)" extension) is to be used solely for official school business. No emails of a personal nature should be sent to and/or from these addresses. This includes the "classof\*\*\*\*@[xaviergators.org](http://xaviergators.org)" groups. Emails are monitored for content and appropriateness.

Catholic schools prohibit the use of all Communications Technology to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including but not by way of limitation, any information which contains items of any offensive sexual nature, racial slurs, derogatory gender-specific comments or any other communications that are disrespectful or discriminatory toward a person's age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability or any characteristic protected by federal law.

**The school has the right to have access to and disclose in its discretion all information generated or created on, retrieved from, stored on, sent or received on or otherwise communication in any manner over employee-owned, student-owned or school-owned Communications Technology operated at school or at any school-sponsored activity. (Diocesan Handbook)**

Non-compliance with these directives may result in required withdrawal from Xavier. If a student is allowed to remain at Xavier, she will receive the following consequences:

- a. A parent meeting is required and a Disciplinary Notice is sent home or other form of parental notification is used.
- b. Detention will be assigned.
- c. Consequences deemed appropriate or necessary by Dean's Office (e.g. required counseling, research paper, assigned project).
- d. In a situation of seriously offensive or indecent action(s), the Administration will determine appropriate and significant consequences. [See INTERNET USE in this Handbook and Arizona Revised Statue 8-309 on Sexting (Appendix J of this Handbook).]

### CALLED TO PROTECT

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical or emotional abuse of minors is not acceptable and will not be tolerated.

(Diocesan Policy and Procedures for the Protection of Minors)

### PREVENTION AND EDUCATION (Protection of Minors)

#### Article 2. Value of a Safe Environment

The Diocese of Phoenix is committed to providing a safe environment where we value and honor every individual as created in the image and likeness of God. Ideally no minor will ever be abused; these policies are intended to ensure this ideal. The Diocese of Phoenix is dedicated to upholding a culture of safety and the protection of all of God's children from abuse.

Relationships among people are the foundation of ministry within the Catholic Church. Defining healthy boundaries and policies to maintain safe environments are not meant to undermine the importance of personal contact or the ministerial role in any way. Rather, they are meant to assist all employees and volunteers within the Diocese of Phoenix to minister safely with consistent written standards which will safeguard all minors, the well-being of the community, and the integrity of the Catholic Church.

## HARASSMENT POLICY AND PROCEDURES (Diocese of Phoenix)

### PHILOSOPHY

The Diocese of Phoenix affirms the dignity of every man, woman, and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices.

#### I. HARASSMENT POLICY: (HANDBOOK OF POLICIES)

**THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT (i.e. harassment based on an individual's race, color, age, appearance, behavior, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL OR ENVIRONMENTAL. ANY EMPLOYEE WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

- A. It is the policy of the educational programs of the Diocese to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer, or student associated with these programs shall be subjected to any type of harassment.
- B. It shall be a violation of this policy for any employee, staff member, volunteer, parent, or student to harass another employee, staff member, volunteer, parent, or student through conduct or communications as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with, local, state, and federal laws and diocesan policy and procedures governing harassment within his or her educational program or office.
- D. Violations of this policy or [these] procedures will be cause for disciplinary action.

#### II. DEFINITION OF HARASSMENT

- A. Harassment on the basis of race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability constitutes discrimination and, as such, violates civil law and the policies of the Diocese of Phoenix.
- B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, age, appearance, behavior, religion, sex, marital status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, and that:
  1. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  2. has the purpose or effect of unreasonably interfering with an individual's performance; OR
  3. otherwise adversely affects an individual's opportunities.
- C. Harassing conduct includes, but is not limited to, the following:
  1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, age, appearance, behavior, religion, gender, marital or veteran status, sexual orientation, national origin, ancestry, or/and
  2. written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, appearance, behavior, or disability and that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the education program operates.
- D. The standard for determining whether verbal or physical conduct relating to race, color, appearance, behavior, religion, sex, marital or veteran status, sexual orientation, national

origin, ancestry, or disability is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The “reasonable person” standard includes consideration of the perspective of persons of the alleged victim’s race, color, religion, gender, national origin, age, appearance, behavior, or disability. It is not necessary to make a showing that the victim was psychologically harmed.

- E. Prevention is the best tool for the elimination of harassment. The Catholic Schools Office recommends an educational program at each school so that the school maintains an environment free of harassment on any of these bases.

### III. PROCEDURES

- A. Any person who alleges harassment by an employee, volunteer, or student files a complaint in writing directly to his or her teacher, immediate supervisor, Principal or Superintendent of Schools. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- B. The filing of a complaint or otherwise reporting of sexual harassment will not reflect upon the filing individual’s status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- C. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. If the allegation is one of sexual misconduct, the Diocesan policy on Sexual Misconduct will be followed.

### IV. SEXUAL HARASSMENT BY OR TOWARD STUDENTS

Sexual harassment toward students is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- A. Submission to or toleration of sexual conduct is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese or school.
- B. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student.
- C. The conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or of creating an intimidating, hostile offensive environment.

### V. EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, the following forms:

- Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Written: Suggestive or obscene letters, notes, e-mails, texts, or invitations
- Physical: Sexual assault, touching, impeding, or blocking movement
- Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters

### VI. SANCTIONS

- A. A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in one of the schools in the Diocese shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

## XAVIER’S CONSEQUENCES FOR HARASSMENT

Students, who engage in verbal or non-verbal harassment or intimidation of any kind, are subject to permanent dismissal from Xavier. (Also see BULLYING and THREATENING.)

The consequences for students who are allowed to remain at Xavier are:

- a. A parent meeting is required and a Disciplinary Notice is sent home.
- b. Counseling, reflection and service hours may be required.
- c. Detention will be assigned.
- d. The student will remain at Xavier only on strict Disciplinary Probation.
- e. A Senior is subject to exclusion from the graduation ceremony and failure to graduate from Xavier.

### **DISCIPLINE BOARD**

Serious discipline cases may be subject to review by the Discipline Board.

The Discipline Board consists of the Activities Vice-Principal, the Dean, the Assistant to the Dean, the Campus Minister, a teacher of the student's choice and any representative(s) deemed necessary by the Principal. The Discipline Board meets with only the student and her parent(s) or guardian(s).

Taking into consideration the degree of offense, the past record of the student, and the nature of the offense's circumstances, the Discipline Board recommends consequences regarding the infraction to the Principal for final decision.

Other than the case of required withdrawal of a student, it might be possible for other serious matters to require an appeal of an administrator's decision. It is the responsibility of the Superintendent in a Diocesan school to determine if the decision is proper subject for appeal.

### **DISCLOSURE**

Without parental consent the Dean's Office may disclose to teachers or school officials, at Xavier or at other schools, disciplinary action for a student's conduct that posed a significant risk to the safety of the student, other students, or other members of the school community [FERPA Regulation 34 C.F.R. §99.36 (b)].

### **DISENROLLMENT**

If the Administration determines that a student's attitude and/or behavior illustrate her refusal to cooperate or comply with the spirit, requirements and regulations of Xavier, both she and her parents will accept the responsibility of disenrollment **without further discussion**. All Xavier communication will be terminated after **5** days from the date of disenrollment.

### **DRESS CODE**

#### **REGULAR SCHOOL DAY UNIFORM REQUIREMENTS**

Students may choose from the following shirts **ONLY**:

- **White/blue short sleeved polo**
- **White/blue long sleeved polo**
- **White/blue short sleeved oxford**
- **White/blue long sleeved oxford**
- **As of August 1, 2019, all Xavier College Preparatory uniform skirt hemlines will go to the knee (top of the knee cap). The top of the skirt is to be worn on the waist, never on the hips.**
- Only Xavier sweatshirts approved by the Vice Principal of Activities may be worn over the uniform shirt. No oversized t-shirt/cotton/dry fit material is allowed to be worn as a sweatshirt.

**A student must wear a uniform shirt under the sweatshirt at all times except for Buck-a-Sweans.**

- These are the approved club and activity sweatshirt colors: white, navy, royal, forest green, gray and maroon.
- The approved sweatshirts may be crew, hoodies with a kangaroo pocket,  $\frac{3}{4}$  zipper, full zipper and are not allowed to have personal names anywhere on the sweatshirt. These sweatshirts may have initials on the cuff and the sport, club or activity name on the sleeve.
- **As of July 1, 2017, all sweatshirts worn as uniform for club, activities or sports will have the gator and the “X” either on the upper left front of the sweatshirt or on the arm.** No long sleeve shirts are to be worn as a legal uniform top. All t-shirts and long sleeve shirts except white are approved to be worn on Buck-a-Sweans only.
- **Absolutely no names are allowed anywhere on the sweatshirt; initials will be on the cuff.**
- **Sweatshirts that have the white trademark symbol on the sleeve must follow all criteria to be legal.**
- **As of August 1, 2016 long sleeved class t-shirts are no longer allowed as a uniform top.**
- **Father/Daughter ski club and Fashion Show sweatshirts are approved uniform wear.**

A Xavier student is expected to be in correct uniform each day while on campus except on those occasions when they have out-of-uniform days. A student must be in full uniform upon arrival on campus until 3:30pm.

When attending Xavier/Brophy dances and other extracurricular events, a student is expected to adhere to the Xavier Dress Code except for the regulations specific to the uniform.

**SOCKS:** **Footed** tights must be solid black (ankle high tights are not allowed unless they are covered by socks) or socks may be worn as long as they are **solid white, blue, black, gray or socks with the XCP emblem sold at the GearXChange. Fuzzy slipper socks are not allowed. Sock color must match.**

**SHOES:** Shoes must have solid soles and appropriate and permanently attached heel straps. Not allowed are **ankle-high (i.e. high top canvas shoes), or higher**, boots or similar type boots; shoes which extend above the ankle bone; 5-toe shoes; shoes with heels higher than two inches or with inappropriate colors/decorations; any footwear that is or resembles house slippers or shoes with fuzzy insides (i.e. moccasins, UGGS). **Walking barefoot indoors or outdoors is never permitted before, during, or after school, especially when going from changing rooms to dance, spin and/or yoga.**

Because wearing the uniform is a privilege and responsibility, a student in uniform must abide by the directives of the Handbook both on and off campus. A student is also required to dress appropriately and modestly at Xavier/Brophy functions (including sports events). Motto: Do not wear anything there that you would not wear here at school.

