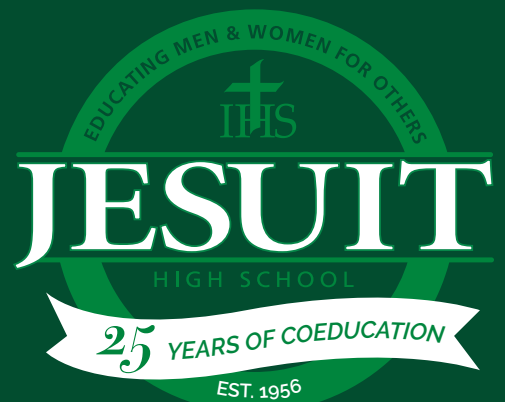


# JESUIT HIGH SCHOOL

STUDENT HANDBOOK

2018-2019



## **JESUIT HIGH SCHOOL, 2018-19 GOALS, RULES, AND POLICIES**

**PURPOSE:** This handbook sets forth Jesuit High School's Mission Statement and Profile of a Jesuit Graduate; lists policies regarding academics, attendance, behavior, and participation in co-curricular activities; and provides specific information on bell schedules, school hours, and phone numbers. The policies outlined represent a framework. This handbook is not exhaustive and should not be considered inclusive of all Jesuit High School policies. Statements in this handbook are subject to amendment whenever the school administration deems it necessary. Jesuit High School will attempt to keep students, faculty/staff, and parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

Students and parents/guardians are required to read this publication carefully and keep it throughout the year for reference. Students and parents/guardians will be held accountable to these policies. Families are expected to respect Jesuit's policies and respect the confidentiality of all individuals in matters involving disciplinary action, health issues, or other private affairs. Failure of students, parents/guardians to cooperate with school administration, faculty, coaches or personnel and abide by the spirit and letter of the school rules and policies will jeopardize the student's enrollment at Jesuit High School.

### **NOTICE OF NON-DISCRIMINATION**

Jesuit High School (Jesuit) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at all schools. It does not discriminate on the basis of a student's race, color, sexual orientation or identity, national or ethnic origin, or disability which can be reasonably accommodated in administration of its educational policies, admissions policies, financial aid programs and athletic and other school administrated programs.

### **NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION**

Jesuit has designated the following as student information which the school may disclose in publications, news releases, and directories without specific consent: parents/guardians' names and phone numbers, the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended. A parent may elect not to have any or all of these items included in school-related publications, and similarly may choose to have their contact information included in the Jesuit Carpool webpage. Any parent wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of Jesuit High School.

### **EMERGENCY DISCLOSURE OF INFORMATION**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate officials in connection with certain health and safety situations if knowledge of the information is necessary to protect the health, safety or welfare of the student or others. In health-related emergencies, information (e.g., emergency info) will be released as a Jesuit representative deems appropriate

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# I. MISSION AND PROFILE

## 1.1 MISSION STATEMENT

Jesuit High School is a Catholic, college-preparatory school in the Jesuit tradition. It serves students of all religious faiths. Jesuit education fosters the harmonious development of the adolescent's gifts: spiritual, religious, intellectual, physical, emotional, and aesthetic. Jesuit hopes to accomplish this development by demonstrating a personal concern for individuals, a special concern for the poor, an articulate wisdom, enthusiasm, and a sense of community. In so doing, the school hopes to graduate leaders who are committed to serve God and their fellow men and women through a profound sense of justice founded in love, i.e., leaders who are "men and women for others."

## 1.2 PROFILE OF THE JESUIT HIGH SCHOOL GRADUATE AT GRADUATION

We, the community of Jesuit High School, have great hopes for the young men and women who graduate from our school. We have been inspired by the four-century tradition of St. Ignatius to prepare young people to be thoughtful, responsible Christian leaders. Ignatius challenged us to do more than average work and to instill in our students a sense of gratitude and the desire to lead and serve their fellow men and women for the greater glory of God. When students leave Jesuit High School, we know their growth is not completed. Still, we want our program and community to help them mature and grow more confident in themselves and in their ability to affect positively their community. We know that life will hold many challenges for our graduates, and we desire to form young men and women intellectually capable, spiritually aware and physically strong. These abilities will permit them to lead and serve others for the greater glory of God. The document that follows is our guide. It helps us to be clear in our purpose and directed in our actions. We have identified five general categories to describe our ideal graduate: Open to Growth, Intellectually Competent, Religious, Loving and Committed to Doing Justice. These five categories contain the specific characteristics we want to instill in our students so they can continue the mission of St. Ignatius.

### OPEN TO GROWTH

Jesuit High School students at the time of graduation have matured emotionally, intellectually, physically, socially, and religiously to a level that reflects some intentional responsibility for their own growth. In the tradition of Jesuit High School's motto *Age Quod Agis* ("Do well whatever you do"), the graduate is beginning to reach out in his or her development, seeking opportunities to stretch one's mind, imagination, feelings, and religious consciousness. Although still very much in the process of developing, the graduate already:

1. is more conscious of one's feelings and beginning to take responsibility for growth as a person, desiring integrity and excellence in multiple facets of life.
2. is learning how to accept self, both talents and limitations, with a sense of humility and gratitude.
3. recognizes the need for exercise, leisure, recreation and good nutrition as important to living a balanced and healthy life.
4. is open to a variety of aesthetic experiences, and continues to develop a wide range of imaginative sensibilities.
5. is becoming more open to other points of view and beginning to seek new experiences, even those that involve some risk or the possibility of failure.
6. is becoming a servant leader, a person of integrity open to using one's gifts to serve the common good.
7. is exploring career and lifestyle choices within a framework of faith and values.
8. is becoming more aware of choices and consequences relating to personal, community, and global issues.

9. understands both the positive and negative uses of technology and chooses the better path.
10. is developing a habit of reflecting on experience which then leads to future actions based on faith, good will, and integrity.

### **INTELLECTUALLY COMPETENT**

The Jesuit High School graduate will exhibit both the academic aptitude for higher education and a variety of intellectual skills that go beyond college entrance requirements. The student is gaining an appreciation for learning in general and for one's aesthetic and academic accomplishments. The student is also developing habits of intellectual inquiry in quest of religious truth and an informed response to issues of social injustice. By graduation the student:

1. has mastered those academic skills required for college or some other form of advanced education.
2. is developing problem-solving skills and an organized approach to learning tasks.
3. is developing a mastery of logic and critical thinking and their application to new situations.
4. is developing precision in oral and written expression that evidences sound analytical thinking and convincing rhetoric.
5. is developing a curiosity to explore ideas and issues and taking pride and ownership in intellectual and aesthetic pursuits.
6. is able to learn in a variety of settings within different academic disciplines.
7. effectively uses a variety of media resources to acquire, create and process information while attending to issues of credibility, values, and civility.
8. is developing the ability to work collaboratively and learn as an active member of a team.
9. is beginning to understand the interconnectedness of the world economically and politically.
10. is developing a cultural literacy that enables one to analyze global issues from the standpoint of being a man or woman for others.
11. has begun to develop knowledge of central ideas and methodologies and to relate current issues and perspectives to some of their historical antecedents.
12. understands the basic principles of personal finance.
13. is beginning to understand one's own government, other forms of government around the world, and one's rights and responsibilities as a citizen.
14. understands the need for individual and community stewardship of the earth's resources.
15. by exploring a wide range of human experience through literature, history, and the arts, is gaining insight into one's own nature.

### **RELIGIOUS**

The Jesuit High School graduate will have a basic knowledge of the major doctrines and practices of the Catholic Church. Having been introduced to Ignatian spirituality, the graduate will have examined his or her own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with religious tradition and/or community. Respectful of the conscience and religious background of the individual, this also applies to the non-Catholic graduate of a Jesuit high school. By graduation the student:

1. has read the Gospels and gained a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission, as well as the embodiment of that mission through the Church.
2. has an understanding of the variety of the world's religious traditions.
3. is beginning to take more responsibility for exploring and validating one's own faith, understanding that being fully alive necessitates an active relationship with God.
4. is increasingly willing to let religious faith influence basic values, lifestyle, and vocational interests.
5. has been exposed to the presence of God in private and liturgical prayer, on retreat,

through the Spiritual Exercises of St. Ignatius, and in other moments of grace.

6. is growing in a formed conscience, and influenced by the words of Christ, evaluates and reasons through moral issues with increasing clarity.
7. appreciates the centrality of the Eucharist to a vibrant Christian community.
8. recognizes the effect of his or her own sinfulness on the human community and the need for healing by reconciliation with friends, family, Church, and the Lord.
9. knows Church teachings on moral issues and social justice and understands the relationship between faith in Jesus and being men and women for and with others.

## **LOVING**

The Jesuit High School graduate is continuing to form his or her own identity. He or she is moving beyond self-interest or self-centeredness in close relationships. The graduate is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish that person. By graduation the student:

1. has personally experienced support from members of the school community and is learning to trust friends, family, and adults both in school and the wider community.
2. is growing in self-acceptance and in recognizing that he or she is loved by God and others.
3. assumes responsibility for caring for one's own health, including being attentive to sources of stress and applying strategies to maintain a balanced life.
4. having begun to identify and work against personal prejudices and stereotypes, is open and able to communicate with others, especially with persons of another race, gender, religion, nationality, socio-economic background, or sexual orientation.
5. is becoming increasingly comfortable and mature in relating with persons of a different gender.
6. has begun to appreciate deeper personal friendships, while also learning that not all relationships are profound and long lasting.
7. is beginning to appreciate the satisfaction of giving oneself through service for and with others.
8. is increasingly empathetic, thereby taking into account and valuing the feelings of others when making decisions.
9. cares deeply about preserving human life.
10. is sensitive to the beauty and fragility of the created universe and exercises stewardship.

## **COMMITTED TO DOING JUSTICE**

The Jesuit High School student at graduation has acquired considerable knowledge of the many needs of local, national, and global communities and is preparing for the day when he or she will take a place in these communities as a competent, concerned and responsible member. The graduate has been inspired to develop the awareness and skills necessary to live in a global society as a person for and with others. By graduation the student already:

1. is becoming aware of one's own attitudes and tendencies and is consciously seeking to be more understanding, accepting, and generous with others.
2. is becoming aware of the global nature of many social problems and their impact on human communities and the environment.
3. practices a sustainable lifestyle by working to make environmentally responsible choices in all areas of one's life and engages in public dialogue on environmental issues, practices, and solutions.
4. is beginning to understand the structural roots of injustice in social institutions, attitudes, and customs.
5. is developing, from reflection on Christian Service experiences, a sense of compas

sion and a growing understanding of those social changes which will assist all in attaining their basic human rights.

6. is becoming aware of alternatives in public policy and has begun to consider the social justice implications of future careers.

7. is beginning to recognize the importance of public opinion and voter influence on public policy and the need for critical study and evaluation of diverse sources of information.

8. is beginning to confront some of the moral ambiguities embedded in values promoted by our contemporary culture and to make decisions, based on Gospel values, which sometimes conflict with the values of a materialistic society.

9. is beginning to see that Christ's commandment to love one another calls forth a commitment to promote a just society as men and women for others.

## II. CAMPUS MINISTRY

### 2.1 STATEMENT ON RELIGIOUS FUNCTIONS

Religious events have a two-fold function: to educate and to develop faith. Some of these events are required (e.g., Theology classes, all-school Masses and the freshman and sophomore day retreats). Attendance is encouraged at weekly liturgies, overnight retreats and other spiritual opportunities.

### 2.2 LITURGIES

Students are required to attend four all-school liturgies during the school year: The Masses of the Holy Spirit and St. Ignatius Liturgy in autumn, the Mass of Christmas Anticipation in December, and the St. Peter Canisius Liturgy in the spring. **Students are required to dress up for these liturgies.** Students may also choose to attend Friday liturgies instead of attending a silent study period. Liturgies are also celebrated daily at 7:15 a.m. in the Chapel. During Advent and Lent, students may receive the Sacrament of Reconciliation. Students who wish to receive that sacrament at other times may make an appointment with one of the Jesuit priests.

