

# XAVIER HIGH SCHOOL



## 2021-2022 Student Handbook

This book belongs to: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

**St. Francis Xavier High School**  
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# **SECTION 1 – THE TRADITION**

## **MISSION STATEMENT**

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

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

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

## **ST. FRANCIS XAVIER**

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

## **HISTORY**

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

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

## **XAVIER TRADITIONS**

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

### **SCHOOL SONG**

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

## **SECTION 2 – THE HONOR CODE**

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

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

### **HONOR CODE**

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

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

*My choices will always be rooted in love.*

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

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

### **PRINCIPLES OF THE HONOR CODE**

- Xavier High School exists for the spiritual, emotional and academic growth of young people. Any disruption of the learning environment violates the rights of one’s fellow students.
- The Catholic virtues of prudence and love require that students treat each other, school personnel and guests with respect at all times. This includes all electronic and social media postings.
- A student who violates the honor code will receive consequences which reflect the student’s involvement in the school. Participation in athletics, fine arts co-curricular activities, clubs, honor societies and leadership positions will be affected by a violation of the honor code. The guiding principle when assigning consequences is *justice*, not *equality*. A student’s previous behavior and record of

involvement will be considered when assigning consequences.

- A student is considered a member of the Xavier community at all times (24 hours a day, throughout the year) and is expected to live according to the honor code at all times.
- Respect for the gifts that God has given requires the moral and careful use of equipment and facilities. At all times, students are called to be stewards of God's creation.
- Any violation of the honor code is detrimental to the school community. The administration reserves the right to interpret the honor statement and assign consequences for violations.

### **VIOLATIONS OF THE HONOR CODE**

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

Detention – A detention is a disciplinary measure given to deter behavior that falls short of the honor code. Detentions are typically served Tuesday through Thursday from 7:10-7:55am in the LMC.

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

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

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

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

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

### **PROGRESSIVE DISCIPLINE**

A student who is repeatedly making decisions that require discipline will face loss of privileges (open campus senior year, participation in extra curriculars) at the discretion of administration.

### **HONOR CODE APPEAL**

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

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

The following appeal process will be used:

1. The student/parent may appeal the consequences to the Student Code Appeals Council through the principal or associate principal. If the student is involved in athletics or co-curricular activities and an appeal is requested, every effort will be made to convene the Student Code Appeals Council before the next event (i.e. game, competition, and/or performance) and certainly with 48 hours. According to WIAA rules, the student is ineligible during the appeals process.
2. The student has the right to present his/her case with his/her parents and up to two witnesses to speak to the facts of the case.
3. The Student Code Appeals Council shall:
  - a. Consist of five members making up a panel to recommend what action should be taken in regard to the appeal. The five members shall consist of two faculty/staff members elected by the faculty and staff; two faculty/staff members chosen by the student making the appeal; and one member of the Board of Trustees.

- b. Request the presence of the Associate Principal at any meeting of the Student Code Appeal Council. The Associate Principal would not be eligible to vote.
- c. Invite any coach and/or moderator of any athletic/co-curricular activity in which the student is involved. Attendance is optional.
- d. Listen to the student and his/her witnesses.
- e. Ask questions of the student and his/her witnesses.
- f. Adjourn to discuss the case in closed session (voting members only) and arrive at a recommendation.
- g. Inform the principal of its recommendation. The principal makes the final decision on the matter and informs the student and his/her parent(s) of the final decision.

**CASES NOT COVERED BY SPECIFIC RULES**

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

**HONORS AFFECTED**

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

- |                                       |                           |
|---------------------------------------|---------------------------|
| Badger Boys & Girls State             | National Honor Society    |
| Extra-Curricular Leadership Positions | Student Government Awards |

Such students will also be ineligible for any award that requires a nomination from the school (e.g. Tom Miller Athletic Award, Hap Waltman Award, VFW Good Citizenship Award, etc.) If nomination is already made and a violation occurs, the award will be presented privately.