**PLEASE NOTE: ONLY LIMITED NUMBERS OF ITEMS ARE MAINTAINED IN STOCK.**

Xavier sweatshirts, sweaters, shirts, skirts and PE uniforms are purchased from the Mothers' Guild in the Gear XChange.

Xavier letter jackets may be worn in the classroom; no other type of jacket or coat may be worn in the classroom. Cleanliness and appropriate grooming are essential at all times; an unkempt appearance is unacceptable.

When a student is in uniform, she will comply with these directives:

- a. Uniform skirt and blouse are to be neat, clean and properly hemmed with thread. Frayed, ripped skirts and skirts with holes or stapled/pinned hems are not acceptable and will not be tolerated. Skirts with broken zippers, sewn down pleats, unpressed pleats, missing threads and rolled waistbands are not



acceptable. Shirts are to be free of holes, tears and ripped seams. Shirts are to be tucked in at all times. Students who do not follow these directives will be subject to detention.

- b. Should a student choose to wear a T-shirt under her uniform shirt, that T-shirt must be a solid white or gray shirt (no visible printing or design). At no time may the sleeves of a shirt worn under the uniform shirt extend beyond the sleeves of the uniform shirt. **No undergarments (i.e. sports bras, T-shirts) may be visible or show through the uniform shirt at any time.**
- c. No long pants may be worn in the classrooms. In inclement weather pants may be worn before school, break and lunch. If a student chooses to wear long pants outdoors, she must remove them in the restroom (not outdoors, in the halls, or in the classrooms).
- d. Hats, visors, excessively large, gaudy headbands, bandannas and sunglasses on top of the head are not allowed.
- e. Only **one simple necklace and one simple arm bracelet** are allowed. **Two pairs of simple earrings** are allowed. These pairs of earrings are to be worn in the **lobe** of the ear. No piercings or earrings of any kind are allowed in the upper or middle cartilage of the ear. Any other piercings or cuffs are strictly forbidden. Large, dangling or large hoop earrings are not allowed. The school will determine what is “simple” and what is “large”.
- f. The student may wear one, and only one, wristwatch and two simple rings on each hand. No piece of jewelry may be loud, unbecoming, excessive, irreligious or extreme. Jewelry with chains and spikes is not permitted.
- g. Hair color and length should be appropriate for young women in a Christian school. Ultra-short, shaved, or shockingly colored hair is not allowed. Feather extensions and/or any extensions that do not match the student’s natural hair color are not allowed. The excessive use of bleach or black hair dye or any hairstyle considered punk, Goth or out-of-mainstream acceptability is not allowed. Highlights must be close to the natural color as possible. All appropriate highlights must begin at the hairline. Ombre hair color is not allowed.
- h. Makeup must be appropriate for young women in a Christian school. Excessive or exaggerated use of black or dark-colored eyeliner is not allowed. Only shades of red and pink lipstick may be worn. Nail polish may be any plain, **solid** color except black (**no stickers, decorations or glitter allowed**). All nails must be painted the **same** color. Foundation or base makeup must be a flesh tone appropriate to a student’s skin color.
- i. Tattoos, Hennas, other skin painting, branding, and body piercing, **including earrings not in the lobe of the ear**, are not allowed. Tongue rings, nose rings, and other facial or body rings are not allowed. Covering a tattoo or piercing is never allowed. Wearing stickers on skin or clothing is not allowed, unless specific permission to do so has been given by a Xavier faculty member.
- j. As a Catholic school, Xavier upholds religious principles and values. Religious objects and sacramentals, such as crosses, crucifixes, medals, and rosaries symbolize Xavier’s religious principles and values. Students are expected to show always and in every way the same respect for holy and sacred objects. Wearing religious objects, such as those indicated above, as decorative jewelry or in such a way that appears disrespectful, is unacceptable and the student will be asked to remove the objects while on campus. Any jewelry or clothing that is, in any way, associated with the occult or gang membership is not allowed. Parents are asked to encourage their children to show respect for sacred things and to dress appropriately.

If for some reason a student must be out of uniform, she must present a note from her parent stating the reason to the Dean at least 24 hours prior, at which time she will be given an out-of-uniform pass. If not in uniform, a student must wear a suitable dress, dress pants, or skirt and blouse. Any clothing or jewelry considered goth or out-of-mainstream acceptability is not permitted.

Out-of-uniform permits will NOT be issued for medical appointments, before or after school appointments, court appearances, or arrival from or departure for vacation.

Dress code infractions will result, at the very least, in an assigned detention and a referral. If a student repeatedly chooses not to conform to the school policy concerning uniform, dress, hairstyles and color, and body adornment, she may be asked to disenroll from Xavier. The school will determine what is acceptable and unacceptable attire and appearance.

**When a student attends a Xavier function, appropriate modest dress is required for attendance. No short shorts or short non-uniform skirts allowed.**

### **BUCK-A-SWEANS DAY**

On occasion, clubs and classes sponsor these days as fundraisers. Students are allowed to wear only clean, neat, untattered, solid colored jeans or appropriate sweatpants according to announced directives. Unless specified otherwise, the following are not permitted:

- Overalls
- Capris
- Shorts
- Maxi skirts/dresses
- Jeggings/yoga pants/leggings with or without cutouts
- **Absolutely NO white team, club or activity long or short sleeve shirts may be worn on Buck-A-Sweans days**

**The following are the only tops that may be worn:**

- **Xavier uniform shirt or sweatshirt (a shirt is not required under a Buck–a-Sweans sweatshirt)**
- **Xavier team shirt/sweatshirt**
- **Xavier club or activity shirt/sweatshirt**
- **Absolutely no other school or college sweatshirt or t-shirt may be worn**
- **Sweatpants must be appropriate**

All tops must have sleeves and cover the midriff at all times.

All footwear regulations are to be followed. (Shoes with heel straps ARE required.)

All dress code regulations, except those specific to uniform skirt and blouse, must be followed.

If a student chooses not to participate in Buck-A-Sweans day, she must come to school in full uniform.

**SEE DRESS CODE for DANCES in THIS HANDBOOK.**

### **PERFORMING ARTS CENTER (PAC)**

When attending performances in the PAC, students are required to behave and dress with propriety, good taste, and respect. Abbreviated clothing, shorts, jeans, flip-flops and other inappropriately casual clothing are not acceptable attire for artistic presentations. No food or drink is allowed in the PAC and all feet must be on the floor.

## **OTHER POLICIES AND PROCEDURES**

## **DISTANCE (ONLINE) LEARNING**

Due to an unprecedented event that may cause Xavier College Preparatory to switch over to Distance (online) Learning, the following requirements will be in place:

- Students must be online at the start of each class, including homeroom, to be counted as present.
- **All students online must wear a Xavier polo, activity/club shirt or sweatshirt daily.**
- All students must be at a desk/table in a relatively quiet area.
- Students are not to be sitting or lying on a bed when online.
- When online in a virtual classroom, the instructor may require students to turn on the video so their face may be seen.
- Students must remain in the class until the instructor releases them.
- No other device, other than the computer being used, is to be utilized during the lecture (i.e. cell phone).
- All handbook rules apply when online regarding attendance, integrity and discipline.
- If a student encounters an internet problem, she is required to contact the teacher and Xavier College Preparatory's main office (602-277-3772) immediately.

## **ACTIVITIES CALENDAR**

All meetings and activities must be approved by the Activities Vice-Principal. Weekly calendar dates are due Wednesday by lunch.

## **ACTIVITY AND ATHLETIC HANDBOOKS**

The Activities Vice-Principal/Athletic Director has prepared Athletic and Activity Handbooks which contain further information regarding policies, regulations, etc., concerning school sponsored interscholastic activities, spirit groups, clubs, publications, and other activities. Students are encouraged to participate in Xavier's extensive extra curricular program. The variety of activities available will accommodate future interests and/or needs. Integrating other activities into the program will be made by the administration based on interest, funding, facilities and personnel available. Through our social and extracurricular activities, we celebrate "Unity". These do not include, although respected, social or extracurricular activities, which relate to other faiths or religious beliefs. Xavier celebrates Unity of cultural groups/ethnicities in the newly formed club "We are Xavier" (WAX).

At parent pre-season team meetings, both parents and the student involved in the interscholastic teams, Mock Trial and Spirit Line receive copies of the Athletic Handbook. Copies of these Handbooks may be obtained from the Activities Vice-Principal/Athletic Director and are also available in GatorNet under the Resources tab. All students and parent/guardian(s) indicated their understanding, receipt of, and agreement with the Activities/Athletics Handbook during the online registration.

## **ANNOUNCEMENTS**

P.A. announcements may be made at the specified time provided the announcement is written and has the signed approval of the Activities Vice-Principal or Assistant Athletic Director. P.A./video announcements are due by 7:30 a.m. the morning of the announcement and are to be placed in the P.A./video box in the office of the Activities Vice-Principal Administrative Assistant. On Monday through Thursday at the beginning of 6<sup>th</sup> period, a five-minute prayer after meals followed by a reflection will be given. This time is to be used for quiet reflection for students, faculty and staff. No instruction is allowed during this five-minute period.

## ASBESTOS

The United States Environmental Protection Agency (EPA) requires all schools to inspect their building, and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulations further requires that all parents, teachers, and employees of schools where asbestos is found, be notified. This requirement will be part of an inspection and management plan that will be on file at Xavier.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of Xavier's school facility. Any friable asbestos containing material that has been found damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it is eventually removed. Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all school areas are safe and free of asbestos fibers.

## ASSEMBLIES

Students and faculty are required to attend all school assemblies unless specifically stated as optional. Requests for early dismissal will not be honored at this time. All books are to be left in lockers or classrooms. Utmost courtesy is expected of all students during assemblies. Students are to take assigned seats and acceptable sitting positions. Students should not sit in designated aisle areas. Courtesy requires students to be silent when a student officer approaches the microphone and to listen attentively as the program begins. Students are encouraged to react and laugh at appropriate times and in a refined manner. Whistling, stamping of feet, and chewing gum are never acceptable. After the program is finished, students should wait until they are dismissed by the Student Body President. Unless invited, guests are not allowed at any assemblies.

## BOOKSTORE

The bookstore, located in the Administration wing, is open ONLY before school, at the break, and during lunch period. Students should not enter the bookstore at any time. When they are available and approved by Xavier, eBooks may be used instead of paper textbooks. Therefore, students may use electronic devices during class to access their books at the discretion of the teacher. **Students who misuse their electronic devices by being off task during class may lose the privileges and receive consequences from the Dean's office.**

All sales are final. Purchaser is responsible for procuring the correct items. No refunds, no exchanges, and no returns once the purchaser leaves the bookstore window. The bookstore does not sell eBooks; however, some books are available in eBook format. See the bookstore page at [www.xcp.org](http://www.xcp.org) for more information and links to purchase them.