### 2.3 RETREATS - All school rules are enforced on retreats

**Freshman Year:** All freshmen are required to attend a day-retreat, which encourages the new student to explore the concept of community and belonging to the Jesuit High School community. The retreat focuses on the image of the Body of Christ and the students examine their place in that body. Various community-building experiences are given and the day ends with a liturgical prayer service. An overnight freshman retreat is also offered.

**Sophomore Year:** An overnight sophomore retreat is offered. This retreat helps students recognize the unique gifts and talents that each person possesses as a child of God. Specifically, they explore their own giftedness, recognizing themselves as unique and valuable. Sophomores may also participate in the November "Labyrinth Retreat."

**Junior Year:** The Junior Encounter is an optional three-day retreat based on the Spiritual Exercises of St. Ignatius. The retreat enables students to explore how deeply they are loved (by friends, family and God) and how they too are called to love themselves and others. Encounters are led by senior student leaders.

**Senior Year:** There will be an overnight experience for seniors in the fall reflecting on the themes of pilgrimage and prayer. This may include a walk of nearly ten miles and periods of reflection. The pilgrimage is open to all seniors. A silent three-day retreat is also offered for seniors. The focus is on transition/change as they move beyond high school. Students explore the growth/maturity they have gained in high school. They examine their current faith and various ways to enhance and continue this beyond Jesuit.



## III. ACADEMIC POLICIES

### 3.1 GRADUATION REQUIREMENTS

The requirements for graduation from Jesuit have been established by the Board of Trustees in conformity with the guidelines established by the Oregon State Department of Education and the Society of Jesus. Students who successfully complete these requirements will be awarded a Jesuit diploma. As a private, college-preparatory school, Jesuit seeks to support students who have the skills to succeed in a rigorous academic environment. Jesuit is not able to accommodate students with significant special learning needs, but does enjoy a close working relationship with Edison High School, whose mission is to help such students find academic and social success.

Graduation requirements are stated in terms of “credits earned.” One credit is awarded for each semester of work successfully completed. Students are required to: complete 51 semester credits in the required classes outlined below; take at least six classes each term; take classes in the appropriate sequence (e.g., Physics, then Chemistry, then Biology); and pass all courses taken at Jesuit. Students must take all courses at Jesuit, unless special permission is granted by the Vice Principal for Academics for a student to move ahead (e.g., a summer lab science course which allows the student to move to the next level of science). Students may not take a course at another school in order to avoid taking it at Jesuit. Jesuit will not grant high school credit for experiences prior to enrollment in ninth grade. All students must complete at least 65 hours of Christian Service in an approved agency between the summer before junior year and the end of senior year.

#### ***Specific Graduation Requirements:***

- **Theology:** Eight (8) credits—four (4) years
- **English:** Eight (8) credits—four (4) years.
- **World Languages:** Four (4) credits—two (2) years (in the same language)
- **Mathematics:** Six (6) credits—three (3) years
- **Physical Education/Health:** Four (4) credits—two (2) years
- **Science:** Six (6) credits—three (3) years-including physics, chemistry and biology
- **History:** Six (6) credits—three (3) years
- **Fine Arts:** Two (2) credits—one (1) year
- **Christian Service:** 65 hours—(one) 1 credit
- **Financial Literacy:** (seniors)—(one) 1 credit\*
- **Elective:** Six (6) credits

\* Required senior course starting in 2018. Does not count toward 51 semester credits.

### 3.2 COURSES AND STUDENT COURSE LOAD

A complete description of all courses and programs offered at Jesuit is contained in the Academic Catalog, which is located on the Jesuit website. The catalog also contains the academic policies and procedures of the high school. Each year, this catalog is revised in order to update course descriptions and to incorporate changes in academic procedures. At the discretion of the Vice Principal for Academics and with the concurrence of the Principal and the student’s parent(s), the “six-class requirement” may be waived for an individual student. Such waivers are rare and are restricted to the following cases:

1. An emergency situation (e.g., serious illness on the part of the student).
2. A valid educational reason (e.g., enrollment in a college or university course).

### 3.3 SCHEDULE CHANGES

Schedule changes are discouraged, and consequently students should choose courses wisely. Fees for electronic textbooks are not refundable. The last date for a schedule change is Sep-

tember 7, 2018. A \$10 fee is charged for schedule changes. To change a schedule, a student must:

1. Obtain a Schedule Change form from the Vice Principal for Academics.
2. Obtain the signatures of the teachers involved in the change and the student's counselor.
3. Obtain a parent's signature as an indication of approval.
4. File the Schedule Change form with the Vice Principal for Academics for approval.

A schedule change is not effective until the Vice Principal for Academics approves the request and indicates the effective date for the change. Students must attend the classes originally scheduled until the signed schedule change is returned to the Vice Principal for Academics. When the Vice Principal for Academics approves the request, the student will be assigned a date to change classes. Any schedule changes after September 7th must be initiated by the student's teacher or counselor. Students who change after September 7th will take the grade from the class they dropped to the class they added. There are no schedule changes in the second semester.

### 3.4 PROGRESS REPORTS/REPORT CARDS

The academic year is divided into two semesters. Each semester is divided into three six-week terms. Progress reports are provided at the end of terms 1, 2, 4, and 5. Report cards are mailed home at the end of Semester 1 and Semester 2. The progress grades for Terms 3 and 6 and the final exam grades are included on the semester report cards. Grades are cumulative throughout the semester. Progress grades are indicative of how the student is performing, but are not recorded on the transcript. Only semester grades are recorded on the transcript. All teachers post grades via the Jesuit website, updating grades each term. Parents/guardians and students are given personal codes allowing them access to the student's grades and other pertinent information.

### 3.5 GRADING SCALE

Grades represent the teacher's assessment of a student's work, and are used as a means for measuring and reporting progress and achievement. Grades aid students in determining their individual strengths and weaknesses; they may also be incentives to greater academic growth. Jesuit uses both a weighted and unweighted Grading Scale:

<b>Letter</b>	<b>Percent</b>	<b>GPA equiv</b>	<b>Honors course</b>	<b>AP course</b>
A	93-100	4.0	4.3	4.7
A-	90-92	3.7	4.0	4.4
B+	87-89	3.3	3.6	4.0
B	83-86	3.0	3.3	3.7
B-	80-82	2.7	3.0	3.4
C+	77-79	2.3	2.6	3.0
C	73-76	2.0	2.3	2.7
C-	70-72	1.7	2.0	2.4
D+	67-69	1.3	1.6	2.0
D	60-66	1.0	1.3	1.7
F	0-59	0.0	0.0	0.0

### 3.6 HONOR ROLL, ACADEMIC AWARDS AND NATIONAL HONOR SOCIETY

1. Students who receive an unweighted 3.5 semester GPA will be placed on the honor roll for that semester. This honor will be noted on the student's transcript.

2. At the end of each school year, Jesuit hosts awards assemblies to honor those students whose work has been of special academic distinction during that school year. The assemblies recognize students for their exemplary work at Jesuit in each academic discipline, and to provide inspiration for fellow students to seek excellence themselves. In keeping with its mission, Jesuit's faculty may publicly acknowledge those involved in service, campus ministry, activities, and athletics, as well as the recipients of college book awards. Jesuit High School does not invite speakers from outside organizations or institutions to present awards.

3. National Honor Society: Juniors with a cumulative unweighted GPA of 3.6 at the end of the 5th semester are eligible. Interested students must pass through an application process in which they provide evidence of strong leadership, character, and service.

### **3.7 COMMENCEMENT**

1. Jesuit will recognize at commencement the Valedictorian and Salutatorian, who are the graduating seniors with the highest cumulative weighted grade point averages in the senior the end of the seventh semester. Student speakers at commencement will be selected by the senior class. Valedictorians, salutatorians, and student speakers must have exemplary attendance and behavioral records as determined by the administration at its sole discretion.

2. Commencement attire: Students are to be in dress-up attire for Baccalaureate and Commencement. All participating students will wear JHS-issued robes and mortarboards. Only approved cords (e.g., NHS) are allowed. Cords are not issued for participation in clubs, particular courses, activities, etc. Students who wish to wear cords outside of their graduation gowns for cultural reasons need the approval of the Vice Principals for Student Life to do so.

### **3.8 FAILURES, INCOMPLETES, AND WITHDRAWALS**

The following policies govern failures, incompletes, and withdrawals:

1. **Failures:** Students must pass all subjects taken at Jesuit. A semester failure in any subject constitutes a deficiency, which must be corrected prior to the start of the next school year. Deficiencies may be corrected in several ways: an approved class in an accredited school (e.g., Portland Community College), Jesuit summer school, or an online course approved by the Vice Principal for Academics. A student who fails a class must file with the Vice Principal for Academics a plan to retake the course before August 15th of the next school year. Failed classes may not be made up at Jesuit during the regular school year. It is the student's responsibility to provide the school with an official transcript of all make-up work.

2. **Incompletes:** An "Incomplete" is sometimes awarded when a student has not fulfilled course requirements for some reason (e.g., illness). In such cases, the student is expected to complete the requirements within four weeks of the date that the Incomplete was awarded. It is the student's responsibility to contact the teacher with regard to correcting an Incomplete. An Incomplete that is not corrected within the four-week time span becomes an "F" unless special arrangements are made with the Vice Principal for Academics and the teacher involved.

3. **Withdrawal From a Course:** In certain cases of an extended illness, a student may need to withdraw from a class or classes at Jesuit. Because such cases are extremely rare, withdrawal from a course can only be allowed at the discretion of the Principal and Vice Principal for Academics. In such cases, the student's transcript will reflect a "W" in the appropriate class. Make-up work will be added to the student's transcript as a notation, but will not be included in the grade point average.

### **3.9 ACADEMIC PROBATION**

Students' academic and behavioral progress and records are reviewed each semester. This review occurs to ensure satisfactory student progress. All students must carry a 2.30 or better unweighted grade point average (GPA). Students who allow their semester GPAs to drop

below 2.30 will be placed on probation and in a study hall. In addition, regardless of GPA, a student may be placed on academic probation whenever the school administration judges it to be the proper course of action for a student's development. Seniors on academic probation are ineligible for senior privileges. Students with a record of academic probation may be asked to leave Jesuit if improvement is not judged satisfactory. When a student is asked to withdraw or is expelled for academic reasons, a Student Performance Review may take place. See section 5.3 part 8.

### **3.10 TRANSCRIPTS**

Transcripts are permanent legal records. To assure that the student's **legal name** is correctly listed on the transcript, parents/guardians must supply Jesuit with a copy of the student's official state-issued birth certificate. In accepting credits from accredited US educational institutions, Jesuit High School interprets "accredited" to mean Regionally Accredited Schools. Jesuit does not accept credits from non-regionally accredited schools. Jesuit High School's administration reserves the right to decide whether or not to accept credits from non-accredited schools (e.g., see notes re: ASE program below). The following information will be recorded on student transcripts and will be included in the grade point average:

1. All full-time classes taken for credit at Jesuit, including JHS Summer Session for incoming freshmen.
2. Classes taken at an accredited high school prior to a transfer student's enrollment at Jesuit.
3. Classes taken at an accredited school to "rehabilitate" a D, D+, or F semester grade in a core course for the purposes of college admissions, at the recommendation of the Counselor or Vice Principal for Academics. The student and parent(s) must submit an "Approval for Non-JHS Classes" form to the Vice Principal for Academics prior to beginning the course.

Note: Approval for Jesuit students' enrollment in Summer Session credit classes for advancement (e.g., in mathematics or world languages) must be obtained from the appropriate Department Chair prior to the first day of summer classes.

***The following information will be recorded on student transcripts as a notation (P or NP), but will not be included in the grade point average:***

1. Credit classes taken for a P or NP through Jesuit's Summer Session.
2. Enrichment credit opportunities through Saturday Academy-ASE. Students must receive approval from the Vice Principal for Academics in advance.
3. If a student attends a school in a foreign country for a full academic year or semester, classes will be evaluated on an individual basis and treated as transfer classes, when appropriate. Such courses may be designated either with a letter grade or P/NP, at the discretion of the Vice Principal for Academics.