**SECTION 3 – OUR CATHOLIC MISSION**

**MASS**

As the Eucharist is central to our faith, our students and faculty members participate in all-school Masses approximately once a month. Family members are invited and encouraged to participate in our liturgies. Masses are celebrated at approximately 10:30 a.m. at St. Bernard Church or in the Fine Arts Center theatre. All students are required to attend all-school Masses. On Mass days, students are expected to dress up with collared shirts, ties, and appropriate skirts and dresses.

**CONVOCATIONS**

The entire student body gathers for a prayer service on a weekly basis (except during weeks when there is an all-school liturgy). These services are led by seniors who share their personal experiences with the student body.

### **RECONCILIATION SERVICES**

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

### **RELIGIOUS INSTRUCTION**

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

### **RETREATS**

Every student is required to participate in an annual retreat. The retreats are one-day events. If a student misses a retreat, make-up activities are required. Additional retreats are offered to students seeking further spiritual enrichment. A new, multi-day Kairos retreat is offered to interested juniors and seniors. This retreat is led by students and faculty and is designed for those who want an intense faith experience beyond their class retreat. A silent retreat is offered for young women in the spring each year.

### **CHRISTIAN SERVICE REQUIREMENT**

Christian Service is a graduation requirement for students. Students are required to do 20 hours of service each year, totaling 80 hours over four years. Students are required to do 20 hours of parish service as part of their 80 hour requirement.

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

A student who does not complete the 20 hours by the May deadline will be ineligible for extracurriculars and sports for the number of days late that the service hours were before completion and submission. This suspension will carry over into the fall if none of the student's activities or sports are currently active.

Service hour forms must be submitted to the Campus Minister through the online portal, [gotranseo.com](http://gotranseo.com). An e-mail will be sent to the organization for confirmation and students and parents can see a student's current progress by logging in to the website. No hours submitted on paper or confirmed by family members will be accepted.

## **SECTION 4 – STUDENT LIFE**

### **ATTENDANCE**

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

*As attendance at school is essential to learning, students are expected to be in school for the entire school day. Parents may call their students in tardy three times per term and the absences will be excused. Beginning with the fourth instance of tardiness, the student will be considered unexcused unless a medical slip is presented at the time of arrival. Administration reserves the right to excuse students in terms of bad weather or other unforeseen circumstance.*

**Expectations:**

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

1. On the day of absence, a parent/guardian must call the school office by 8:15 a.m. establishing the fact of the student's absence.
2. Medical appointments will be accepted as excused absences only with a slip from the doctor's office confirming that the appointment was kept.
3. Requests for early dismissal must be brought to the office before school begins.
4. Any student entering late, leaving, or returning to the building during the school day must be excused from and admitted to school through the school office. Failure to follow this expectation could result in the absence being considered unexcused.
5. If a student is absent for more than 5 days per term (or more than 5 days of any single class), that student may be considered truant by state law. Administration will communicate with the parent that a doctor's note will be required for any further absences to be considered excused. If the student continues to miss school, truancy proceedings will be initiated.
6. A parent's request for a student absence for family vacation must be presented to the office so that an advance excuse slip can be issued. This advance excuse slip must be signed by all the student's teachers indicating their awareness of the absence and returned to the office before the date of the proposed absence. Since attendance at school is important, families are strongly encouraged to vacation during designated school vacations.

**CAMPUS HOURS**

The school is open from 6:30am – 6:00pm with supervision provided 30 minutes before and after school. During non-school hours, students may congregate in the commons, but may not be in any classroom, locker room, gym, office, or any other area of the school unsupervised.

**COMMUNICATION**

Communication with students and parents occurs through four primary vehicles:

1. Daily Announcements – PowerSchool (parents can sign up to have these announcements sent to them)
2. Weekly Bulletin – students and parents receive an e-mail of events for the upcoming week
3. E-mail – special announcements and reminders are sent to students through their school e-mail and to parents through their e-mail
4. News and Notes – a monthly newsletter is available on the school website and included in the first Weekly Bulletin of the month

**DANCES**

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

## **DRESS CODE**

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

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

Since styles of clothing and hair change rapidly, the administration reserves the right to restrict fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment.