## CHANGE OF ADDRESS

Change of name, address, email address and telephone numbers must be reported in writing, at once, to the Registrar's Office. This notice of change must be signed and dated by a parent or legal guardian.

## CORRIDOR TRAFFIC

In order to facilitate traffic, students must keep to the right in the corridor whenever possible. Sitting in stairways is prohibited. Corridors must be cleared when bell rings.

## COURTESY

Students are expected to conduct themselves in a manner reflecting credit on themselves, their parents and their school. School pride and the cost of cleanup and maintenance dictates that students should take a special concern in keeping the school neat and clean at all times.

## DANCES

To attend a Xavier or Brophy sponsored dance a student must:

- a. present her current ID card;
- b. arrive no later than one-half hour after the dance starts;
- c. remain at the dance until one-half hour before the dance ends or until the end of the dance (dependent on prior directions from the Dean of Students);
- d. wear proper attire (**according to the theme and announced directives**); tops/dresses that are low cut in the front, back or sides, or have illusion style clothing or showing midriff are never allowed. Leggings/jeggings/yoga pants are not allowed. Skirts/dresses must follow the Xavier hemline rule.
- e. leave no later than 15 minutes after the dance has ended. If faculty members must remain with a student to wait for her transportation, the student will receive detention.

Guest passes for specific dances are obtained from the Student Council office. NO guests over the age of 21 are allowed into dances. Guests will be asked to leave if they do not abide by the Xavier dress code for that dance.

**The Dress code for the Prom and Senior Fashion Show requires Xavier students and guests to wear ankle/floor length dresses/skirts. No asymmetrical hems, high low dresses, high low with a sheer cover, or illusion style material are allowed.**

If there is any question regarding appropriateness of a dress for any dance, show it to the Dean immediately.

To demonstrate the seriousness and illegality of the consumption of alcohol and/or the use of drugs by minors, Xavier will rely upon the assistance of law enforcement officer at major student social functions. If Xavier personnel has reasonable suspicion that a student is under the influence of alcohol or drugs, that student may be subject to questioning and/or testing by a staff member or a law enforcement agency.

## ELECTRONIC DEVICES/CAMERAS

Revised (5/2016)

A student brings electronic devices (laptops, tablets, cell phones, cameras, etc.) onto campus at her own risk. As part of Xavier's BYOD 1:1 Computing Program, students will have the opportunity to use their computing device (laptop or tablet) as a resource in their classes for: research, presentations, online learning, group collaborations, and classroom assessments. Electronic devices such as cell phones, cameras, etc. are considered peripheral devices and their usage in classes may be allowed by faculty when utilized to support learning activities, otherwise **are not permitted** for use during classes or school events.

At Xavier, we integrate technology resources where most appropriate in support of our curriculum and instruction goals; therefore student use of computing devices and peripheral devices will vary based on the intended lessons and learning outcomes. **A student may not photograph or, in any way, record teachers/staff members without the expressed permission of the subject(s).** If she does, she will be subject to disciplinary action.

**Cell phones must be put away before entering a classroom; that includes locker rooms and gymnasiums.**

A cell phone will be confiscated and consequences will be given if a student enters a classroom with a cell phone in hand.

If an electronic device is used, seen or heard, while classes/activities are in session, **and the teacher has not given a directive to turn it on**, the consequences are as follows:

- a. For the first offense in a semester, detention will be assigned.
- b. For the second offense in a semester, two (2) hours of detention will be assigned and the device will be held for 24 hours in the Dean's Office.
- c. For the third offense in a semester, detention will be assigned. Also, the Dean will meet with the student and notify her parent(s) that the student is required to give the device to the Dean's Office every day (7:40 a.m. – 2:45 p.m.) for the remainder of the semester and is not allowed to bring/use a different device while at school.

In all cases of confiscation, the Administration reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during any school day or at any school-sponsored activity. When deemed necessary, this information may or will be downloaded and/or printed.

## **EMERGENCY PROCEDURES**

### **SILENCE IS OF THE UTMOST IMPORTANCE**

#### **LOCKDOWN INSIDE:**

1. Stay put, move away from windows-**NO TALKING OR CELL PHONE USE.**
2. Take attendance.
3. All communication regarding attendance will occur after the lockdown has been lifted.
4. If evacuating, follow fire drill procedures located on plaque in classroom.

#### **UNSAFE BUILDING:**

1. Move to the center of the room.
2. Take shelter under desks/tables.
3. Move out from under suspended objects.
4. Shut off electrical or gas appliances.
5. Be alert.

#### **EXTREME LOCKDOWN (REVERSE):**

1. Move swiftly to any secure area. Directions will be given when campus is safe.

See **APPENDIX E (CRISIS PROCEDURES)**.

## **FIRE DRILL**

When the alarm rings for a fire drill, students and staff are to silently exit the building according to directives posted in their classroom. Once outside, students may not block streets, fire lanes, or fire hydrants. Teachers will take attendance when students have cleared the building. Students will remain outside until the signal to return to class has been given. Students and staff are to be silent during the duration of the entire fire drill. **SILENCE IS OF UTMOST IMPORTANCE LEAVING AND RETURNING TO THE BUILDINGS.**

## **FOOD, BEVERAGES, AND GUM**

Food and drink are not to be consumed or visible in classrooms; however, water bottles are at the discretion of the teacher. **Food and drink may not be consumed or left in the halls or restrooms at any time.** Chewing gum is not allowed, at any time, in any building. If a student leaves any food or drink outside of a classroom, it will be confiscated. Students are to eat outdoors or in the Student Union; provisions will be made for inclement weather. If you chose to eat outside any of the buildings, you must clean up your area.

Violations concerning food, beverages, and gum will result in assigned detention.

## GRADUATION

“All students must meet all educational, financial and disciplinary obligations prior to graduation from high school.” (Diocesan Handbook)

A student may be excluded from participation in the graduation exercises for reasonable cause or consequence. Repeated and/or serious violations of the rules and spirit of the Xavier handbook, frequent absences and tardies, failure in any subject, uncompleted course work and unsatisfactory completion of semester exams are causes for exclusion from the graduation ceremony or for not graduating from Xavier. “The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Superintendent of Schools.” (Diocesan Handbook)

### **Participation in graduation is a privilege – not a right.**

The graduation ceremony will be one of dignity and good taste. The school will determine the standards. The participants and guests will be expected to act accordingly.

All participants in the graduation ceremony will wear the traditional royal blue cap and gown. No decorations, pins, corsages, stoles, etc. may be worn on the gown with the exception of the high school National Honor Society stole.

Graduation is a school-sponsored ceremony. The function of the graduation ceremony is to recognize the scholarly endeavors of the students. It is the right of the school to govern the decorum of the graduation exercises and to determine consequences for students who choose not to comply.

## GUEST PASSES FOR STUDENTS

Guest passes will be required of all off-campus individuals who accompany Xavier students to Xavier classes. Passes must be obtained from the Dean’s Office two days before the planned visit.

Generally, guest passes will be issued only to students who are interested in the possibility of attending Xavier. Guest passes will not be issued to students who have previously attended Xavier.

Student visitors must follow all the guidelines of Xavier’s dress code except those specific to the uniform. They may not wear inappropriate jeans, shorts, inappropriate skirts, blouses, or shirts. A guest whose appearance is deemed inappropriate by the faculty, the Dean, or the Administration will be asked to leave campus.

Students who have guests on campus are responsible for all the actions of the guest.

## INSPECTION

Because the physical welfare of students, faculty, employees, and visitors is of utmost concern, Xavier remains continuously alert to possible problems. For reasons of security, safety, integrity, or identification, Xavier reserves the right to perform inspections, on a random or any other basis determined reasonable by Xavier, of students’ personal belongings, including, but not limited to, purses, backpacks, books, school supplies, lockers, devices and cars. All vehicles parked on Xavier’s campus are subject to search. The inspection will be performed by the Dean of Students and/or the Chief of Security and/or any person so delegated by the Principal. In case of an emergency or the need for expediency, any of the above-named persons may inspect a student’s personal belongings without the presence of another adult.

## LOCKERS

Xavier lockers and locks are issued at the beginning of the school year. These are school property and, as such, the school reserves the right to inspect them. No decals, stickers, tape of any kind, or paint may be used inside or outside the lockers. No birthday or sports acknowledgements on lockers at any time. **No items may be attached to the lockers.** Students are to use the lock and locker issued to them by the school. The lock will be turned in at the end of the school year; if it is lost, the student will pay for its replacement. **Lockers MUST be kept locked at all times; Xavier is not responsible for anything left outside, on top of the locker, or if the locker is not locked.** A student may not give her locker combination to another student. A student may not open or use another student's locker. If a student chooses to do so, both she and the student to whom the locker was assigned will receive disciplinary action. Repeated violations will result in loss of locker use if deemed necessary. If a student uses material(s) from another student's locker to cheat, in any way, both students (the one who took the material and the one to whom the locker was assigned) will receive the Handbook consequences for cheating. Students are responsible for their locker. Any damage or problems with a locker should be reported to the Dean immediately. If a lock is lost or broken a student must pay for its replacement. Students are never to use their own lock on a locker. If a student does so, the lock will be removed by the Administration.

The Dean of Students and/or any person delegated by the Principal has the authority to inspect lockers or purses in the presence of one other adult or, if expedient, alone.

### **STUDENTS MAY NOT BE EXCUSED FROM CLASS TO GO TO THEIR LOCKERS.**

### **LOST AND FOUND**

Articles, which are found, should be turned in to the Bookstore. Inquiries for lost property may be made there. High value items, such as cell phones, purses, wallets, and electronic devices, should be turned in to the Attendance Office. Library books that are found should be turned in to the Library. Lost and found areas are located in the Bookstore and the Student Union.

### **MASS**

All items are to be left in lockers or classrooms. Students are to sit in assigned sections and take acceptable sitting positions. Students should not sit in the designated aisles. There is NO talking during Mass. Students are encouraged to be attentive and to participate in the Liturgy. After Mass has ended, students are to wait until they are dismissed by the Student Body President.