***The following information will NOT be recorded on student transcripts:***

1. Classes taken at other schools before a student is enrolled as a ninth grader in Jesuit.
2. SAT, ACT, AP, and other national test scores.
3. Disciplinary records.

Other requests for inclusion will be evaluated by the administration on an individual basis. Students requesting transcripts for college or university acceptances should request them through the counseling office. Students transferring to other high schools should request transcripts from the Registrar in the main school office. Transcripts will be issued within five working days of the request. Transcripts will not be issued until all student obligations are discharged. This includes JUGs, payment of fines, and return of school property.

### 3.11 RIGHTS CONCERNING STUDENT RECORDS

Student Education Records: Parents/guardians of students currently in attendance at Jesuit may review the student's education records. Parents/guardians wishing to review student records should make written request to the Principal to do so. An amendment to the student's education records may be requested, if the student's parents/guardians believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record which identifies the disputed facts and states the facts which the parent believes to be correct.

### 3.12 STANDARDIZED TESTING

Sophomores and juniors take the PSAT on October 10, 2018. Individual scores are mailed home. Sophomores' PSATs are for practice only and do not count in the National Merit Scholarship program. A junior student with a documented disability may be eligible to take the PSAT/NMSQT with up to 50% extra time. In order to receive such accommodation, a student must:

1. Submit a request to the College Board's Services for Students with Disabilities; **-and-**
2. Submit a copy of the Eligibility Letter received from College Board to the student's counselor.

The Eligibility Letter must specifically indicate College Board's approval of student's extended time request. Regardless of the documented disability, or receipt of an Eligibility Letter, no accommodations of any kind will be offered for the sophomore PSAT. Students taking Advanced Placement Program Exams must comply with the requirements set forth herein in order to receive the above-referenced accommodation.

### 3.13 TEST AND EXAMINATION POLICY

**Semester examinations (finals) must be taken at the scheduled time.** If a student is absent from a semester examination, the student will receive an Incomplete for the semester. It is the student's responsibility to make arrangements to make up the exam. **No semester exams will be administered prior to the scheduled exam date and time.**

As a private, college-preparatory school, Jesuit has aligned its test and examination policy with the accommodation eligibility and review process and requirements set forth by College Board. Students with a documented disability may be eligible to take Jesuit tests and finals with up to 50% extra time. In order to receive such accommodation, a student must:

1. Have a documented disability that necessitates extended time testing;
2. Have documentation on file at school that supports the need for extended time. Such documentation must be supplied by an educational specialist who is not a member of the student's immediate family. Doctors' notes, IEPs and 504s are not sufficient to substantiate a request for accommodations;
3. Submit a request directly to the College Board's Services for Students with Disabilities; and
4. Submit a copy of the Eligibility Letter received from College Board to the student's counselor. The Eligibility Letter must specifically indicate College Board's approval of student's extended time request.

*The accommodation set forth herein will not be provided at Jesuit unless and until the student has met the requirements set forth in items one through four above.*

### 3.14 ACADEMIC INTEGRITY

Learning is the pursuit of truth. As truth is the goal, truthfulness must also characterize the pursuit. Each student's academic integrity is of paramount importance and must be preserved for the student's moral good as well as that of the school. Just as academic integrity must be preserved, academic dishonesty must be intolerable. Should a student choose to be dishonest, the student

will suffer the consequences outlined below. The severity of the offense will determine what consequence will be given to the student. All students sign Jesuit's Honor Code as part of their Commitment to the Jesuit High School Mission.

**First Offense:** The student will receive a zero on the assignment in question. The parents/guardians will be notified, and the student will meet with the Vice Principal for Academics (and appropriate teacher(s), if necessary). Such an offense is considered a serious violation of Jesuit policy and appropriate disciplinary consequences will be issued. In addition, the student will write a reflection paper on integrity.

**Second Offense:** The student will receive a zero on the assignment in question. The student will be suspended. A conference will be arranged with the student, the parents/guardians, the Vice Principal for Academics and other appropriate school personnel. During the meeting, parents/guardians, student, vice principal, and other appropriate school personnel will sign a contract to help the student solve his or her problems with academic integrity and protect his or her reputation. Disciplinary consequences will be issued.

**Third Offense:** The student will receive a zero on the assignment in question and will be suspended. Appropriate administrators will hold a conference with the student and parents/guardians to consider expulsion, failure of that class for the semester, or other penalties. student and parents/guardians to consider expulsion, failure of that class for the semester, or other penalties.

## IV. ATTENDANCE POLICY

Regular attendance is required of all students to enable their academic success. The interaction and personal relationship between students and teachers and between students and peers are aspects of a Jesuit education that cannot be made up once they are missed. Self-discipline and accountability for choices and consequences related to tardies are an area of potential learning and growth for some students. It is the student's responsibility to make up all work missed due to absence. Absences may adversely affect a student's grade in a given class.

### 4.1 ABSENCES

1. It is the student's responsibility to have a parent or guardian call the attendance office (503-291-5419) to report an absence. Failure to do so will result in disciplinary consequences. Jesuit's attendance voicemail operates twenty-four hours a day; the call explaining an absence can be made at any time **prior** to the **start of school** the day of the absence. Advanced notice of an absence is always encouraged.
2. Calls or notes received that acknowledge the absence or tardiness of a student do not necessarily excuse the absence or tardy. That determination will be made by the school administration at its sole discretion.

### 4.2 APPOINTMENTS/LEAVING CAMPUS

1. Students should avoid appointments during school hours. In the rare instance that an appointment is made, the office must be notified no later than the start of school the day of the appointment. Appointments taking a full school day are treated as an absence.
2. In the event an appointment notification is sent by note, this note must be presented to the Attendance Secretary no later than Break on the day of the appointment.
3. No student is to leave campus for an appointment without checking out with the Attendance Secretary. Upon returning to school from an appointment, the student must check back in with the Attendance Secretary with a note from the provider so the office knows the exact length of

the appointment.

4. Failure to follow these directives will be treated as unexcused absences and result in appropriate disciplinary consequences.

### **4.3 PRE-ARRANGED ABSENCES**

1. For all pre-arranged absences, including those related to a school activity, the student is to notify each teacher **at least a day in advance** and make arrangements to complete homework, projects, assignments, etc. that will be missed during the absence. Failure to make such arrangements may negatively impact the student's grade. Teachers will advise the Vice Principals for Student Life if they believe the student cannot afford to miss class based on overall grades, effort, and absence record.

2. **Extended absence:** Families should avoid scheduling vacations and other events on school days. College visits should be arranged outside of class time. If a student is going to be absent for three consecutive school days or more, the student must turn in an extended absence form to the Vice Principals for Student Life at least three school days in advance of the absence. The form is available on the JHS website. The student is to notify each teacher as part of completing the extended absence form. In such cases, teachers are not expected to reteach the material missed; the student must make arrangements with classmates or tutors to catch up on the missed material. Failure to submit the Extended Absence form on time may result in disciplinary consequences.

### **4.4 TARDIES**

Students arriving tardy to school must report to the Dieringer Office immediately upon arrival to school.

1. Students arriving late but within the first 20 minutes of the start of the school day are allowed three tardies for the semester before a JUG is issued.
2. Students arriving after the first 20 minutes but within the first period of the school day will automatically receive an After School JUG regardless of the number of tardies they have on their attendance record. Tardies beyond the first period of the school day will be handled at the discretion of the Vice Principals for Student Life.
3. Upon the fourth tardy and every tardy thereafter, the student is required to serve an After School JUG. Cumulative tardies will result in further disciplinary consequences deemed appropriate by the Vice Principals for Student Life.
4. A parent phone call to the attendance secretary is required if students will be arriving late or leaving school early due to a doctor's, nurse's, counselor's, or therapist's appointment. Upon arrival to school, the student must present a note from the provider. Such tardies will generally not count against a student's total tardies.

Throughout the day, students are expected to be in the classroom when the bell rings. Students are responsible for keeping track of their own tardies. If a teacher is late to class, students are to remain in the classroom and study quietly. After five minutes, a student should inform the Vice Principal for Academics that the teacher is not present.

### **4.5 UNEXCUSED ABSENCES**

1. No student who follows the attendance directives should appear on the unexcused absence list. If a student does appear on that list and this is in error, the student must see the Attendance Secretary immediately.
2. Unexcused absences will receive serious consequences, including loss of all credit for classes missed, Saturday JUG, and parental notification.

### **4.6 ACCUMULATED ABSENCES**

Jesuit believes the classroom experience cannot be replicated. Students who accumulate an excessive number of absences from any class during a semester will be reviewed for academic standing. **Except in extraordinary circumstances, students should expect to be required to petition for credit and/or be graded on a P/F scale after 10 absences.** At the sole discretion of the administration, this petition may be accepted or denied. The student may be required to withdraw from certain classes, or from Jesuit. **Except in extraordinary circumstances, students should expect to be withdrawn from class(es) after 20 absences in a semester.** If a student is allowed to continue the pursuit of credit in the class(es) in question, he/she may be required to put in writing a plan for earning credit. In such cases, appropriate academic and/or disciplinary consequences may be applied, as determined by the administration.

#### **4.7 ATHLETIC AND ACTIVITY RULES FOR ATTENDANCE**

Students must attend classes the entire school day to be eligible to participate, practice, or compete that day. This applies to all activities and athletics. Absences for school-sponsored functions or pre-arranged absences (such as doctor or dentist appointments) are exceptions. Specifically, if a student sleeps in because they are sick or fatigued, or if they leave school because they are sick, they cannot practice or play that day, even if the parent has called in. To pre-arrange an absence for an appointment, parents must call or give a note to the attendance office prior to the start of the school day the day of the absence. Upon returning to school from an appointment, a note from the doctor or therapist must be given to the Attendance Secretary.

#### **4.8 ILLNESS OR INJURY DURING THE SCHOOL DAY**

If a student becomes ill or injured during the day, he/she must report to the Attendance Secretary. Jesuit will contact the student's parent or guardian and the student may be sent home. The school does not administer medication to students. All personal injuries incurred on campus must be reported to the Principal by the supervising adult.

### **V. SAFE SCHOOL AND STUDENT BEHAVIOR POLICIES**

***Cura personalis*:** Latin for "care of the whole person," is a fundamental value of Jesuit education. The rules of the school are intended to help create a respectful and orderly environment conducive to learning and appropriate student and faculty interaction. Respect for honesty, for the well-being of others, and for Jesuit's expectations are all indicators of the student's commitment to the Jesuit mission. Students are expected to accept responsibility for their choices and actions. The administration of Jesuit is the sole judge of the nature and severity of behavioral violations. At the exercise of its sole discretion, the administration determines appropriate consequences for poor choices, inappropriate behavior and misconduct. The administration may amend or revise the school's behavioral expectations and penalties at any time as it sees fit. While the behavioral expectations of the school pertain primarily to on-campus and school activities, students who do not at all times in all places, including off campus and outside the school year, model behavior reflective of the values of Jesuit and the moral precepts of the Catholic Church, or who in any way at any time conduct themselves so as to reflect dishonor on themselves or damage the reputation of Jesuit, are subject to school discipline, including possible expulsion. This includes but is not limited to illegal activities of any type.

**Dignity and Respect:** All are expected to treat others with dignity and respect. Respect for oneself, other students, teachers, staff, volunteers, and visitors are key to *cura personalis* at Jesuit.

- The school will demonstrate a compassionate, Christian attitude toward all students and strive to create a safe, supportive environment. All students will be treated with dignity, respect, and sensitivity.



- The school will insist upon the safety and dignity of all students, and will not tolerate acts of power-based personal violence. Each student is expected to do his/her part to maintain a safe school.
- “Loving” and “Committed to Doing Justice” are two of the five foundations of the Profile of a Jesuit High School Graduate. Love is the most certain sign of God’s presence, and is the heart of the Christian vocation. Justice requires that all students be treated with dignity as children of God regardless of ethnicity, religious affiliation, sexual orientation or gender identity, as we seek greater understanding, acceptance, and generosity toward others. Catholic tradition embraces a compassionate attitude toward students who experience themselves as transgender. Furthermore, the OSAA has promulgated guidelines for treating transgender student-athletes with dignity and privacy. When Jesuit becomes aware that a student identifies as transgender, in the exercise of its sole discretion, the school will determine an appropriate course of action for meeting the student’s needs and academic and co-curricular goals.