### **General guidelines:**

**SHIRTS:** The following shirts / tops are acceptable:

- Any dress shirt (button down, polo, V neck, round neck)
- Any sweater, fleece or jacket. Sweatshirts with no writing or logos may also be worn (a small logo is allowed)
- Professionally made Xavier t-shirts and sweatshirts

**ALL shirts and tops must follow these two guidelines:**

- 1) **No writing or graphics except Xavier apparel. Logos smaller than 2 inches by 2 inches are allowed.**
- 2) **A t-shirt must be worn underneath any shirt or top.**

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

**FOOTWEAR:** Footwear that covers the toes must be worn at all times. Sandals are not allowed.

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

**JEWELRY:** Body piercing, other than the ear, is not allowed. Males may wear one earring in each ear. One nose piercing is allowed, but it must be a small stud (hoops and other designs are not allowed).

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

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

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

#### **DRIVERS' EDUCATION**

Xavier students may enroll in drivers' training offered by Drivers' Education of the Fox Cities. Held on campus, classroom instruction consists of 15 classes of two hours each that are conducted Monday through Friday from 3:30 to 5:30 p.m. There are typically several sessions offered each year. Currently, hybrid classes, consisting of one week of classroom sessions and then the rest of the sessions online, are also available.

There is a limit of 24 students per session. Students should register with Driver's Ed of the Fox Cities. There is a fee for this class.

#### **DRUGS & ALCOHOL**

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

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

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

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

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

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

establishment of a safe and drug-free environment, Xavier High School will screen its students for drug and alcohol abuse. The aims of this program are:

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

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

#### *ABOUT THE TEST*

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

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

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

#### *ABOUT THE TESTING PROGRAM*

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

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

### *TEST RESULTS*

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

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

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

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

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

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

### *APPEAL OF TEST RESULTS*

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

### *USE OF TESTING DATA*

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

### **FOOD AND DRINK**

Only water is allowed in the classrooms. No other food or drink should be consumed during classes.

### **GAMBLING**

Gambling of any type is not allowed on campus or at school-sponsored activities.

### **GRANDPARENTS' DAY**

One day a year, grandparents receive a special invitation to visit Xavier and have lunch with their grandchild(ren) followed by a performance of the fall musical. Artwork is also on display.

### **HARASSMENT/SEXUAL HARASSMENT**

Each individual at Xavier has dignity and deserves respect. Harassment or intimidation of any type will not be tolerated. This includes, but is not limited to, offensive, abusive or obscene language, threatening behavior, racial insults, improper touching, sexual comments, and ethnic slurs.

### **HAWKS NEST**

Xavier's school store has both online and in-person merchandise. Online sales will take place each quarter. A limited selection of merchandise is on hand in the school store near the Torchy Clark Gym. The store is open before home athletic events and can be accessed during the school day.

### **LIBRARY/MEDIA CENTER**

The library/media center (LMC) is open daily when under faculty supervision and by appointment. Printing may be done in the LMC. Students are expected to respect library materials. Students will be financially responsible for fines, lost or damaged books/materials.

### **LOCKERS**

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

Lockers in the locker room should be kept locked at all times. Students are responsible for supplying their own lock, but lockers should be emptied after every season.

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

### **LOST AND FOUND**

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

### **LUNCH**

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

A lunch account has been set up for each student. All students planning to purchase lunch must keep a positive balance at all time. Applications for reduced or free lunch are available from the Food Service Director.

### **MEDICATIONS**

A limited amount of non-prescription medication may be carried and self-administered by students. Students should never share any medication with another student. Students who require prescription medication during the school day should work with their counselor to arrange procedures.

## **OPEN CAMPUS**

Open campus is a privilege that allows seniors in good academic standing an opportunity to leave school. The objective is to prepare students to assume the responsibility of properly managing their own schedules.

### **Expectations**

1. Seniors are expected to make themselves aware of the announcements if they are not scheduled for first block.
2. If seniors decide to leave school at the beginning of their free period they are to return only at the end of the period. If they decide to remain in school they are to report to the commons or counseling suite.
3. Seniors are not to be in the hallways during their free period.
4. Attendance at assemblies and liturgies is required.
5. Seniors must remain in dress code at all times while in the building.