### **NOTE WRITING/READING**

The writing, reading, texting or exchanging of personal notes between students during class time is not allowed. All students involved in such activity will receive detention. Confiscated notes may be read by the teacher involved and may be given to the Dean.

### **NURSE'S OFFICE**

The Nurse's Office is located in Fitzgerald 110. If a student becomes ill during school hours, she should ask her teacher for a pass to the Nurse's office. A student must report to class before going to see the Nurse. After 20 minutes in the Nurse's office, a student will be sent back to class or the parents will be notified of her illness. No student is to go to the Nurse's office without first checking with a school official. No student may call her parent to request permission to leave and/or to request transportation home. If it is necessary to return home, the office will make arrangements. **NO STUDENT MAY GO HOME WITHOUT PERMISSION FROM THE ATTENDANCE OR NURSE'S OFFICES.**

**It's important everyone takes prevention steps to help stop the spread of all illnesses:**



- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wear face coverings when needed
- Stay home if temperature is 100.4 F or above. Students must be 24 hours fever free without the use of fever reducing medicine.

#### **Guidelines regarding stay at home protocol:**

**If you have tested positive for COVID-19 or are being evaluated (i.e., waiting for test results) for COVID-19 infection by a health care provider and sent home to recover, you must follow the most up-to-date guidelines set by the Maricopa County Department of Public Health. Administration has the right to adjust these guidelines pursuant to MCDPH.**

### **STUDENT HEALTH POLICIES (Diocesan Handbook)**

#### **A. Student Health Records**

Each student shall have on file a health record card. This card is to be treated with professional care. On the card shall be noted all immunizations and screening required by law as well as other pertinent health information. These records are sent to receiving schools when students transfer. A copy is placed in the student's permanent file.

#### **B. Vision and Hearing Screening**

The administration shall arrange for vision and hearing screening for all students new to the school or in grades K, 1, 2, 4, and 6 or any student who has not been tested within a year. Results of the testing shall be recorded on the student's health record.

#### **C. Readmission of Student after Illness**

1. The administrator must follow state guidelines regarding readmission of a student who has contracted a communicable disease.
2. A written explanation of student absences and tardiness from a parent or guardian is required, and it is to be filed for one year.

#### **D. Accidents and Illness at School (Emergency Information Form)**

1. Each school, preschool, and Extended Day Care program must have readily available an updated and complete emergency form for each student.
2. When a student becomes ill or is involved in an accident, the parents or guardian should be contacted immediately.
3. In case of serious injury, the paramedics should be called. If the parent or guardian cannot be reached, other persons listed on the emergency card should be contacted.
4. Parents or guardians should sign a statement authorizing the school to seek medical attention if they or other persons cannot be contacted.

#### **E. Medications**

1. School personnel may not administer medications of any kind without appropriate consent forms. The following requirements must be met for a student to receive medication at school:
    - a. medicine must be kept in a prescription bottle or original container;
    - b. there must be a written request, signed by the parent or guardian for school personnel to administer any medication sent to school and providing the following information:
      - \* date or dates and time to be administered
      - \* instruction of dosage
      - \* signature of parent or guardian
  2. All medications provided by the student must be kept in a secure place to which students do not have access. (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office.) Because of the risk of students sharing medication, no student may carry his or her own medications. If a student is seriously at risk without carrying the inhaler or epi-pen, consideration will be given to a variance if the physician and parent document the following:
    - \* risk of not carrying medication
    - \* the student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
  3. The person designated by the Principal to administer medication is to keep a log of medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal or designee.
  4. Glucose testing and insulin administration is to be coordinated by parent/legal guardian in collaboration with the school Principal.
  5. At the end of each school year, medications are returned to the parent/guardian or disposed of in an appropriate manner.
  6. These requirements apply to over-the-counter drugs as well as prescription drugs. Medications, including acetaminophen, cough drops, medicated lip balm, etc. shall not be furnished to students by the school.
- F. First Aid Kit  
Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administered first aid.
- G. No animals are allowed on campus including sports fields at any time. The only exception would be certified service or therapy dogs with the doctor's prescription. Absolutely no service or therapy animals in training.

### **POSTERS**

Sufficient bulletin boards are available in the corridors for announcements. Students may not hang posters on painted walls or on tennis court/school fences at any time. All posters and signs must be stamped for approval for posting by the Activities Vice-Principal. Posters and signs **MUST** be removed immediately after the activity is over.

### **PROPRIETY**

A student is to avoid public displays of affection which could/should be a source of embarrassment to her or others. Such displays include, but are not limited to, kissing and hugging. Lying on the grass, sidewalks, or floors at any time during the school day is an inappropriate posture.

## RECEIVING MESSAGES AND DELIVERIES

Xavier cannot and will not accept telephone calls from parents to inform their daughters of rides home, medical appointments or other messages. Besides the class disruption, we are neither equipped nor staffed to deliver messages to students throughout the school day.

Flowers, balloons, gifts, or any other items **WILL NOT** be accepted at the school when they are delivered. We cannot deliver these to students while they are in class, and we do not have the facilities to keep them in the office.

If a student receives balloons or flowers from friends while at school, she must store them in the bookstore until the end of 8<sup>th</sup> hour or until she is ready to leave campus.

**Students and parents MAY NOT order or receive restaurant deliveries, or any food deliveries, any time during the day. All faculty/staff/coaches must notify the front office or Dean if they are ordering food during normal school hours.**

See APPENDIX G (DELIVERIES).

## RETREATS/DAYS OF PRAYER

All students are **required** to participate in Retreats/Days of Prayer. Xavier students are automatically excused from Brophy classes when attending retreat or prayer days.

## SECURITY

Xavier desires to provide a safe environment for students on campus and at school activities. Security cameras are posted at various locations on the school grounds. Should any student ever be approached by anyone in an improper way or if any student ever feels that her safety is in jeopardy, she should immediately notify the Principal or any member of the staff. A student should feel free at any time to call or come to the Convent if no one is available to her on campus. The Convent is located on Third Street directly west of the school.

For security reasons any area south of campus to the canal and from 7<sup>th</sup> Street to Central Avenue are off limits to Xavier students.

## EIGHTH (8) PERIOD SECURITY

The only students allowed on campus during and after 8<sup>th</sup> period are Xavier students and Brophy students. While at Xavier, a Brophy student must have his I.D. card with him at all times (including 8<sup>th</sup> period). Students remaining on campus during 8<sup>th</sup> period must be in a classroom, the library, or other safe area. Loud or disruptive behavior in the corridors or outdoors which interferes with 8<sup>th</sup> period and/or school activities will not be tolerated. If faculty directives are not followed, the police may be called.

## AFTER-SCHOOL SECURITY

Xavier closes at 4:00 p.m. No student may be in the school after 4:00 p.m. without a coach/faculty member. No student is to be on the Xavier campus after school hours without permission from school personnel. Students waiting for transportation after 4:00 p.m., or after school on early-dismissal days must wait within the gated area of the front courtyard. In case of an emergency after 4:00 p.m., a student may use the phone at the Convent.

## STUDENT ACCIDENT INSURANCE

Any student enrolled in a Diocese of Phoenix Nursery, Pre-School, Kindergarten, Elementary, or Secondary school, will be provided accident insurance while: On school grounds when school is in session; while taking part in a school sponsored and supervised activities; while attending school sponsored and supervised religious

services or instruction. If a student suffers a covered “accidental injury,” she/he will be eligible for benefits by completing the proper claim documentation, which will be available in the school office. This coverage is subject to policy terms and conditions and is excess to any other coverage available to the student. (See Insurance Forms, Appendix A, Xavier Handbook.)

## TUITION

Please refer to the Tuition Agreement form and note the payment schedule. Tuition payments are subject to funds’ verification by the Finance Office. Checks must be negotiable at time of presentation. Post-dated checks will not be accepted. There is a \$35.00 service charge for all returned checks. Checks returned by the bank, for any reason, must be paid by credit card, money order, cashier’s check or cash within ten days of return. Thereafter, all future payments must be credit card, money order, cashier check or cash. Tuition, whether in the form of credit card, money order, cashier check or cash, is not to be combined with the payment of any other fee or charge required by Xavier.

**The following is the Diocesan Policy on Financial Delinquency (Section G – 1, 2 &3)**

**In the event of a Diocesan School student’s financial delinquency, that student will not be permitted to take end-of-semester examinations or register for the following semester of school until all financial obligations have been met.**

**In the event of a Diocesan or Parish School student’s financial delinquency, the school may withhold credits and/or diplomas from the student, or may take other appropriate action until all financial obligations to the school have been met.**

**In the event of a Diocesan or Parish School student’s financial delinquency, the student will not be permitted to register at the same school or at another Catholic school within the Diocese of Phoenix until all financial obligations have been met.**

Additionally, the student will not be permitted to run for a student office, try out for the spirit line, take preliminary AP exams, take semester exams or receive transcripts, yearbook, or graduation announcements until all financial obligations have been met.

Tuition received in the Finance Office after December 1 must be credit card, cash, cashier check or money order. Tuition received in the Finance Office after April 1 must be credit card, cash, cashier check or money order.

## UNACCEPTABLE PRACTICES

There is **no** such thing as **off-campus/on-campus initiation** of any student or athlete. Participation in such initiation will merit severe discipline, and in the case of a senior, will jeopardize the student’s privilege of participating in the graduation ceremony.

There is **no** such thing as a **Xavier skip (ditch) day**. See TRUANCY. Participation in such a day will merit severe discipline, and in the case of a senior, will jeopardize the student’s privilege of participating in the graduation ceremony.

There is **no** such thing as school-approved **Senior pranks**. Participation in such pranks will merit severe discipline, and in the case of a senior, will jeopardize the student’s privilege of participating in the graduation ceremony.

## UNSCHEDULED EARLY DISMISSAL

On rare occasions, because of weather conditions or unforeseeable circumstances, an unscheduled early dismissal of school may be necessary. A student who is dependent on parents or other persons for transportation should

have a pre-determined agreement with those persons that specifically identifies the area on campus in which she will wait for her transportation.

## **YEARBOOK**

The Xavier yearbook is an official school publication. Should any unacceptable hand-written script, drawings, or messages be found in it, the yearbook will be confiscated and replacement will be at the student's expense.