### 5.1 SAFE SCHOOL ENVIRONMENT

Jesuit strives to maintain a learning environment that is safe for all students. Occasionally, students might have concerns about a fellow student. If the concern is that a student might harm himself or herself, or may be inclined to harm others, or is talking or writing about harming others, it is vital that this information be reported immediately to a Jesuit teacher, counselor, or administrator. All JHS faculty and staff are legal “mandatory reporters” who must report such threats to the appropriate authorities. In addition, Jesuit strives to maintain an environment that is free of all types of discrimination, harassment, or power-based personal violence. Power-based personal violence includes, but is not limited to, bullying in any form, dating violence, and sexual assault. If an act of power-based personal violence occurs, the responsible student(s) will be subject to severe disciplinary consequences including the possibility of immediate expulsion.

A. **Harassment** means a course of conduct directed against another person that:

1. places one in reasonable fear of harm to his or her person or damage to his or her property;
2. substantially interferes with one’s educational opportunities;
3. substantially negatively impacts one’s emotional or mental well-being or
4. substantially disrupts the orderly operation of the school educational environment.

B. **Sexual Harassment** refers specifically to unwanted sexual advances, requests for sexual favors and other unwelcome verbal or physical sexually-oriented advances or conduct by a person toward another person at school or at school-sponsored activities. Conduct is viewed as sexual harassment when it has the purpose of affecting or unreasonably interfering with one’s school performance or creates an intimidating, hostile, or offensive environment at school or school-sponsored events. Examples of behavior that may be sexual harassment include, but are not limited to:

1. Demands for sexual favors.
2. Making sexually suggestive remarks, jokes, or comments of a sexual nature about the nature of a victim’s appearance.
3. Using sexual terms in a derogatory way.
4. Deliberate and unwelcome touching, pinching, brushing, or patting.
5. Displaying sexual illustrations in any form.
6. Unwelcome pressuring for dates or sex.
7. Describing or asking about personal sexual experiences.

C. **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on another person. It is further defined as: unwanted purposeful written, verbal, nonverbal,

or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: unwanted teasing; threatening; intimidating; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of school or personal property; social exclusion, including incitement and/or coercion; rumor or spreading of falsehoods; hazing and coercive initiation into a student team or club.

D. **Cyberbullying** is the willful and repeated harassment and intimidation of a person through the use of any form of electronic communication. If a student feels that he or she has been a victim of discrimination, harassment, or power-based personal violence, whether online, on campus or off campus, the student should reach out to a counselor, teacher, Dean of Students, or any other school authority. The incident will be forwarded to the Dean of Students and investigated further. To the extent possible, such reports will be treated as confidential. Jesuit will not retaliate against any current, potential, or former student who, in good faith, reports such incidents or participates in the investigation of such a report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate correction action up to and including expulsion.

E. **Dishonesty Other Than Academic:** Forgery or falsification of school or other documents, lying to staff or administrators, or otherwise representing oneself dishonestly will result in disciplinary action. Dishonesty in the course of investigating a discipline issue will compound the penalty for the student. A student who establishes a pattern of dishonesty, whether academic, non-academic, or both combined, will be liable for expulsion.

F. **Disrespect Toward Others:** A student showing deliberate written, verbal, or physical disrespect or insubordination towards any member of the faculty or staff, at any time or place, will face disciplinary sanctions, which may merit suspension or expulsion. Intimidation, harassment, threatening, stalking, defamation, bullying, or persecution, in any form, at any time or place, physically, verbally, in writing, on the Internet, or by any other means will not be tolerated. Consequences will range from a reflection essay to JUG to expulsion.

G. **Chemical Substance Possession:** Students shall not possess, use, transmit, distribute, or be under the influence of, or show evidence of having used any alcoholic beverage or illegal drug or drug paraphernalia of any kind on campus or at any school-related event. This includes marijuana, electronic cigarettes, vaporizers, or other delivery systems for contraband items. Furthermore, students shall not promote or publicize on campus any events or parties at which there is the likelihood of controlled substances. Use or possession of controlled substances or related paraphernalia on campus at any time, before or during the school day, or at a school-sponsored activity on or off campus will result in suspension and a meeting of the Student Performance Review Board to consider the expulsion of the student. Students who provide, distribute, or sell drugs, alcohol, or drug-related paraphernalia, at any time, in any location, during the school year or outside the school year can expect to be expelled and referred to law enforcement. Students who are present during such activities are subject to disciplinary action.

H. **Tobacco:** The use of tobacco causes cancer and is illegal for those under 21 years of age. Students are not to use, possess, or distribute tobacco products of any kind on the Jesuit campus, or off campus at any school event. Violations will result in the school contacting parents/guardians and assigning appropriate disciplinary actions.

I. **Vulgarity and Obscenity:** Obscene or vulgar language, writing, pictures, signs, or gestures

are prohibited.

**J. Gangs/Groups:** Jesuit will not tolerate groups which the administration judges as potentially harmful to the positive Catholic atmosphere of the school, including but not limited to those groups identified by law enforcement as street gangs or those whose purpose is the conduct of illegal activities. The school will not tolerate any person or any group which promotes attitudes and ideals contrary to the school's Christian and democratic principles. Students who join, promote, or recruit others to join such groups will be subject to disciplinary action, including possible expulsion.

**K. Violence or Threats of Violence:** Violence and threats of violence will not be tolerated at Jesuit.

1. Students who engage in acts or threats of violence on or off campus or who are found in possession of dangerous objects on or off campus will be subject to possible expulsion. Depending on circumstances, the police will be notified and charges pressed.
2. In cases of violence, threats of violence, or possession of a weapon or dangerous object, the school may require the student to undergo psychological evaluation. Such evaluation requires that the parents/guardians authorize the complete sharing of all information between Jesuit and the psychologist conducting the evaluation.
3. If a faculty or staff member becomes aware of a student who is talking or writing about violence, they must notify the administration immediately.

**L. Disruptions to the Learning Environment:** On campus or at school-sponsored events, a student may not possess or use any object which might disrupt normal activity and/or injure others or cause damage to property. Students in possession of any item that could reasonably be considered a weapon, such as firecrackers, smoke bombs, water balloons, squirt guns, pellet guns, laser pointers, etc., which, in the view of the administration, could potentially disrupt the learning environment of the school or cause annoyance or alarm (e.g., drones), will be subject to severe disciplinary action, including expulsion. Drones may be used on campus, including Valley Plaza, only with the explicit permission of the Principal.

**M. Dangerous Objects and Weapons:** Jesuit believes that learning requires a safe environment of respect and trust. Weapons or dangerous objects on campus create intimidation and fear and are not tolerated. Jesuit High School defines "dangerous objects" and "weapons" as objects typically capable of being used to kill, physically injure, or intimidate others. They include, but are not limited to, firearms, explosives, incendiary material, blades of any type or size, chains, brass knuckles, martial arts devices, etc. Jesuit High School will use its sole discretion to decide if an object will be considered a dangerous object. This weapons rule applies not only on campus but also at school activities. If a student discovers that he or she is somehow in accidental possession of a weapon, the student should notify a teacher or administrator and deliver the weapon to that person immediately. Doing so will mitigate disciplinary action by the school. If a weapon or something simulating a weapon is brought to school for a class presentation or other school purpose, that object must be cleared in advance with the teacher. It is then to be checked in with the Vice Principals for Student Life at the start of the day, checked out for the period or periods for which it is to be used, and checked back in to the Vice Principals for Student Life until the end of the school day. Students who fail to observe these rules will be subject to severe disciplinary action, including expulsion. This rule includes any object that in appearance simulates a lethal weapon.

**N. Fighting/Gambling:** Fighting on campus or at any school activity is considered a major offense and possible consequences for all participants involved include suspension and/or expulsion. Gambling by students on campus is absolutely forbidden.

**O. Vandalism and Theft:** The following actions will result in severe disciplinary consequences including possible expulsion:

1. Theft, vandalism, or misuse of Jesuit property.
2. Theft or vandalism directed at another school or the students or staff of another school.
3. Theft or vandalism of another person's property on campus or at a school event.
4. Any act of theft or vandalism committed in the larger community warranting law enforcement intervention.

In addition to disciplinary consequences, students and their parents/guardians shall be liable for damage done to or the theft of school or private property.

## **5.2 STUDENT DRESS CODE**

Student clothing and personal grooming should reflect respect for the dignity of self, other individuals and groups, and promote effective learning and social environments. The intent of the Jesuit High School dress code is to instill an understanding of the expectations of appropriate attire in different contexts. The dress code is in effect on all school days, including exam days. A student in violation of the dress code may be sent to the office, given a JUG, and/or required to arrange for a change of clothes. Repeated offenses will warrant increased disciplinary consequences. The administration will be the final judge of student dress code questions.

### **General:**

1. Clothing and personal grooming must be neat, clean, and modest.
2. Clothing should be free of holes or rips and with hems on pant legs.
3. Clothing must not mock the dress code; clothing must be free of inappropriate or suggestive messages including, but not limited to messages relating to violence, drugs, alcohol, or racism.
4. Clothing must fully cover undergarments, mid-sections, cleavage, and backs at all times.
5. Jesuit team jerseys, with an approved shirt underneath, or Jesuit team sweat outfits are allowed on pre-arranged days, as set by the coach and the Vice Principals for Student Life.
6. One article (shirt or pants/shorts) of camouflage clothing is permitted. Leather clothing is only permitted as an outdoor jacket.

**Shirts/Tops:** Shirts and tops must have sleeves that extend at least three inches down the arm beyond the edge of the shoulder. Shirt and tops may not be form-fitting or see through.

**Pants/Shorts:** Students may wear standard denim pants, corduroys, dress slacks, cargo pants, and khakis. Shorts must be to the knee. Pants and shorts cannot sag below the waist or be see through. Leggings and yoga pants are not permitted.

**Skirts/Dresses:** Skirts and dresses must be to the kneecap or longer. Slits cannot be more than three inches above the knee. Dresses must have sleeves.

**Hair:** Students are to keep their hair clean and well maintained. If students choose to dye their hair, it must be of a natural hair color (this includes streaks or patches). Students may not carve designs or initials into their hair or wear extreme hairstyles such as spiked, Mohawk, and the like. The administration may grant exceptions for religious, cultural, or health reasons.

**Hats/Accessories:** Hats, of any type, including sweatbands, bandanas, hoods, and visors are not allowed during the school day. Earrings or fillers can be worn in the ear only. The administration may grant exceptions for religious, cultural, or health reasons. Student may wear up to two earrings per ear. Body piercing, tattoos, ear gauges are not allowed. Student may not wear dog-collar type jewelry, studded wristbands, or other studded accessories, wallet chains, belts

with chains or ropes. Students may not wear sunglasses in school buildings.

**Shoes:** All shoes (other than exceptions noted) must either cover the toe and heel or have heel and toe straps that are properly used. Backless tennis shoes and backless sole shoes (Birkenstocks and similar) are permitted. Slippers, flip flops, athletic slides, or other backless shoes are not permitted.

**Outer Garments:** If at any time, a shirt underneath an outer garment such as coats, jackets, sweaters, sweatshirts, fleeces, is visible, that shirt must be an approved shirt under the dress code guidelines.

**Dress Up Days:** Days of All-School Liturgies and other special occasions are designated dress-up days. These are school days where a more formal appearance is expected of students out of respect for the special purpose of the day. In addition to the usual dress code guidelines, the following guidelines apply for the entire school day. Note: cargo pants, any article of denim clothing, and athletic shoes are not allowed. Backless dress shoes are permitted.

**Females:** Females are asked to wear dress pants or skirts with a dress top or a dress.

**Males:** Males are asked to wear dress slacks or full-length corduroy pants or khakis with a belt. A full button front collared dress shirt, properly buttoned, with short or long sleeves and a properly tied necktie or bowtie. Shirts must remain tucked in. Dress shoes with socks must be worn.

**Dress Code at School Events:** Students are to wear neat, clean, and modest clothing to school events. No stomach or back skin can show when the arms are raised to shoulder height. All rules regarding accessories and inappropriate messages on garments apply. Students are not allowed to be shirtless while participating in school activities or at school events on or off campus either during or after school hours.

### 5.3 DISCIPLINARY ACTION

Students' academic, attendance, and behavioral records are reviewed periodically to ensure satisfactory student progress. Enrollment at Jesuit is on a yearly basis with permission to re-enroll for the following school year being granted each June by the administration to current students. Re-enrollment is contingent on the student satisfactorily meeting the following criteria and is not guaranteed by preliminary registration: commitment to the school's mission, to the rules and standards of Jesuit, and personal development that is consistent with the student's potential and the goals articulated in the "Profile of the Jesuit Graduate."

Disciplinary action will be taken when a student commits a violation of the behavior and values Jesuit expects of all students. The school may apply the following depending on the offense.

1. **Lunch JUGs:** Lunch JUG starts at the beginning of the lunch period. Students report to the lunchroom supervisor at that time. If a student is late, forgets the JUG slip, or performs poorly, additional JUGs may be issued.
2. **After School JUG:** JUG begins at 2:40 p.m. or ten minutes after the last scheduled class period/assembly. JUG will last approximately forty minutes. A student who chooses to be tardy for, or absent from an assigned weekday JUG, thereby earns further disciplinary consequences.
3. **Saturday JUG:** Saturday JUG (two hours at a time set by the Vice Principals for Student Life). Only an administrator may assign a student to Saturday JUG, which are generally for repeated and/or serious violation of Jesuit policy. A student who misses a Saturday JUG will receive subsequent Saturday JUGs. Absence from these detentions may lead to suspension.

4. **Revocation of Privileges:** Parking privileges or senior off-campus privileges may be suspended or revoked at the discretion of the school. Students on academic or behavioral probation will not receive senior privileges until the probation is completed or lifted. The school also may suspend a student's ability to attend and/or participate in any school sponsored activities on or off campus.

5. **Replacement fees** will be levied for lost locks, ID cards, proximity cards, or parking passes to pay for replacement.

6. **Suspension:** Suspension is a temporary denial of a student's ability to be on the school campus, attend classes or participate in school activities. Suspension is applicable at the discretion of the school as a response to: 1) a single serious behavioral violation of school rules, 2) as a response to a pattern of academic, attendance, and/or behavioral shortcomings, or 3) as judged appropriate by Jesuit. Students who are suspended for any reason should be aware that some colleges ask if an applicant has been suspended during high school. Upon resuming attendance after a suspension, the suspended student is required to turn in previously assigned academic work that was due on the day of suspension and to make up class work or tests missed during suspension. Any such work completed satisfactorily will receive only the maximum credit allowable for an "F" grade according to the teacher's normal grading system. Work not completed satisfactorily will receive the appropriate grade. For example, a student who does well on an assignment graded on a typical 100-point scale will receive an "F" worth 59 points, despite the actual score, while a student who refuses to make up the assignment will receive an "F" equivalent to 0 points. Work assigned in class during suspension, which is due after suspension is concluded, may be made up for full credit. Teachers have no obligation to review missed material with the suspended student. No student's course grade for the semester will drop by more than one full letter grade solely as a result of academic work or tests missed because of a single suspension. At its discretion, the school may assign an "in-school suspension." Students on in-school suspension must report to the Vice Principals for Student Life by 7:45 a.m. of the assigned day. Appropriate work will be assigned, to be done by the student in the school office. All conditions of suspension remain as stated above.

7. **Behavioral Probation:** Probation may be assigned for an excessive number of behavioral referrals of any type, for a record of consistent academic, attendance, and/or disciplinary issues, or at any other time the administration considers probation to be an effective means of addressing inappropriate student performance. Probation will be for a specified length of time. The probationary period may also be extended if necessary. The student on Probation will be evaluated according to a contract drawn up by the school and signed by the student, the student's parent(s) or guardian(s), and a Jesuit administrator. Violation of the contract, demonstrated ambivalence toward contract obligations undertaken by the student, or failure by the student to notably improve in the areas cited within the contract will result in a student performance review. In addition, suspension, expulsion and/or other restrictions or sanctions may be imposed for violations of school rules during the probation. Prior probations any time during the student's attendance at Jesuit will have an important bearing on subsequent administrative disciplinary decisions involving the student.

8. **Student Performance Review Board:** Jesuit may expel any student who through a pattern of behavior or by a single serious transgression fails to live up to the rules, standards, values, and/or expectations of the school as stated in the Student Handbook, the School Mission statement, and/or the "Profile of the Jesuit Graduate at Graduation." No probationary period need precede such a decision, which the school can make at any time. In cases involving possible expulsion, after notifying the President, the Principal will convene and chair a Student Performance Review Board. The Principal will decide the composition of the Board on a case-by-case

basis. The Review Board will decide if the student will be expelled or made subject to other school disciplinary action and/or restrictions. The Review Board will meet with the student and the student's parent(s)/guardian(s). At this meeting, the student and the parent(s)/guardian(s) will have the opportunity to respond to the concerns expressed by the Board. The Review Board will make its decision and notify the student and parents/guardians. Students who are denied re-enrollment, expelled, or asked to withdraw will not be eligible for readmission to Jesuit in the future and may be forbidden from attending any Jesuit function or coming onto the school campus at any time. Only the Principal or President can waive this restriction.

#### **5.4 ADMINISTRATION OF DISCIPLINE RESPONSIBILITIES**

1. **Testing For Controlled Substances:** On the Jesuit campus or at any school function on or off the Jesuit campus, Jesuit representatives may require students to submit to controlled substance (i.e., drugs or alcohol) testing administered by school personnel or a designated agency.

2. **Search and Seizure:** For the protection of the Jesuit High School community, school authorities may inspect and search places and areas such as lockers, parking lot, and other school property and equipment owned or controlled by the school. When there is reasonable suspicion, Jesuit school authorities reserve the right to search students, students' backpacks/purses/bags, phones, calculators, laptops, automobiles or other personal property that is brought onto campus. These searches may occur without notice to or consent of the student or parent(s)/guardian(s) and may include law enforcement resources. Students and parent(s)/guardian(s) grant permission to Jesuit personnel to search personal property brought onto campus and/or to Jesuit events off campus.

## **VI. GENERAL POLICIES**

### **6.1 CELL PHONE USE**

Cell phone and smart watch use, including web access, phone calls, and texting, is restricted to one of the three designated cell phone areas on campus during the school day (Knight Lobby, between Smith Gym and PAC, and the pavers outside room 32). A student may use a cell phone outside of these areas only with the explicit permission of a faculty or staff member. Cell phone use is prohibited in the library at all times.

### **6.2 CLARK LIBRARY**

The Clark Library is a haven for quiet study, research, and personal reading. No food or drink, except for water, is allowed. The library staff offers an array of services to students and faculty. Hours are 7:00 a.m. to 4:30 p.m. (late opening Tuesdays at 8:30 a.m.; early closing Fridays at 3:00 p.m.). Regular checkout is three weeks, plus renewal options. Students who have overdue items will:

1. receive an overdue email on Monday.
2. have an email sent to their parents on Thursday.
3. receive a JUG the following Monday if they still have not renewed or returned their material, and begin accruing fines of \$1.00 per day per item. Overdue fines collected will be given to the Arrupe Fund. Students who lose or damage library material must pay for the replacement of material.

### **6.3 CLOSURE POLICY FOR INCLEMENT WEATHER**

Jesuit's official website at [www.jesuitportland.org](http://www.jesuitportland.org) will provide necessary closure or late-start information. In addition, radio and television stations broadcast such information. In the event of school closure for inclement weather, all scheduled school activities are also canceled. In the case of multiple days of school closures, students will be expected to follow direction regarding digital learning days.

#### **6.4 CO-CURRICULAR ORGANIZATIONS AND CLUBS**

Co-curricular organizations are school-sponsored or endorsed organizations that operate entirely or in part outside of the school day, including but not limited to those organizations which allow students to represent themselves and Jesuit through their performance, competition, or participation, such as fine arts productions, interscholastic athletics, student government, cheerleading, service and honor societies, and the like. Membership and/or participation in Jesuit co-curriculars is a privilege which may be revoked at any time by the school. Poor or declining grades, behavior problems, illegal activities, or other incidents that at any time damage Jesuit's reputation or endanger self or others are some reasons why the administration may not allow a student to be part of its co-curricular program.. The organizations themselves may also create criteria that a student must meet in order to enter into or retain membership, subject to approval by the administration. All co-curriculars at Jesuit are under the general oversight of the Activities Director and Dean of Students and Activities, except for athletics and fine arts, which have their own directors. At the discretion of the administration, co-curricular organizations and clubs may be dissolved. Students wishing to organize fundraising events must seek the approval of the Principal.

#### **6.5 COMMUNICABLE DISEASE POLICY**

Jesuit follows the Archdiocese of Portland's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

#### **6.6 COUNSELING PROGRAM**

The purpose of the JHS Counseling Program is to help students have a meaningful and productive experience at Jesuit. By providing personal, academic, and college counseling, the counselors work to ensure that students achieve their full potential. The Profile of the JHS Graduate serves as a guide for the Counseling Program.

#### **6.7 DANCES**

Dances are held periodically throughout the school year for the entertainment and enjoyment of Jesuit students and their guests. The following guidelines apply to all dances sponsored by Jesuit:

- a. All dances are scheduled in advance and are listed on the master calendar.
- b. In order to prevent embarrassment and protect student dignity, public requests for dates to dances are prohibited on campus.
- c. All school rules are in effect at dances.
- d. A student body ID card is required for admission. In the case of a semi-formal or formal dance, a bid or ticket may replace this requirement. The Prom is for juniors and seniors only.
- e. Any student eligible to attend a dance is allowed to bring one guest to the dance, however exceptions may apply for certain dances. The student must obtain a guest pass from the Dean prior to the date of the dance. Guests must be at least in the 9th grade and no older than 20 years of age. Guests for Prom must be at least in the 11th grade. The number of guest passes will be limited for each dance.
- f. Any rules pertaining to a dance such as dress codes and times for arrival/dismissal, will be announced prior to the dance.
- g. Students and guests may be subject to random alcohol and drug testing. Students who do not observe these rules may forfeit the privilege of attending dances.

#### **6.8 FOOD, DRINK, GUM**

Food and drink are allowed only in the Gedrose Student Center and designated areas: (e.g.,



Commons, Hayes Plaza, Gedrose Student Center, pavers between Elorriaga and Gedrose Student Center). Consumption of food and drinks are not allowed in school buildings, in the Library, on fields, or on the Alumni Quad. Irresponsible lunch room behavior will result in consequences ranging from JUG to an expulsion hearing. Gum is not permitted on campus at any time.

## **6.9 GEDROSE STUDENT CENTER**

The Gedrose Student Center is supervised and open for students from 7:00 am to 7:40 am Monday, Wednesday through Friday. Continental breakfast items are available for purchase Wednesday through Friday.

## **6.10 LOCKERS**

Jesuit assigns each student a locker. Due to limited space up to two students are assigned to share lockers. Locks and lockers are the property of Jesuit, and are assigned subject to the following guidelines which govern their care and use:

1. The school assigns lockers. Students may not exchange or share lockers without authorization from the Vice Principals for Student Life.
2. **Students should keep valuable items with them or locked inside their lockers. The school is not liable for loss of student possessions or for locker security.**
3. Students must use only Jesuit-issued locks. For purposes of security students must be careful about sharing lock combinations with others. Lost locks are the responsibility of students and must be reported. Failure to lock one's locker could result in disciplinary action, starting with JUG.
4. Students are expected to treat their lockers with the same care and consideration they give to all school property. Fees will be charged for damaged or defaced lockers. Report any lock or locker malfunctions to the Dean of Students & Security.
5. The school reserves the right to open and inspect the contents of lockers at any time, and to remove contraband or noxious items.
6. Students may decorate their lockers. Students must be mindful of good taste, respect and spiritual and community goals of Jesuit. Students may not use paint or decals which make the lockers difficult to clean. Lockers must be left clean in the same condition in which they were given. Only blue or green painters' tape is to be used to attach personal decorations. Locker postings must be removed at the conclusion of each athletic season or event.