## **PHOTO/INTERVIEW & LIABILITY/PUBLICITY RELEASE**

**It is a student's responsibility to remove herself from any school photograph, film or any other media situation, if a parent/guardian has declined the authorization of the photo/interview & liability/publicity release form.**

## **SPECIAL NOTICES**

### **SEX OFFENDER NOTIFICATION**

The Phoenix Police Department releases the information pursuant to A.R.S. 13-3825, the community notification on Sex Offenders' Law. Notification is made when certain sex offenders are released from the Arizona State Prison, accepted under an interstate compact or released from the county jail back into the community. Offenders are categorized into three levels: Level One (low risk to the community), Level Two (intermediate risk to the community), and Level Three (high risk to the community).

For information regarding this notification and any other sex offender notification please check the website: <http://www.azsexoffender.com>. When accessed, the website allows a person to search for sex offenders by name, address, or zip code.

### **POLICE PRESENCE AT STUDENT SOCIAL FUNCTIONS**

To demonstrate the seriousness and illegality of the consumption of alcohol and/or the use of drugs by minors, Xavier will rely upon the assistance of law enforcement officers at major student social functions. If Xavier personnel have reasonable suspicion that a student is under the influence of alcohol or drugs, that student may be subject to questioning and/or testing by a member of the law enforcement agency.

## **COOPERATION BETWEEN PARENTS AND SCHOOL**

### **COMMUNICATION FROM/WITH PARENTS**

All written communication (including, but not limited to, communication about tuition, tuition agreement forms, transcripts, address change, reason for absence or tardiness, health records, immunization records) must be in original form and signed and dated by the student's parent(s) or legal guardian(s).

Discussions between parents and Xavier personnel must be based on openness and honesty. Faculty and administrators will not participate in "word games" or verbal manipulation when discussing the enforcement of the specifics and the spirit of this Handbook's rules and consequences.

At no time will any Xavier employee or volunteer tolerate insults, screaming or any form of verbal confrontation/abuse, whether in person, on the phone or by e-mail. In such instances, Xavier staff has been directed to end the meeting or telephone conversation and to walk away or hang up. Xavier staff will not respond to emails or voicemails, which the teacher or staff member perceives as hostile. For results to be productive, reasonable and courteous interaction is required and expected.

Although teachers and administrators are eager to facilitate productive communication with parents, they cannot be expected to interrupt their duties and schedules to do so. Parents who wish to meet with a member of the Xavier personnel are asked to follow the professional protocol of making an appointment through the student's counselor. Xavier faculty members are not responsible for communicating with outside tutoring agencies.

### **EXTRACURRICULAR ACTIVITIES**

Teachers and staff give of their personal time after work and on weekends to moderate activities and coach teams. Parents and students are expected to support, and comply with, the rules and procedures Xavier establishes for each specific event. Parent or student failure to do so will result in Disciplinary action, as well as a student's exclusion from participation in extracurricular activities.

### **PARENTAL SUPPORT**

While recognizing parents as the primary educators of their children, Xavier needs, expects and requires honest and consistent cooperation to implement the spirit as well as the letter of the Handbook's guidelines and rules. The Diocesan Code of Discipline directs that "Parents or guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances." (Diocesan Handbook)

Serious consideration is given to every disciplinary action taken. Parental failure to cooperate and comply with Xavier's disciplinary policy, practice and determined consequences may result in the student's disenrollment from Xavier.

**When a student is not making sufficient academic progress at a parish or Diocesan school, or is experiencing emotional difficulties or is engaging in uncooperative or disruptive behavior, or if a student's parents or legal guardians are engaging in uncooperative or disruptive behavior, the school may request that the student withdraw and transfer to another school.** (Diocesan Handbook)

### **IN CONCLUSION**

Our handbook may not include all directives. The Administration reserves the prerogative to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and entire Xavier community.

While the Handbook may appear restrictive, the directives are such that they will ensure a positive, healthy environment where educational growth can occur with freedom and order. For this reason each student, and her parent or guardian, are required to read and verify in writing that they have read and will comply with the policies and rules of the Xavier Handbook.

**The Principal has the right to amend the handbook or waive a disciplinary regulation at her discretion.**

### **DIOCESAN HANDBOOK EXCERPT**

A copy of the Parent/Student Handbook is available on an annual basis. Parents or legal guardians will electronically sign that they have read and agree to adhere to all policies and regulations listed below:

- A. All policies outlined in the Handbook;
- B. All financial support requirements;

C. Parent service participation hours, if required. (Diocesan Handbook)

### **NOTICE ABOUT APPENDICES**

Each Appendix contains necessary directives and information. Both students and parents are responsible for knowing and complying with the content in the Appendices as well as the Handbook.

## APPENDIX A

### K & K CATHOLIC MUTUAL FORMS & INSTRUCTIONS (Diocesan Handbook)



1712 Magnavox Way P.O. Box 2338  
Fort Wayne, Indiana 46801  
ph (800) 237-2917  
Fax (260) 459-5915 for Participant Accident Unit  
http://www.kandkinsurance.com

## Catholic Mutual INCIDENT REPORT

On behalf of Nationwide Insurance

(PLEASE PRINT)

<b>INSURED</b>	NAME OF INSURED: <u>Diocese of Phoenix</u> POLICY#: <u>FPX000000385800 and FPX0000003858100</u> PARISH/SCHOOL: _____ CITY/STATE: _____
<b>TIME &amp; PLACE OF INCIDENT</b>	DATE: _____ TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM ACTIVITY: _____ EVENT TYPE: _____ LOCATION: _____
<b>HAPPENED TO</b>	NAME: _____ SSN: _____ DATE OF BIRTH: _____ SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female PHONE: (____) _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
<b>FUNCTION</b>	AS: <input type="checkbox"/> PARTICIPANT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER: _____
<b>APPARENT INJURY OR DAMAGE</b>	BODY PART: _____ CONDITION: (Laceration, Concussion, Sprain, Fracture, Etc.): _____ <input type="checkbox"/> ON-SITE CARE ONLY, BY (PHYSICIAN) (EMT) (TRAINER) OTHER: _____ <input type="checkbox"/> AMBULANCE, TAKEN TO: _____ CITY: _____ <input type="checkbox"/> FATALITY
<b>OCCASION</b>	WHAT WAS THE SITUATION AND EXACT LOCATION AT THE TIME OF THE INCIDENT? _____ _____ _____
<b>INCIDENT DESCRIPTION</b>	DESCRIBE WHAT HAPPENED: _____ _____ _____ _____
<b>WITNESSES</b> (if known)	NAME: _____ NAME: _____ ADDRESS: _____ ADDRESS: _____ PHONE: (____) _____ PHONE: (____) _____
<b>PASTOR/PARISH/SCHOOL ADMINISTRATOR</b>	NAME: _____ PHONE: (____) _____ TITLE: _____ ORGANIZATION: _____ SIGNATURE: _____ DATE: _____

**COMPLETE ALL SECTIONS AND FAX OR MAIL IMMEDIATELY TO:**  
**K&K INSURANCE GROUP, INC., P.O. BOX 2338, FORT WAYNE, IN 46801-2338**  
THIS FORM MUST INCLUDE THE INSURED NAME, POLICY NUMBER, AND SIGNATURE OF THE INSURED/REPRESENTATIVE  
BEFORE RETURNING OR PROCESSING MAY BE DELAYED





## **Catholic Mutual PARTICIPANT ACCIDENT INSURANCE CLAIM FORM**

*(NOTE To the Participant/Parent/Guardian: Report and Claim Form will be returned if not fully completed and signed.)*

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### **Basic Procedures for Submitting the Incident Report and Participant Accident Insurance Claim Form**

1. The Parish/School Administrator or Pastor will complete the incident report, sign and date where indicated, and give the form to the participant.
2. The participant or participant's parents/guardian will complete the Accident Medical/Insurance Claim form, and forward it to K&K Insurance Group, Inc.

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### **To the Participant/Parent/Guardian:**

Attach current itemized physician, hospital, or other provider's bills for accident medical expenses being claimed as well as the primary carrier's Explanation of Benefits showing their payments and denials. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred and the charges made.

**MAIL TO:**  
**K&K INSURANCE GROUP, INC.**  
Claims Department  
P.O. Box 2338  
Fort Wayne, Indiana 46801-2338  
(800) 237-2917

**For general claims questions or status of a claim call:**  
800-237-2917, option 1. or efax: 312-381-9077

Department email: [KK\\_PAClaims@kandkinsurance.com](mailto:KK_PAClaims@kandkinsurance.com) *(to be used when forwarding new claims and attachments for existing claims)*



On behalf of Nationwide Insurance

1712 Magnavox Way P.O. Box 2338  
 Fort Wayne, Indiana 46801  
 (800) 237-2917 Fax (260) 459-5915  
 email: KK\_PAClaims@kandkinsurance.com  
 http://www.kandkinsurance.com

**Catholic Mutual  
 ACCIDENT MEDICAL INSURANCE  
 CLAIM FORM**

Insured Name: \_\_\_\_\_  
 Policy Number: \_\_\_\_\_

**IT IS IMPORTANT THAT ALL INFORMATION REQUESTED ON THIS CLAIM FORM BE FURNISHED.  
 OMISSION OF VITAL INFORMATION WILL CAUSE DELAY IN CLAIM PROCESSING.  
 TO BE COMPLETED BY INJURED PERSON OR PARENT**

**PART II**

MEDICAL BENEFITS UNDER THIS POLICY MAY PROVIDE PRIMARY, EXCESS OR A COMBINATION OF BOTH COVERAGES. UPON RECEIPT OF THIS CLAIM FORM , AN ACKNOWLEDGEMENT LETTER WILL BE SENT TO YOU ADVISING WHAT SPECIFIC BENEFITS YOU ARE ENTITLED TO.

IF THE MEDICAL BENEFIT IS EXCESS, YOUR CLAIM SHOULD BE SUBMITTED TO THE INSURANCE COMPANY PROVIDING COVERAGE TO YOU THROUGH YOUR OWN OR YOUR PARENT'S PERSONAL HEALTH PLAN, YOUR EMPLOYER OR GOVERNMENTAL HEALTH PLAN. AFTER OTHER INSURANCE BENEFITS HAVE BEEN SUBMITTED, YOU SHOULD FORWARD A COPY OF THE OTHER INSURANCE COMPANY'S EXPLANATION OF BENEFITS AND THE CORRESPONDING ITEMIZED MEDICAL STATEMENTS. IF YOUR INSURANCE COMPANY DENIES BENEFITS, SEND A COPY OF THEIR DENIAL.