### **Other postings on campus:**

1. Birthday greetings, information sheets, etc. posted on the walls around campus must use only blue or green painters' tape, cannot be posted on the center posts of doorways, the exterior pillars of the school, or on glass windows.
2. No advertisements or information, aside from those put up by a JHS faculty or staff member, can be posted by a student anywhere on campus except with the prior approval of a faculty member or administrator. Locker postings must be removed at the conclusion of each athletic season.

## **6.11 LOST AND FOUND**

Students should notify the Director of Security of lost personal belongings and complete a form describing missing property. Those items turned in as lost and found will be available in the Dieringer Center. Unclaimed items will be donated to charity.

## **6.12 PARENTAL CUSTODY**

Jesuit students are required to live at home with a parent or legal guardian, even after they reach the age of eighteen. Divorced or separated parents/guardians are expected to file a

court-certified copy of the custody section of the divorce or separation decree with the Registrar. The school will not be held responsible for failing to honor arrangements that have not been made known in this way.

### **6.13 PREGNANCY POLICY**

Jesuit supports the position of the Catholic Church that abstinence is the proper choice regarding premarital sex. Jesuit emphasizes the need to make positive moral choices, including decisions regarding sexual conduct. At the same time, Catholic tradition embraces a compassionate attitude toward students who become pregnant or who are responsible for a pregnancy. When Jesuit becomes aware of the pregnancy of a student, or the impending fatherhood of a student, the Counseling Department will schedule a conference with the student, the student's parent(s), school counselor, and a representative of the school administration. The school will determine an appropriate course of action for meeting the student's educational goals, which may include remaining at Jesuit full-time, taking a reduced course load, or alternative school options.

### **6.14 RESTRICTED AREAS & ITEMS**

Jesuit functions as a closed campus. Students may not leave the campus during school hours without permission from the office, except seniors with senior privileges who will be allowed to leave campus during lunch, at break, or during their prep period. All students, including seniors with privileges, shall avoid the following areas which are off limits during the school day: PAC Lobby, area between PAC Lobby and surrounding areas, west of the Gedrose Student Center, including the baseball complex; areas east of the gym and locker rooms (stadium, softball field, parking lots). Exceptions: supervised P.E. classes, e.g., tennis courts and the track. Additionally, classrooms, the gymnasiums, the weight room, the activity room, locker rooms, and all such rooms and areas intended for instructional purposes are off limits to students unless a staff member is present. In order to protect students and their possessions, no loitering in the parking lot is permitted. During the school day, seniors with privileges may be in the parking lot only while leaving or entering campus. Restricted Items: Skateboards, roller skates or in-line skates/roller blades, and scooters are never allowed on campus or in the parking lot.

### **6.15 SCHOOL NAME, LOGOS OR SEAL**

The school does not allow the use of the name "Jesuit," "Jesuit Crusaders," or "Jesuit High School" or the Jesuit logo or mascot images except by specific permission of the President of the school. No non-school group, team, or club of any type is allowed to identify itself as "Jesuit," "Jesuit Crusaders," or "Jesuit High School" nor are those names to be printed on garments or otherwise publicly displayed in any way, except by the pre-approval, in writing, of the President or Principal.

### **6.16 SENIOR PRIVILEGES**

Seniors with off-campus privilege (parent permission letter on file and in possession of a senior privilege card) may leave campus during break and their lunch/prep period. No other students may leave campus during the school day. Authorized seniors may leave campus only on foot or bicycle during the first semester. Seniors may be given the privilege to drive off campus at the discretion of the Principal. During the school day, seniors with privileges may be in the parking lot only while leaving or entering campus.

### **6.17 SPIRIT STORE**

The Jesuit Spirit Store is available for students to purchase Jesuit apparel and other Jesuit merchandise, including lunch cards. The Spirit Store is open from 2:00 p.m. to 4:00 p.m. each school day and other times during special events.

## **6.18 STUDENT ID**

Students are required to wear their own current school issued lanyard and ID at all times in school. IDs and lanyards may not be altered, decorated, or tampered with. Student ID pictures and names must be visible at all times. Students who are not wearing their own ID and lanyard during the school day, or students who give their lanyard to another student to wear, should expect to be issued a JUG. A lost or broken lanyard, ID or proximity card should immediately be reported to the Director of Security. A replacement fee of \$5 will apply per item.

## **6.19 STUDENT MESSAGES AND ANNOUNCEMENTS**

Jesuit is limited in its ability to convey messages to students during school. Please leave messages for emergencies only. Jesuit will not call a student out of class for a telephone call unless it is an emergency. All school announcements must be signed by a faculty member and read by approved student announcers.

## **6.20 STUDENT PARKING AND DRIVING REGULATIONS**

1. Students parking on campus must register their cars with the Director of Security.
  - a. To be eligible for a permit to park on campus, a student must be a junior or senior and have a valid driver's license.
  - b. Only one parking pass will be issued per family.
  - c. Students are expected to know and obey the parking regulations.
  - d. Parking permits are non-transferable.
  - e. Students may register no more than two vehicles.
2. Reserved Spaces
  - a. Parking spaces will be assigned in the Cronin lot (by Cronin Field), the lot north of the tennis courts, and designated areas in the Valley Plaza lot.
  - b. To be eligible for a parking space, students must submit a vehicle registration form (available by May 1) and a copy of his/her driver's license to the Director of Security by June 1. Students who turn in information after that date will be eligible to be placed on a waiting list.
  - c. Student spaces will be assigned in the following way: Typically, seniors will be given a parking space in the Cronin lot. Carpools, frequency of driving to school, and size of primary vehicle can affect assignment of the parking space. Juniors will be assigned in the lot north of the tennis courts, and designated areas in the Valley Plaza lot.
  - d. Student spaces are reserved until 8:30 a.m. (Monday, Wednesday, Thursday, and Friday) and 9:30 a.m. on Tuesday. All student parking spaces and areas are open-parking after those times. Staff and visitor spaces are NEVER open-parking. On certain days (i.e. Christmas Liturgy, Grandparents Day), student parking will be shifted to other lots.
3. Enforcement
  - a. Since spaces are assigned, unauthorized vehicles parked in assigned spaces must be moved immediately. The school will attempt to notify the owner of the vehicle but, if that fails, the vehicle may be towed so that the authorized vehicle may use the assigned spot. Offenders pay the cost of the towing.
  - b. If the unauthorized vehicle is a student's, that student will receive disciplinary consequences. Students who park in staff spots should expect a Saturday JUG.
  - c. Students who find their spot taken should inform a campus monitor and ask for directions on where to park.

4. Designated student parking areas are the Cronin lot, the lot north of the tennis courts, and the Valley Plaza lot. The circle drive and the Jesuit residence, as well as the lot near the Elorriaga Center and Edison High School, are reserved for faculty, staff, and visitor parking.
5. The school is not responsible for vandalism, accidents, or theft in parking lots. Students park at their own risk.
6. The following campus parking regulations will be enforced strictly:
  - a. Reckless driving and/or speeding (more than 10 mph) are not tolerated. Driving violations result in disciplinary consequences and possible revocation of parking privileges and suspension. If the offense is repeated, penalties will increase in severity.
  - b. A parking permit is necessary for a student to park on campus during school hours 6:00 a.m. to 2:30 p.m. The Jesuit parking permit must be displayed on the vehicle's rear view mirror. If the permit is not visible, a JUG will be issued.
  - c. Vehicles illegally parked or without a proper Jesuit permit will earn a JUG. On the third offense a Saturday JUG may be assigned and the permit of the student will be revoked for a period of not less than one month. Any future parking or permit violations will result in the permanent loss of parking privileges.
  - d. A student who parks on campus while his or her permit is revoked will be subject to Saturday JUG and the permanent loss of parking privileges.
  - e. Any underclassman who parks on campus during the school day is subject to a Saturday JUG, restriction or loss of future parking privileges, and possible towing.
  - f. Students who do not follow the directions of Jesuit campus monitors in the parking lot will be subject to Saturday JUG on the first offense and more severe penalties for repeated or for flagrant incidents.
  - g. Phone calls from reliable sources complaining about student driving in parking lots, leaving the lots, or coming to or from school or school events will be directed to the Director of Security. At each call, the parent of the student will be notified, and based on the nature of the offense or the frequency of complaints about the same student or his or her automobile; an appropriate penalty will be assigned.
  - h. In order to protect students and their possessions, there is to be no loitering in the parking lot
  - i. Parking in prohibited or restricted areas may be allowed only at the discretion of the Director of Security or campus monitors on a daily basis.
  - j. At its discretion, at any time, the school may tow any vehicle that impairs public safety is parked in a non-parking area, or whose driver has refused to follow school policies regarding parking and/or driving. Cost of vehicle retrieval will be the full responsibility of the vehicle's owner.

## **6.21 TRANSPORTATION**

Students will travel to and from school-sponsored events only on transportation provided by Jesuit. On certain occasions, moderators may decide to allow students to return from events with their own parents/guardians or other driver approved in writing by parents/guardians, at the discretion of the moderator in consultation with the Principal. See JHS athletic website for the appropriate form. Moderators who decide to have students on teams travel together at all times are justified in doing so. Any variations to this policy may be made only by express permission of the Principal.

## **6.22 TUITION POLICIES AND PROCEDURES**

Families wishing to enroll a student at Jesuit High School formalize their financial obligation by signing a detailed Parent Financial Commitment agreement each year. This agreement describes the parent/guardian's responsibility to pay the current tuition rate by one of two approved

methods: (1) payment in full (by cash or check) on or before July 13, 2018; or (2) ten monthly payments, beginning in August. There is no interest charged on the balance; however, there is a \$300 set-up fee for participating in the program.

**Delinquent Accounts:** Families with delinquent tuition accounts must arrange for payment of past due tuition with the Business Office prior to the end of the second semester. Failure to do so will result in proceedings for the student's withdrawal from Jesuit High School.

**Any seniors whose accounts are not current on the first day of May will have their transcripts withheld until payment is made in full.**

Should Jesuit High School incur any attorney's fees, court costs or other expenses in collecting the balance due, parents or guardians agree to pay all such costs and to consider such costs as additional fees due. Fees, tuition and other expenses shall be paid when stipulated by the school. The cost of textbooks and individual class fees are not included in the tuition. There are no refunds on class fees.

**Tuition Charge/Refund Policy:** When a student enrolls or withdraws from the school, the tuition and/or Financial Aid charge liability will be determined by applying the appropriate percentage of annual tuition.

### 6.23 VISITORS

All visitors, including guest speakers, parents, volunteers, and alumni must obtain a Visitor Pass from the receptionist in the Dieringer office or the DeSmet office. No student should bring a non-Jesuit student to school without seeking permission in advance from the Principal. In general, only students applying to Jesuit will be allowed to visit during the school day.

## VII. RESPONSIBLE USE TECHNOLOGY POLICY

As a Catholic, college-preparatory school, Jesuit recognizes the need to educate young men and women to use technology ethically and effectively. We trust and expect that Jesuit students will use technology **on and off campus** in a manner consistent with the "Profile of the Graduate" to become more intellectually competent, open to growth, and committed to doing justice.

The Jesuit High School Responsible Use of Technology Policy applies to all technology resources including, but not limited to: computers, tablets, cell phones, smart watches, video and audio equipment, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. On campus, all technology resources are to be used for educational purposes only and with good manners. Playing games and other "entertainment activities" not expressly approved by a staff member or administrator are not allowed on campus between the beginning and end of the school day.

Students must:

#### 1. Respect and protect self and others.

- Use assigned accounts, computers, tablets, and JHS-approved access rights **only**.
- Not share personal passwords with others.
- Not view, use, hack, or access passwords, data, devices or networks to which they are not authorized.
- Not distribute private information about self or others, including photos and videos.
- Not take, post, or distribute unauthorized pictures or videos of faculty, staff, coaches, volunteers, or students.

#### 2. Respect and protect the integrity, availability, and security of all electronic resources.

- Recognize that the school's information technology resources, including email and Internet access, are provided for educational purposes.
- Observe all network security practices.

- Report security risks or violations to a teacher or IT staff member.
- Not intentionally destroy, damage, or attempt to damage data, networks, or other resources that do not belong to them.

**3. Respect and protect the intellectual property of others.**

- Respect copyrights (no illegal copies of music, games, software, images, movies, or written materials)
- Maintain academic integrity (no plagiarism or unauthorized use of others' work).

**4. Respect and practice the principles of a caring community on and off campus.**

- Communicate only in ways that are truthful and respectful of others, on and off campus.
- Report threatening or offensive materials to a teacher or staff member.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (including messages that are pornographic, threatening, rude, fraudulent, discriminatory, unwelcome, or harassing).
- Not intentionally access, transmit, copy, or create illegal material (including obscenity, stolen materials, copies of copyrighted works).
- Not use technology resources, including Jmail, Canvas, the website portal, and internet access, to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business using technological resources, unless approved as a school project.

**5. Social Media:** Social Media is defined as any electronic tool that allows for social, interactive, and connective learning, including but not limited to: video and photo sharing (You Tube, Snap Chat, Instagram) social networking (Facebook, Twitter), blogs, wikis, podcasting, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media, both on-campus and off-campus, students are expected to observe and follow all policies listed above.

**“Responsible Use” Areas on Campus:**

Classrooms, Clark Library, hallways and breezeways, The Commons, Hayes Plaza, gymnasiums, fields, and stadiums.

**“Non-Use” Areas on Campus:**

Locker Rooms, bathrooms, Drama Department dressing rooms (including any campus space used as a dressing room for any activity), chapel, Gedrose Student Center during the lunch periods and break, Smith Gym during Friday Mass, Knight Gym during School-Wide Masses, weight room (when not in use as a classroom with a supervising teacher), retreats (both on-campus and off-campus).

**Times When Technology Resources May Be Used Outside of a Classroom:**

Before school, after school, break, lunch, prep period, and passing periods.

**Restricted Use:**

**Friday Period 2:** Students may either choose to attend Mass or attend a silent study period. iPads, other computers, the Internet, electronic books and apps are not available for student use. Cooperative learning assignments, test-taking, tutoring, game-playing, listening to music, watching movies, or use of head phones or earbuds are not permitted. There is also no use of technology during school-wide assemblies, except as authorized by an administrator or Activities Director.

**Responsible Use of Sound/Music/Media:**

- Head phones or earbuds may be worn when sound or music is part of the educational use of the technological resources, as directed by a staff member.
- In the Clark Library, head phones or earbuds must be worn when sound or music is used. Students may not play music from their phones.
- Only with the express permission of a teacher or coach and with direct supervision by a teacher or coach may a student use technology resource to photograph, film or audio record a teacher or coach/moderator.
- Cell phone and smart watch use, including web access, phone calls, and texting, is restricted to one of the three designated cell phone areas on campus during the school day (KnightLobby, between Smith Gym and PAC, and the pavers between Elorriaga and the Gedrose Center). A student may use a cell phone outside of these areas only with the explicit permission of a faculty or staff member.

**Supervision and Monitoring:** Jesuit reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, staff, coaches, volunteers, or other students, offensive communication, and safety threats.

The school will monitor the use of technology resources to help ensure that users are secure and in conformity with the school's policy. Administrators reserve the right to examine, use or disclose any data found on the networks, or school-provided devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of criminal activities to law enforcement. Inappropriate use by students of their own personal devices, such as cell phones, smart watches, laptops, or tablets will subject students to possible disciplinary action. We expect our parents to be equal stakeholders in the implementation of our Responsible Use of Technology Policy. Your signature(s) below indicate that you have read this document, discussed it with your student, and that you and your student understand the terms and conditions herein.

**Consequences for Violation:** Violation of, or attempting to violate, these rules will result in disciplinary action as outlined in the school's handbook.

## VIII. ATHLETIC CODE

This Code contains the guiding philosophy of Jesuit athletics as well as the standards and expectations set by the school for those who participate on Crusader teams.

### 8.1 THE PHILOSOPHY OF JESUIT HIGH SCHOOL ATHLETICS

The direction of athletics at Jesuit is firmly set by the school's motto, "*Age Quod Agis*" – "Do Well Whatever You Do." The athletic program intends to train talent, maximize potential, and promote the goals of the Profile of the Jesuit Graduate. When this process is followed consistently, the scoreboard takes care of itself. The concept of "winning at all costs" has no place at JHS. Jesuit athletics are an opportunity for students to enjoy themselves through challenging activities while gaining self-confidence. Athletics present the chance to develop lasting friendships by sharing effort and experiences with others. Academics come first at Jesuit High School and students are expected to maintain good classroom performance while members of Jesuit teams. The department values multi-sport athletes and encourages students to be part of a variety of Crusader athletics teams.

### 8.2 PROFILE OF THE JESUIT GRADUATE AND CRUSADER ATHLETICS

The Ignatian goal of Crusader athletics is to develop "Men and Women for Others" by promoting

these qualities of the Profile:

1. Unselfishness for the sake of the common good. (Loving)
2. Desire for excellence and continual self-improvement. (Open To Growth)
3. Sportsmanship under pressure; responsibility for personal decisions. (Committed To Doing Justice)
4. Awareness of and gratitude for God's presence within human endeavor. (Religious)
5. Understanding relationship between preparation and performance. (Intellectually Competent)

### **8.3 COMPETITIVE GOAL AND APPROACH**

1. The competitive goal of varsity programs is to consistently perform as well as possible against opponents, within the rules.
2. Jesuit will always attempt to field the most effective combination of available team members to achieve this goal.
3. There is a direct relationship between individual performance and playing time.
4. The primary goal of non-varsity programs is to identify and prepare qualified athletes for eventual varsity play.
5. Team membership and playing time are not guaranteed, regardless of grade level or previous team membership.

Competition is the context within which certain Profile goals are pursued at JHS. By engaging students fully in mind, body, and heart, athletics create an intense and personally important environment where the ideals of the Profile can be revealed, tested, and proven relevant for students. Thus, Jesuit's athletic program significantly helps fulfill the school mission.

### **8.4 RULES GOVERNING ATHLETICS**

Jesuit student-athletes must continually represent JHS values and in so doing uphold the reputation of the school. While coaches may specify particular expectations for their athletes, the following policies are consistent throughout the athletic program. These policies apply in and out of season, on and off campus, summer and other breaks included:

1. No athlete will possess, distribute, or use alcohol, illegal drugs, controlled substances, or tobacco. In addition, students are not allowed to possess, distribute or consume prescription drugs prescribed to someone else. All marijuana products, while now legal for adults over 21 in Oregon, are forbidden for Jesuit students and athletes. A violation will result in severe consequences. Students are specifically enjoined against appearing online in photos or texts that suggest possession or use of any banned substances. Besides other school sanctions, the following penalties may apply, as well as additional penalties prescribed by the coach. The number of offenses is cumulative during the student's overall enrollment at JHS and includes all sports.

**FIRST OFFENSE:** Two weeks' suspension or its equivalent from next possible competition.

**SECOND OFFENSE:** Dismissal from athletics for remainder of that school year and assessment required prior to further participation the following year.

**THIRD OFFENSE:** Loss of all further eligibility in athletics for the remainder of that student's enrollment at Jesuit. Following a third offense, a student may appeal before a Review Board named by the Principal.

2. An athlete who goes out for a Jesuit High School sport makes a commitment to that team. It is expected that this is the primary athletic commitment during the season by that athlete. The coach will define the terms of that commitment for that sport during the season. In particular, each head coach will establish the policy regarding the question of a Jesuit athlete on the team



who desires to compete on an outside, non-school, association or club athletic team during the same season as the Jesuit sport. Jesuit team membership by the athlete is always conditional on understanding and living up to those terms.

3. An athlete dismissed from a team or who quits a team after practices begin cannot join any other sport at JHS that same season. Participation in a later season sport is subject to the permission of the coach whose team the athlete left and acceptance by the coach of the intended sport.

4. An athlete in one school sport cannot compete in a second Jesuit High School sport during the same season without the prior approval of both coaches, counselor, parents, and the Athletic Director, using the proper athletic department form. Approval is not guaranteed.

**5. Athletes must attend classes the entire school day to be eligible to participate, practice, or compete that day.** This applies to all activities and athletics. Absences for school-sponsored functions or pre-arranged absences (such as doctor or dentist appointments) are exceptions. Specifically, if a student sleeps in because they are sick or fatigued, or if they leave school because they are sick, they cannot practice or play that day, even if the parent has called in. To pre-arrange an absence for an appointment, parents must call or give a note to the attendance office before 7:30 a.m. the day of the absence, and must return to the school office with a note from the doctor, therapist, etc.

6. The loss or damage of school equipment is the financial obligation of the athlete. Besides being billed, a student will receive a JUG if uniforms and equipment are not returned in a timely manner after the season.

7. Athletes will travel to and from athletic events on transportation provided by JHS. Coaches may decide to allow athletes to return from events with their own parents, and only their own parents, but this is entirely at the discretion of the coach and coaches who prefer to have teams travel together at all times are completely justified in doing so. Coaches will announce their travel policy at the start of their seasons. Athletes who are allowed to leave an event with their parent can only be signed out by their parent. If students need to go home directly from another venue with someone other than their parents (e.g., another team parent, neighbor, sibling, etc.), a signed Transportation Waiver must be presented to the coach by the person authorized to transport the athlete. The Transportation Waiver can be found on the Athletic page of the website or by contacting Martha Cope.

8. The school administration may deny co-curricular participation to any student who, at any time, in any setting, during the school year or vacation periods, brings discredit to the name of Jesuit High School.

## **8.5 SAFETY AND INJURY PREVENTION POLICY**

Athletes must pay close attention to the safety and risk management precautions provided by their coach(es). Each sport has unique and important safety and injury prevention protocols; therefore, students must adhere to the rules and guidelines for their sport. In general, the following instructive statements are provided:

- Always use the helmets and equipment provided by Jesuit and recommended by the governing body of your sport. Specifically, all helmets, equipment and shin guards must have the National Operating Commission for Safety of Athletic Equipment (NOC SAE) seal on them.
- Wear all protective equipment, pads, braces and supportive undergarments to every practice or contest unless otherwise indicated by the daily practice plan. Be sure that

all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.

- Wear outer and under garments that are appropriate for humidity and temperature.
- Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
- Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception. Glasses must be mounted in break-resistant frames, and be held in place by an elastic strap.
- Mouth guards are required for certain sports like football and lacrosse, and are highly recommended for other sports such as basketball, soccer, and pole vaulting, where contact can cause teeth or jaw damage.
- Players should ingest the equivalent of 4-6 glasses of water each day. Dehydration can be dangerous. Water will be available at practices and contests.
- Athletes who are ill, dizzy, or lightheaded should contact their coach. Do not practice.
- Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
- Runners engaged in street work as a method of distance conditioning must face traffic or use sidewalks. Do not wear earbuds or head phones. Run in single file and be alert at intersections. Avoid heavily traveled streets and always look both ways before crossing. Never cut across neighborhood lawns or through private property. JHS athletes running on or off campus must wear shirts.
- Remove all jewelry and metal hair fasteners.
- No hazing or initiations.

#### **In the locker room:**

1. Be alert to slippery floors and changes in floor texture and elevated thresholds between shower and locker room. Refrain from rapid movements or rough-housing in locker areas.
2. Keep floors free of litter. Place all belongings in assigned lockers.
3. Close and lock locker doors when away from your assigned locker. Always lock all valuables in your locker.
5. Identify incidents of foot or other skin infections to trainer or coach(es) immediately.