WE WILL NOT PROCESS YOUR CLAIM WITHOUT EMPLOYER INFORMATION. IT IS IMPERATIVE THAT WE RECEIVE ALL DATA REQUESTED. TIMELY RECEIPT OF REQUESTED INFORMATION WILL HELP EXPEDITE PROCESSING OF YOUR CLAIM.

INJURED PERSON: _____	SPOUSE'S NAME (if applicable): _____
FATHER'S NAME (if injured is a minor) _____	MOTHER'S NAME (if injured is a minor) _____
EMPLOYER NAME: _____	EMPLOYER NAME: _____
EMPLOYER ADDRESS: _____	EMPLOYER ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____	CITY: _____ STATE: _____ ZIP: _____
PHONE: ( ) _____	PHONE: ( ) _____
GROUP INSURANCE COMPANY: _____	GROUP INSURANCE COMPANY: _____
POLICY NUMBER: _____	POLICY NUMBER: _____
INSURANCE COMPANY ADDRESS: _____	INSURANCE COMPANY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____	CITY: _____ STATE: _____ ZIP: _____
SOCIAL SECURITY NUMBER: _____	SOCIAL SECURITY NUMBER: _____
SIGNATURE: _____	SIGNATURE: _____

I WAIVE ANY PROVISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZE K&K OR ITS REPRESENTATIVES TO FURNISH TO ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER, ANY AND ALL INFORMATION WITH RESPECT TO THE ACCIDENTAL INJURY FOR WHICH I AM CLAIMING INSURANCE BENEFITS.

I WAIVE ANY PROVISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZE ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER OR EMPLOYER, TO FURNISH TO K&K OR ITS REPRESENTATIVES ANY AND ALL INFORMATION WITH RESPECT TO ANY SICKNESS OR INJURY, MEDICAL HISTORY, CONSULTATION, PRESCRIPTIONS, OR TREATMENT, AND COPIES OF ALL HOSPITAL, MEDICAL, OR INSURANCE RECORDS INCLUDING, BUT NOT LIMITED TO, INFORMATION REGARDING OTHER INSURANCE COVERAGES. I AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL.

I UNDERSTAND THIS AUTHORIZATION IS NECESSARY TO FACILITATE THE OBTAINING AND PROVIDING OF INFORMATION NEEDED TO QUICKLY PROCESS MY CLAIM.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please Note: If injured person is a minor, signature must be of parent or legal guardian.*

**APPLICABLE IN ALASKA**

A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

**APPLICABLE IN ARIZONA**

For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

**APPLICABLE IN ARKANSAS, DELAWARE, KENTUCKY, LOUISIANA, MAINE, MICHIGAN, NEW JERSEY, NEW MEXICO, NEW YORK, NORTH DAKOTA, PENNSYLVANIA, SOUTH DAKOTA, TENNESSEE, TEXAS, VIRGINIA, AND WEST VIRGINIA**

Any person who knowingly and with intent to defraud any insurance company or another person, files a statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and [NY: substantial] civil penalties. In LA, ME, TN, and VA, insurance benefits may also be denied.

**APPLICABLE IN CALIFORNIA**

For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**APPLICABLE IN COLORADO**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy

holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**APPLICABLE IN THE DISTRICT OF COLUMBIA**

Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines.

**APPLICABLE IN FLORIDA**

Pursuant to S. 817.234, Florida Statutes, any person who, with the intent to injure, defraud, or deceive any insurer or insured, prepares, presents, or causes to be presented a proof of loss or estimate of cost or repair of damaged property in support of a claim under an insurance policy knowing that the proof of loss or estimate of claim or repairs contains any false, incomplete, or misleading information concerning any fact or thing material to the claim commits a felony of the third degree, punishable as provided in S. 775.082, S. 775.083, or S. 775.084, Florida Statutes.

**APPLICABLE IN HAWAII**

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

**APPLICABLE IN IDAHO**

Any person who knowingly and with the intent to injure, defraud, or deceive any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

**APPLICABLE IN INDIANA**

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

**APPLICABLE IN MARYLAND**

Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is

guilty of a crime and may be subject to fines and confinement in prison.

**APPLICABLE IN MINNESOTA**

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**APPLICABLE IN NEVADA**

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

**APPLICABLE IN NEW HAMPSHIRE**

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

**APPLICABLE IN OHIO** Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**APPLICABLE IN OKLAHOMA**

**WARNING:** Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**APPLICABLE IN RHODE ISLAND**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**APPLICABLE IN WASHINGTON**

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

FRAUD CLAIMS (2010/02)

Dear Participant: If you have an appointment with a doctor as the result of a sport related injury, please show this document to the doctor's insurance secretary. You should be identified as a member of the following preferred provider networks and/or their affiliates.

Dear Doctor or Provider: This document indicates that this patient is a participant in the following preferred provider networks and/or their affiliates:



### INSTRUCTIONS FOR COMPLETING THE ACCIDENT INSURANCE FORM TO THE INJURED PERSON/PARENT /GUARDIAN

To the injured person/parent/guardian:

Complete part II of this claim form. Attach current itemized physician, hospital, or other provider's bills for accident medical expenses as well as the primary carrier's explanation of benefit showing their payment and denial. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred, and the charges made. Return this form to K&K Insurance Group, Inc. Please note: Claim forms will be returned if not fully completed and signed. Omission of vital information will cause a delay in claim processing.

## APPENDIX B

### SCHOOL WELLNESS POLICY

(Part 2 of School Health Guidelines of Diocesan Handbook)

Xavier College Preparatory is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

#### Component A: Nutritional Guidelines

##### Food Service

- Menus will meet the nutrition standards established by the U.S. Department of Agriculture.
- Students will be asked for input and feedback on menus.

##### Food Service Staff

- The school food service staff is properly qualified according to current professional standards and regularly participates in professional development activities.

##### Pleasant Eating Experiences

- Sufficient time will be provided for lunch.

#### Component B: Nutrition Education

Nutritional education is addressed in the K-12 Healthy Curriculum standards of the Diocese of Phoenix Catholic schools and is to be integrated across the curricula-Student Assistance Program.

#### Component C: Physical Activity

##### Physical Education

- Sequential physical education curriculum consistent with Diocesan Curriculum Standards will be implemented making physical education classes available to high school students.

##### Physical Activity

- Intramural programs and/or physical activity clubs that meet all students' needs, especially those who are not athletically gifted, should be offered or made available.

#### Component D: Other School-Based Activities

Food and beverages sold or served on school grounds or at school-sponsored events during the normal school day (first bell to last bell of the school day) shall meet the Dietary Guidelines for Americans and other nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs. This includes:

- food and beverage choices in vending machines, snack bars, and school stores

- food and beverages sold as part of school-sponsored fundraising activities
- food and beverages served at student parties, celebrations, meetings and school snacks.
- Food of minimal nutritional value as defined by 7 CFR 210.22(2) are prohibited from being served during the school day. Foods of minimal nutritional value as defined by USDA include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.
- Celebrations should be limited to 3 per year (Christmas, last day of school and one of the school's choice) where minimal nutrition value foods may be served.

#### Component E: Parents and Staff Involvement

Students will receive positive, motivating messages, both verbal and non-verbal about healthy eating and physical activity from all school personnel.

School staff is encouraged to use non-food rewards – food as a reward for students' accomplishments is to be used sparingly.

Parental involvement in the child's nutrition education is encouraged and welcomed.

Parents and the community are encouraged to institute and support physical activity programs.

#### Component F: Implementation and Evaluation

The Wellness Policy will be distributed to students, parents, and staff and will be published in each school's parent/student handbook.

An annual assessment and report on the school's compliance will be submitted to the Catholic School Office by October 1.

#### A Commitment to Nutrition and Physical Activity

The Diocese of Phoenix Catholic Schools Office will appoint a School Health Advisory Committee to address nutrition and physical activity issues. The Committee will develop and evaluate guidelines that support a healthy school and shall offer revisions to these guidelines as needed.

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices.

## APPENDIX C

### GUIDANCE AND COUNSELING DEPARTMENT

The Guidance and Counseling Department of Xavier College Preparatory recognizes that the high school years constitute a period of change in young women – spiritually, intellectually, socially and physically. The department works to develop the young woman’s individuality, sense of responsibility, personal initiative, and assumption of leadership. The counselors aspire to help each young woman recognize the relationship between her ongoing education and her aspirations for the future.

Specifically, the members of the Guidance Department...

1. Meet with each student at least two times formally throughout each school year.
  - a. In small group meetings
  - b. Upon Student/Parent/Teacher request
  - c. Finalization of class schedule, etc.
2. Meet with parents at a variety of counseling events and upon request
3. Student/Parent/Teacher Meetings – Must be scheduled through the student’s Guidance Counselor (students are REQUIRED to attend all meetings)
4. Maintain accurate records of student’s academic file
5. Assist in teacher communication regarding missed schoolwork during extended absences
6. Help facilitate students’ academic course selection
7. Coordinate on-campus and off-campus health and behavioral referrals
8. Coordinate school testing – PSAT, SAT, SAT Subject Tests, ACT, and Advanced Placement Exams
9. Sponsor hands-on College Planning information sessions for students and parents/guardians
10. Co-host College Fair in October for all XCP/BCP students  
(Location alternates each year between XCP and BCP)
11. Provide information regarding:
  - a. Scholarship Opportunities
  - b. College representatives visiting XCP’s campus
  - c. Educational Opportunities
  - d. Monthly Newsletter via XCP Website
12. Facilitate the ongoing college application process
13. Sponsor Athletic Scholarship Night for any athletes interested in participating in college sports
14. Facilitate Student Support Plan for Extended Time Testing

**Confidentiality:** With certain exceptions, any and all information regarding a student and family’s guidance at Xavier College Preparatory is kept strictly confidential. Under certain circumstances, counselors may be required or allowed to reveal information obtained in guidance sessions, on a need to know basis, without prior parental consent. Confidentiality cannot be guaranteed under the following circumstances:

1. Threats of suicide or serious physical harm to self or to others
2. Court order to release records or other information about the student’s guidance, including test results, evaluations, attendance and progress
3. Suspected or known abuse, neglect, or exploitation of a minor
4. Referral to another professional, e.g., for the purpose of testing and evaluation

5. Consultation with, or supervision by, another counseling professional
6. Any situation where disclosure of information is required by applicable law

### **EXTENDED TESTING TIME PROGRAM POLICY**

Extended time\* for major exams can be provided if this need is documented by a formal psycho-educational assessment. A formal psycho-educational assessment is **REQUIRED**, and must not be more than two years old. If this adjustment is needed, documentation must be submitted to the student's school counselor prior to the beginning of the school year or when the diagnosis has been made. The diagnosis must substantially limit one or more life activity. Upon receiving this documentation, a student support plan will be created. Student Support plans are rewritten annually. As discussed in Xavier College Preparatory's registration materials, Xavier does not have learning specialists on staff or resource teachers to allow curriculum adjustments or accommodations specific to Individual Education Plans or 504 plans.

If a student qualifies for extra time the following steps will take place:

1. Initial meeting will be scheduled with parent(s), counselor, and student.
2. The student, her counselor and the testing coordinator will meet to explain the extended time testing protocol. It is the student's responsibility to communicate with her teachers about major tests\*\* that she needs to take with extra time.
3. The student will take major exams and final examinations with a group of extended time students in a predetermined location.

\*Extended time is the standard time that a teacher allots for a test plus one half.

\*\*Major tests include finals, ACT, SAT, and PSAT, and A.P. examinations.

Please note that your daughter's ability to have extra time on the ACT, SAT, and PSAT is determined by each testing company, not Xavier College Preparatory. Testing companies require that the student has been utilizing a student support plan for the extended time testing program at XCP in advance of any requests submitted to either ACT or College Board (PSAT/SAT) for extra time on standardized tests.

### **PROCEDURES FOR MAKING UP PE CREDIT WHEN INJURED**

When a student has been injured and consequently is unable to participate in the assigned PE activity for a period of more than 1-week, the following plan will be implemented.

1. The student must bring a doctor's note stating limitations, allowed movements and expected recovery period. This note must be presented to the student's PE teacher.
2. The teacher will supply a supplementary workout plan per the student's limitations, allowed movements and expected recovery period.
3. The injured student is to observe all instructional demonstrations and complete written tests.
4. Post instructional demonstration, the student she be dismissed to perform supplementary weight room workout activities under the supervision of the assigned instructor.
5. Once the recovery period has ended and per the doctor's approval, the student may return to regular PE. The student must provide their recorded workouts for the teacher's review in order to determine if further make-up time is required.
6. If the recovery period ends and the student is not yet cleared to return to regular activity, supplementary workouts must continue.
7. If the recovery period extends beyond the semester, the student will be moved to a different elective. If the PE class is required, it will be rescheduled for the following semester.

For the workouts that were not covered during the class time they can be made up Monday-Thursday during 8<sup>th</sup> hour or lunch if arranged with the teacher.

## APPENDIX D

### TRAFFIC CONTROL

Xavier security personnel are authorized to direct traffic before school, at dismissal, and at other necessary times. Any member of Xavier's staff may request identification of anyone on our campus at any time. Your cooperation with and respect for Xavier staff members are imperative for the safety of you and your daughter.

**If you pick up your daughter at school, arrive on campus 15 minutes after scheduled dismissal. This will give time for students who park on campus to exit the campus thus providing adequate space for you.**

Please enter Xavier from 7<sup>th</sup> Street and exit through 3<sup>rd</sup> Street. Security personnel will direct you to the identified drop off location. Do not enter Xavier from 3<sup>rd</sup> Street.

Xavier strives to be a good neighbor to the residents living on Highland Avenue and Elm Street between 3<sup>rd</sup> and 5<sup>th</sup> Streets. Only City of Phoenix permit parking is allowed on Highland and Elm. Please do not block residents' driveways and delay traffic on these streets during school arrival and dismissal times.

Help us provide a safe, orderly and calm beginning and end to each school day. Thank you for your cooperation.

In order to alleviate traffic problems in the surrounding neighborhood please note the legal description of parking in a "No Parking" area:

"A person would be considered to be "parked"/"parking" curbside—even though the driver is behind the wheel of the motor vehicle with the engine running and the vehicle lights illuminated. (There would be an exception to this legal determination if there were active loading or unloading of passengers and/or cargo into or from the vehicle at the time.)

The definition of "park" is found in A.R.S. 28-601.11: "Park," if prohibited, means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading and unloading."

(See also the definition of "stop, stopping, standing" found in A.R.S. 28-601.24: "Stop, stopping, standing," if prohibited, means any stopping, or standing of an occupied or unoccupied vehicle, except when necessary to avoid conflict with other traffic or in compliance with directions of a police officer or traffic control sign or signal."

City Court Judge  
May 19, 2003



## APPENDIX E

### SAFETY FIRST

#### DRIVING ON/VISITING CAMPUS

The directions of the Security Personal must be followed at all times.

- |  |  |
|--|--|
| <b>Dropping Off/Picking Up Students:</b> | <ul style="list-style-type: none"> <li>• Enter campus from 7<sup>th</sup> Street</li> <li>• Exit campus through 3<sup>rd</sup> Street</li> <li>• Drop off /Pick up only in designated area (North of Brown Hall)</li> </ul>                                  |
| <b>Visiting Campus:</b>                  | <ul style="list-style-type: none"> <li>• Enter and exit from 7<sup>th</sup> Street</li> <li>• Sign in &amp; Sign out with security guard</li> <li>• For Finance and Guidance Center – Enter Withecomb Center directly</li> <li>• Sign in/Sign out</li> </ul> |
| <b>All other Campus Visits:</b>          | <ul style="list-style-type: none"> <li>• Go directly to Attendance Office</li> <li>• Sign in/Obtain badge</li> <li>• Sign out/Return badge</li> </ul>  |

#### CRISIS PROCEDURES

- |                                     |  |
|-------------------------------------|--|
| <b>Crisis Plan:</b>                 | <ul style="list-style-type: none"> <li>• In place</li> <li>• Regularly reviewed by all school personnel</li> <li>• Security information boxes stored on and off campus</li> <li>• Emergency supply boxes in all classrooms and laboratories</li> </ul> |
| <b>Fire &amp; Emergency Drills:</b> | <ul style="list-style-type: none"> <li>• Scheduled regularly</li> </ul>  |
| <b>Emergency Contact System:</b>    | <ul style="list-style-type: none"> <li>• Follow directions given by telephone, email and text</li> </ul>   |

**To provide access for Emergency Personnel and/or exit for students, parents should not, at any time, attempt to enter the campus during a crisis or emergency situation.**

**Thank you for your cooperation.**

## **APPENDIX F**

### **SKIRT HEMLINE ALERT**

Beginning August 1, 2019, all Xavier College Preparatory uniform skirt hemlines will go to the knee (top of the knee cap). The top of the skirt is to be worn on the waist, never on the hips. See DRESS CODE in this Handbook.

## APPENDIX G

### RECEIVING DELIVERIES

Flowers, balloons, gifts, or any other items WILL NOT be accepted at the school when they are delivered. We cannot deliver these to students while they are in class and we do not have the facilities to keep them in the office.

If a student receives balloons or flowers from friends while at school, she must store them in the bookstore until the end of 8<sup>th</sup> hour or until she is ready to leave campus.

Students and parents **may not** order **or** receive restaurant deliveries any time during the day. For security reasons, Xavier will not allow individual deliveries from a student's friends or family.

If visitors (whether friends, family or alumnae) attempt to deliver food to a student during a school day, they are to comply with Security Personnel's enforcement of the above regulation. If visitors do not comply, the student will be held responsible for the noncompliance.

The above directives are applicable during Summer School as well as the school year.

## APPENDIX H

### ARIZONA STATUTES REQUIRING THE CONTACT OF LAW ENFORCEMENT

Arizona law requires school officials to contact law enforcement for the situations listed below. The statutes are paraphrased here, and the complete texts should be read. Complete texts can be found at [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp).

#### 1. Serious Crimes and Threats

**A.R.S. 15-341(A) (33)** requires school districts to report to local law enforcement agencies the following:

(A) any suspected crime against a person or property that is a serious offense as defined by **ARS 13-604(W) (4)**:

- First degree murder, second degree murder, and manslaughter
- Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument
- Sexual assault
- Any dangerous crime against children as defined by **ARS 13-604.01 (M)**:
  - Sexual assault
  - Molestation of a child
  - Sexual conduct with a minor
  - Commercial sexual exploitation of a minor
  - Sexual exploitation of a minor
  - Child abuse as prescribed in ARS 13-3623 (A)(1)
  - Kidnapping
  - Sexual abuse
  - Child prostitution
  - Involving or using minors in drug offenses
  - Continuous sexual abuse of a child
  - Attempted first degree murder
- Arson of an occupied structure
- Armed robbery
- Burglary in the first degree
- Kidnapping
- Sexual conduct with a minor under fifteen years of age

(B) any suspected crime against a person or property that involves a deadly weapon or dangerous instrument or serious physical injury; and

(C) any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

#### 2. Deadly Weapon Possession

**ARS 15-515** requires school officials to report to local law enforcement officials any violation of **ARS 13-3102 (A) (12)** (Possessing a deadly weapon on school grounds) or **A.R.S. 13-3111** (a minor in possession of a firearm).

#### 3. Possession of Illegal Drugs

**ARS 13-3411(F)** requires school officials to report the possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone to local law enforcement.

#### 4. Child Abuse/Neglect

**A.R.S. 13-3620** requires school personnel who reasonably believe that a minor is or has been a victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted by other than accidental means or that is not explained by the available medical history...to immediately report such allegations or cause reports to be made to a peace officer or to Child Protective Services (CPS), except if the report concerns a person who does not have care custody or control of the minor, the report shall be made to a peace officer. A reportable offense means: any offense listed in **Chapters 14 and 35.1** of this title or section **13-3506.01**; surreptitious photographing, videotaping, filming or digitally recording of a minor pursuant to section **13-3019**; child prostitution pursuant to section **13-3212**; and incest pursuant to section **13-3608**.

## APPENDIX I

### ARIZONA REVISED STATUTE #13-3019

#### Arizona State Legislature

13-3019. Surreptitious photographing, videotaping, filming or digitally recording or viewing; exemptions; classification; definitions

A. It is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means secretly view, with or without a device, another person without that person's consent under either of the following circumstances:

1. In a restroom, bathroom, locker room, bedroom or other location where the person has a reasonable expectation of privacy and the person is urinating, defecating, dressing, undressing, nude or involved in sexual intercourse or sexual contact.
2. In a manner that directly or indirectly captures or allows the viewing of the person's genitalia, buttock or female breast, whether clothed or unclothed, that is not otherwise visible to the public.

B. It is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of subsection A of this section without the consent or knowledge of the person depicted.