#### **CONCUSSION INFORMED CONSENT FORM**

Under state law (ORS 417.875, "Jenna's Law"), all private school athletes and parents must read the following information about concussions and acknowledge that they have read and understand concussion signs, symptoms and return to play protocols.

#### **What is a concussion?**

Concussion is defined as mild traumatic brain injury that interferes with normal brain function. Each concussion is unique and can cause multiple symptoms. Some symptoms will appear immediately, while others may develop over the following days or weeks. Symptoms may be subtle and are often difficult to fully recognize. Common symptoms include headache, dizziness, sensitivity to light and noise, mood changes, and difficulty with concentration and memory. Other symptoms may also be present.

#### **What should I watch for?**

If the athlete is sent home, they should not be left alone. A responsible adult should stay with them to monitor their symptoms and help ensure they are resting. If any of the following appear you should contact your physician or go to your hospital emergency room immediately.

- Nausea and/or vomiting
- Progressively worsening headache

- Abnormal sleepiness or grogginess
- Unusual mental confusion or disorientation
- Dizziness or loss of coordination
- Convulsions or seizure
- Unusual vision difficulties
- Unequal pupil size or slow / absent reaction to light
- Slurred speech
- Abnormal emotional behaviors

### **Are painkillers ok to use?**

Normally, nothing stronger than Tylenol is advised. The use of aspirin, Advil, Motrin, and Aleve should be avoided as they are blood thinners and may increase bleeding. Avoiding caffeine and other stimulants is also recommended.

### **Is a CT scan needed?**

The need for a CT scan is most often determined by a physician in the emergency room. Typically, with a concussion, a CT scan will appear normal. If you are not sent to the emergency room, a CT scan is likely not needed.

### **When do we see the doctor?**

Per OSAA Guidelines and State Law, any athlete with a concussion needs written medical clearance before they can return to competition. If the athlete has a history of concussion we would encourage you to see the provider who has previously treated them. If there is no previous history of concussion, you can follow up with the athlete's regular doctor or we can provide names of doctors who are experienced with managing concussions. If at any time during the recovery process you have questions or concerns about the athlete's progress, please do not hesitate to check in with the athlete's doctor or other health care provider.

### **Is sleeping all night ok?**

Before sleeping, evaluate symptoms to check their progression. If they are improving, it is believed sleeping without being woken up is all right.

### **Their pupils seem normal; do they still have a concussion?**

Pupil reaction is observed during most concussion evaluations. Typically, athletes with a concussion will have normal pupil reaction that matches in both eyes. This is tested not to determine the presence of a concussion, but rather to rule out a more serious brain injury.

### **What about school?**

If our athletic trainer knows about the concussion, communication will be sent to the athlete's teachers and counselor informing them of the concussion. Current research has shown the need for complete physical and cognitive rest. While it is important to be at school, we encourage parents to evaluate the athlete's symptoms and then determine if being at school or staying at home to rest is the best course of action. Often when students come to school while still experiencing moderate to severe symptoms, their symptoms will worsen during the course of the day, resulting in a need to be picked up from school. Please remember that half days are also an option.

### **What about ImPACT testing?**

The ImPACT test is a computer based test designed to help monitor recovery after a concussion. It tests both short and long term memory, reaction times, pattern recognition and impulse control. After a concussion, scores are compared to baseline scores for comparison. Baseline ImPACT testing is administered to all Jesuit students during the first week of freshmen year and the last month of sophomore year. ImPACT scores can be sent to your physician upon request. If you have any questions or concerns, please contact Jesuit's athletic trainer:

- Jennifer Adams, ATC, JHS Athletic Trainer - jadams@jesuitportland.org
- Additional resources can be found on the Athletics page at www.jesuitportland.org.

### **Concussion - Private School Informed Consent**

1) Concussion – Private School Informed Consent Form: On an annual basis prior to participation, private schools shall require each student and at least one parent or legal guardian of the student to sign the Concussion – Private School Informed Consent form acknowledging the receipt of information regarding symptoms and warning signs of concussions. Private schools shall maintain a copy of each student’s signed form on file for review at any time by OSAA staff.

2) Suspected or Diagnosed Concussion: Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that athletic contest or practice, or any other athletic contest or practice on that same day.

3) Return to Participation: Until an athlete who has exhibited signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body or who suffered a concussion is no longer experiencing signs, symptoms, or behaviors consistent with a concussion, and a medical release form signed by an appropriate Health Care Professional (Physician (MD), Physician’s Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners) is obtained, the athlete shall not be permitted to return to athletic activity.”

### **8.6 JESUIT HIGH SCHOOL SOCIAL MEDIA POLICY FOR STUDENT-ATHLETES**

Playing and competing for Jesuit High School is a privilege. Student-athletes at Jesuit are held in the highest regard and are seen as role models in the community. Student-athletes have the responsibility to portray their team, school and selves in a positive manner at all times. Sometimes this means doing things that are an inconvenience, but benefit the whole team.

Texting, Facebook, Twitter, Instagram, Vine, OregonLive, MaxPreps, and other social media or athletic websites have increased in popularity, and are used by the majority of student-athletes at Jesuit in one form or another.

Student-athletes should be aware that third parties, including the media, college admissions officers, faculty, future employers, and OSAA officials may access their profiles or view personal information, even if the student believes s/he has made it “private.” Such access includes photos, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student-athlete, the team, and the school. This may be a detriment to a student-athlete’s future employment options, whether in sports or other industries.

Examples of inappropriate and offensive behaviors in online communities may include, but are not limited to, depictions or presentations of the following:

- Photos, videos, comments or posts showing or suggesting the personal use of alcohol, drugs or tobacco, e.g., holding cups, bottles, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to web sites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another

institution and derogatory comments regarding sexual identity, religion, race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

- Content online that would constitute a violation of team, school, and league rules (examples: commenting publicly about a coach, teammate, opponent, official, staff member, and school employees.)
- Information that is sensitive or personal in nature or is proprietary to the team or the school, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

The Head Coach and the Athletic Director may suspend or remove a student from the team on the first violation of these rules governing the use of social media. For their own safety, students should keep the following in mind as they participate in social media websites:

- Set security settings so that only parents and friends can view profile.
- Do not post email, home address, local address, school (i.e., Jesuit!), telephone number(s), or other personal information as they may lead to unwanted attention, stalking, identity theft, etc. Be aware of whom to add as a “friend”— some may seek to take advantage of student-athletes or seek connection with student-athletes.

Consider how the above behaviors can be reflected in all Social Media applications.

- If in doubt about the appropriateness of online public material, consider whether it upholds and positively reflects the student’s own values and ethics as well as those of Jesuit High School and the team. Student-athletes should present a positive image and not do anything to embarrass self, team, family, or Jesuit High School.

## **8.7 PARENTS**

The positive, enthusiastic support and involvement of parents in the lives of their student-athletes is one of the reasons the Jesuit athletic program is so effective. Parental behavior and language towards officials, coaches, athletes, and other fans must be exemplary at all times, consistent with an adult perspective about teenagers playing games. Every season is an opportunity for parents to teach their children how to emotionally handle the successes and setbacks inherently part of all sports competition. Parents, administration, and coaches share the goal of seeing students gain growth and satisfaction through their participation in Crusader sports. While opinions may vary regarding effective strategies to reach that goal, this commitment to the student remains common ground.

When questions arise regarding coaching decisions, parents should first bring their concerns to the coach. Jesuit coaches have been hired to exercise their best professional judgment regarding all the details of running athletic teams. Parents need not be concerned that the coach will resent the player because of questions raised by parents. If still dissatisfied after speaking with the coach, parents can pursue the matter further with the Athletics Director (AD). After meeting with the A.D., the Principal is available to discuss the situation, should the parents decide to continue further.

### **PARENTS ARE THE PRIMARY CAREGIVER FOR THE STUDENT-ATHLETE**

Jesuit’s #1 priority is for the health and safety of our students. We are proud to provide a full-time, qualified athletic trainer, referrals for sport-specific doctors and physical therapists, and experienced coaches. However, parents are the primary medical support person for high school students. Parents have the final decision on the diagnosis and treatment of all injuries. During a typical sports season, almost every athlete experiences some type of pain. Distinguishing between normal soreness and a more serious injury that needs medical care is a common yet important decision that is best resolved through excellent communication involving the par-

ents, head coach, athletic trainer, and outside medical support. Parents should not hesitate to seek diagnosis, treatment, or medical care for their son or daughter with the doctor, therapist or specialist of their choosing. If a doctor restricts or limits athletic involvement, a signed note from the doctor turned in to the athletic trainer or athletic office will be required before the athlete is allowed to return to participation. If an athlete receives a concussion, the 6-step “return to play concussion protocols” approved by the JHS team doctor will be followed, unless an individual doctor provides additional restrictions.

### **8.8 ACADEMIC ELIGIBILITY**

According to Jesuit and OSAA guidelines, a student-athlete must have passed five classes the previous semester, be currently passing five classes, and be on track to graduate to be academically eligible for athletics. Even if these minimum standards are met, the school administration may restrict a student’s athletic participation due to unsatisfactory academic progress. Academic concerns are of primary importance to the student, and regular communication among a student’s parents, teachers, and coaches is essential.

### **8.9 OSAA REGULATION REGARDING GIFTS, RULE 8-4-1**

“A student may not accept monetary compensation in recognition of athletic ability, participation and/or achievement during the Association year. A student may accept non-monetary compensation or items of value solely in recognition of athletic ability, participation, and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any discounts, coupons, etc, does not exceed \$500.00 in any Association year.” The OSAA association year begins with the official start of practice each fall and ends on the Tuesday after Memorial Day the following spring. ‘Non-monetary compensation or items’ does not include customary school awards such as letters, medals, ribbons, certificates, plaques, trophies, and other emblems. This rule does not regulate or prohibit compensation in a non-OSAA sanctioned sport.

Parents who want to buy their student’s team special gifts to commemorate a championship (t-shirts, caps, etc) are asked to contact the Athletic Director in advance to discuss the OSAA gift rule as well as any use of the name “Jesuit,” a copyrighted term owned by the Society of Jesus and not available for general public use.

### **8.10 OSAA REGULATIONS REGARDING UNDUE INFLUENCE (RECRUITING), RULE 8-7**

“Any student who attends a member high school as a result of undue influence is thereafter ineligible and the high school is subject to penalty. ‘Undue influence’ is the attempt by any person (including but not limited to coaches, boosters, teachers, administrators) to induce the attendance of a student at any public or private member school for the purpose of athletic participation.” Please direct any questions to the Athletic Director.

**PARENT/STUDENT VERIFICATION FORM  
COMMITMENT TO THE JESUIT HIGH SCHOOL MISSION**

Students and parents/guardians sign the Commitment to Mission form when they enroll in Jesuit High School and then review it each year. Signed copies are kept in the student’s file.

As members of the Jesuit High School community, we are called to be concerned for every person as a member of God’s family. To achieve this ideal, all of us are expected to contribute through words and actions to an environment characterized by respect, caring, and honesty. Students are expected to support Jesuit’s mission by demonstrating respect for themselves, respect for others, and adherence to school rules and traditions.

**– JESUIT HIGH SCHOOL HONOR CODE –**

*As a student at Jesuit High School, I am asked to consider Jesuit’s Mission Statement as it relates to me as a person who seeks to grow in the spiritual, religious, intellectual, physical, emotional and aesthetic aspects of my life. My desire to be a member of the Jesuit High School community assumes my dedication to pursuing growth as stated in our Mission. It further assumes I will abide by a standard of behavior in and out of school, which preserves the integrity of our school community. For example, my commitment to Jesuit’s Mission means I will neither give nor receive unauthorized assistance on any school assignment, and that I will behave honestly and respectfully in all I say and do.*

I have read the Mission Statement and this statement of commitment and agree with the values they express. I have also read the Student Handbook and discussed the rules, policies, and procedures contained in the handbook. I fully agree to follow and uphold the policies of Jesuit High School throughout the years enrolled and intend to be an active member of the school community.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Guardian Name (Printed)

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

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

***Enrollment at Jesuit High School presumes your agreement to abide by the rules of the school for the duration of your enrollment.***