C. This section does not apply to:

1. Photographing, videotaping, filming or digitally recording for security purposes if notice of the use of photographing, videotaping, filming or digital recording equipment is clearly posted in the location and the location is one in which the person has a reasonable expectation of privacy.
2. Photographing, videotaping, filming or digitally recording by correctional officials for security reasons or in connection with the investigation of alleged misconduct of persons on the premises of a jail or prison.
3. Photographing, videotaping, filming or digitally recording by law enforcement officers pursuant to an investigation, which is otherwise lawful.
4. The use of a child-monitoring device as defined in section 13-3001.

D. A violation of subsection A or B of this section is a class 5 felony.

E. Notwithstanding subsection D of this section, a violation of subsection A or B of this section that does not involve the use of a device is a class 6 felony, except that a second or subsequent violation of subsection A or B of this section that does not involve the use of a device is a class 5 felony.

F. Notwithstanding subsection D of this section, a violation of subsection B of this section is a class 4 felony if the person depicted is recognizable.

G. For the purposes of this section, "sexual contact" and "sexual intercourse" have the same meanings prescribed in section 13-1401.

## APPENDIX J

### ARIZONA REVISED STATUTE 8-309

#### SEXTING

Senate Bill 1266

A.R.S. 8-309. Unlawful use of an electronic communication device by a minor; classification; definitions

A. It is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material.

B. It is unlawful for a juvenile to intentionally or knowingly possess a visual depiction of a minor that depicts explicit sexual material and that was transmitted to the juvenile through the use of an electronic communication device.

C. It is not a violation of subsection B of this section if all of the following apply:

1. The juvenile did not solicit the visual depiction.
2. The juvenile took reasonable steps to destroy or eliminate the visual depiction or report the visual depiction to the juvenile's parent, guardian, school official or law enforcement official.

D. A violation of subsection A of this section is a petty offense if the juvenile transmits or displays the visual depiction to one other person. A violation of subsection A of this section is a class 3 misdemeanor if the juvenile transmits or displays the visual depiction to more than one other person.

E. A violation of subsection B of this section is a petty offense.

F. Any violation of this section that occurs after adjudication for a prior violation of this section or after completion of a diversion program as a result of a referral or petition charging a violation of this section is a class 2 misdemeanor.

G. For the purposes of this section:

1. "Electronic communication device" has the same meaning prescribed in section 13-3560.
2. "Explicit sexual material" means material that depicts human genitalia or that depicts nudity, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse as defined in section 13-3501.
3. "Visual depiction" has the same meaning prescribed in section 13-3551.

What does it mean?

- ❖ PETTY OFFENSE – If photos are transmitted to one other person
- ❖ CLASS-THREE MISDEMEANOR – if photos are sent to more than one person
- ❖ CLASS-TWO MISDEMEANOR – occurrence(s) after a prior offense or after completing a diversion program for such a violation could be legally possible to incarcerate a juvenile
- ❖ Prohibits use of a cell phone or laptop to transmit or display a visual depiction of a minor with explicit sexual material
- ❖ Unlawful for a juvenile to knowingly possess such material, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse as defined in section 13-3501.

**FOR REFERENCE ONLY**

**APPENDIX K**

**STATEMENT OF RESPECT**

Xavier College Preparatory strives to educate students not only academically, but also spiritually, and morally. Respect is the foundation of all Xavier education.

Especially in the present milieu, students must learn to practice respect for self and others if a school is to maintain a safe and productive environment. For this reason, Xavier insists that students display respect in words, actions, and appearance.

Xavier maintains a zero tolerance for any behavior or attitude that does not support the beliefs of a Christian Catholic Community. Xavier will not tolerate any behavior or attitude that is, or can be, associated with groups or fads that are in any way threatening or considered counter to a Christian culture.

Xavier requires students to pursue the Arizona Interscholastic Association’s VICTORY WITH HONOR CODE in academic, interscholastic and athletic activities. This endeavor requires teamwork and an attitude that fosters trustworthiness, respect, responsibility, fairness, caring and citizenship among Xavier students, parents and family members.

The spirit Xavier strives to achieve cannot be defined with fixed parameters. Xavier expects and requires students, parents, guardians, and family members to respect self and others and to comply with this spirit of Xavier.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR REFERENCE ONLY**



FOR REFERENCE ONLY	APPENDIX L
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### CONTRACT REGARDING THE USE OF THE INTERNET

Student I. D. # \_\_\_\_\_

I, \_\_\_\_\_, accept and agree to abide by the following rules:  
(*Print* first, middle and last name)

I agree to abide by all rules which are listed in the Xavier College Preparatory Guidelines for Internet Use. These guidelines are listed on the backside and also in the Xavier Student Handbook.

I realize that the primary purpose of the Xavier College Preparatory Internet connection is education and that, as such, educational purposes shall take precedence over all others.

I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate, illegal or immoral behavior may lead to penalties including revoking of account, ban from use of school computers, and disciplinary action which could include dismissal and/or legal action.

I realize that I will be held accountable to Xavier College Preparatory's standards and discipline if I post materials, on any website, including social networking communities, such as Facebook, on or off campus, which demeans, disrespects or reflects poorly on any member or aspect of the Xavier community. I know all Xavier standards of behavior apply to use of Google accounts and that there is no privacy on the Internet. I acknowledge that Xavier reserves the right to examine any communication using the school equipment, network, or Google accounts associated with the school.

I agree not to participate in the transfer of material that may be considered treasonous or subversive via the Xavier College Preparatory Internet connection or using my Google account provided by Xavier.

I release Xavier College Preparatory and all other organizations related to Xavier from any liability or damages that may result from the use of the Internet connection or accounts. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school, Xavier employees and related organizations from any liability relating to consequences resulting from my use of the Internet.

Student Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

As a parent, I agree that my daughter will uphold stipulations of the Internet Contract and that any violations will result in consequences as listed in the Xavier Handbook.

Parent Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

FOR REFERENCE ONLY
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## APPENDIX M

### BULLYING/CYBERBULLYING: STUDENT/PARENT RESPONSE

1. Do not respond to, or communicate in any way with, the bully.
2. Do not delete messages; save all evidence of bullying.
3. Inform parents of the bullying.
4. Print all evidence of bullying.
5. Keep chronological records of all instances of bullying.
6. Parents should inform the Internet Service Provider (ISP), social media site administrator and/or the cell phone service provider.
7. If warranted, parents should notify the police.
8. If necessary, change phone number, social media accounts and/or email address.
9. Give new phone number, social media account access and/or email address only to select friends and family.
10. Inform the school; we cannot act on anonymous messages, information, or accusations.

### Diocese of Phoenix Hazing Policy and Procedures

#### PHILOSOPHY

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity.

#### 1. HARRASMENT POLICY: (DIOCESAN HANDBOOK OF POLICIES AND PROCEDURES FOR CATHOLIC SCHOOLS

**THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL, OR ENVIRONMENTAL. ANY EMPLOYEE WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

#### 2. DEFINITION OF HAZING

Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and which both of the following apply:

- a. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with a school.
- b. The act contributes to a substantial risk of, or causes significant physical injury, mental harm or degradation.

#### 3. PROCEDURES

Any person who alleges hazing shall complete {Bullying/Harassment/Hazing Prevention and Intervention Incident Form}.

#### 4. SANCTIONS

If the Principal or Preschool director determines violation of this policy then they shall take the appropriate disciplinary action up to and including required withdrawal.

## APPENDIX N

### BULLYING/HARASSMENT/HAZING PREVENTION & INTERVENTION INCIDENT REPORT FORM

Xavier College Preparatory

NAME OF PERSON PREPARING REPORT:

Check whether you are the: Target of Behavior  Reporter (not the target)

Check whether you are a:  Student-Grade \_\_\_\_\_  Staff member (specific role) \_\_\_\_\_  
 Parent  Administrator  Other (specify) \_\_\_\_\_

**I. INFORMATION ABOUT INCIDENT:**

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

- List who did the bullying/harassment Grade \_\_\_\_\_
- 
- List who received threats/bullying/harassment Grade \_\_\_\_\_
- 
- List Name(s) of witness(es) Grade \_\_\_\_\_
- 

Indicate the type(s) of threatening/bullying behavior

	Physical (hitting, pushing, poking, kicking, spitting, etc.)
	Social/Emotional (taunting, mocking, spreading rumors, peer isolation, name calling, etc.)
	Verbal Threats of Aggression (inflicting harm, revealing personal information, etc.)
	Cyber (email, Facebook, blogs, text messaging, cell phone, picture messaging, etc.)
	Racial (racial or ethnic slurs, jokes, exclusion, etc.)
	Sexual (jokes, verbal innuendos, public embarrassment, labeling, etc.)
	Property (theft, graffiti, defacing or destruction of clothing or personal items, etc.)
	Other:

Using the space below and/or on an additional attached sheet, describe in succinct, objective terms the event and/or behavior. Include the place, time, actions/reaction, and specific language of the incident, and copies written or electronic messages.

I certify that the above incident(s) are true and reflect to the best of my knowledge and recall an accurate and factual statement of the event(s).

Signature of Person Filing Report: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX O

### DISCLOSURE AND ACKNOWLEDGEMENT OF RISKS OF SCHOOL PARTICIPATION

#### Xavier College Preparatory

All parents and guardians must understand that there is always some potential for injury and illness inherent in such all School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing the recommendations of the Centers for Disease Control and Prevention (CDC), Arizona Department of Education, and state and local health authorities in light of the unique needs and circumstances of the School community, and in order to allow for in- person learning while protecting students, teachers, administrators, and staff and helping slow the spread of COVID-19. While the CDC and health authorities state that these efforts help lower the risk of COVID-19 exposure and spread during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School in person, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards associated with their children's participation in all school activities, but not limited to, the risks associated with the novel COVID-19 virus. All parents and guardians understand that their children will be associating with, teachers, administrators, staff and other children and may contract COVID-19, and other viruses and diseases, through their children's participation in activities at school. By allowing their children to attend the School in person, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire COVID-19, and that COVID-19 may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School in person, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardian agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of illness or tests positive for COVID-19. Furthermore, parents and guardians will not send a child to School or School functions if the child is sick, has COVID-19 symptoms, or has been in close contact with someone who shows symptoms of or has been diagnosed with COVID-19 until after a 14 day exposure period has been exhausted for the child with no symptoms. By allowing their children to attend the School in person, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff and help slow the spread of COVID-19.

Updated 8/12/2020

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