## **PARKING**

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

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

### **Consequences:**

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

## **PROM**

Prom is a formal dinner/dance planned by the junior class and held at Butte Des Morts Country Club. The price of a prom ticket includes the dinner, dance, and post-prom activities. All juniors and seniors are invited to attend. Sophomores may only attend as the guest of an upperclassman. Freshmen may not attend.

## **RACISM**

All members of Xavier community deserve to feel safe, heard, and included in the System's mission. Accordingly, all reports of racist behavior will be taken seriously. Words or actions that treat another person in a less than loving manner will bring harsh consequences. These consequences will include required education about what the Catholic Church expects, age-appropriate discipline, and potentially the removal from school extra-curricular activities. A meeting with the student offender and parents will be required as well as support for impacted students, families and/or employees. It is considered the responsibility of all students and school personnel to report racist behavior to a member of the school's administrative team (principal, associate principal, or school counselor).

## **SEARCHES**

Lockers are school property and general searches of lockers and other school property can be conducted at any time without the presence of students. Searches of students, backpacks, vehicles or other items associated with a student require reasonable suspicion and will be reasonable in scope.

### **STUDENT IDENTIFICATION CARDS**

The student identification card has a dual purpose. It is used as a library card and also as a pass for free admission to all regular season home athletic events. There is a replacement fee if it is lost.

### **STUDENT VISITORS**

Xavier students who want to bring a student visitor to school must notify the office three days prior to the proposed visit and obtain a visitor pass from the Principal. All student visitors must follow the Xavier dress code and all other Xavier rules during their visit. Administration reserves the right to limit the number of visitors per day.

### **TOBACCO**

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

### **WEAPONS**

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

### **WORK PERMITS**

Xavier is authorized to issue work permits. Visit the main office to obtain a work permit.

## **SECTION 5 – ACADEMICS**

### **ADMINISTRATION AND STAFF**

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

<b>Principal</b> .....	Mr. Mike Mauthe
<b>Associate Principal</b> .....	Mr. Matthew Parish
<b>Athletic Director</b> .....	Mr. Luke Herriges
<b>Office Manager</b> .....	Mrs. Jennifer Andree
<b>Registrar</b> .....	Mrs. Beth Carpenter
<b>Business/Attendance Office</b> .....	Mrs. Lisa Hansen
<b>Campus Minister</b> .....	Ms. Kelly Wilda
<b>School Counselors</b> .....	Mrs. Lori Schuh
.....	Mrs. Kim Hammen
.....	Mr. Eric Neiswender
<b>Learning Specialists</b> .....	Mrs. Mariah Ervin
.....	Mrs. Sarah Beth Shimek

To e-mail a teacher: (first initial)(last name)@xaviercatholicschools.org  
(i.e. mparish@xaviercatholicschools.org)

### **ACADEMIC AWARDS**

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

**DISCUSSION OF CONCERNS**

When a concern arises with a class or grade, the first line of communication must always be *between the student and the teacher*. If the issue remains unresolved after the student discusses the matter with the teacher, the next step should be a conversation *between the parent and the teacher*. Only after the student has attempted to resolve the concern should the parent intervene. Students and parents should bring the matter to administration only when the first two attempts at resolution have proven unsuccessful. Administration includes a student’s counselor, the Associate Principal and the Principal.

**SCHEDULE CHANGES**

All schedule changes must be completed before a term begins. Once the term has started the only change that can be made is for misplacement and that change has to take place within the first two days of the new term.

No requests will be considered after that time has passed since classes move quickly in a block schedule. All schedule changes must be made by the student in writing, using the schedule change request forms available in the School Counseling Department and must be signed by a parent.

**EXAMS**

Exams or summative projects will be given at the end of each course. During second semester, two exam days will be held to conclude each term. Each day will have two exams and end by noon.

**GRADING SYSTEM**

Grade	Letter	Grade Pt.
95 - 100	A - Superior	4.0
90 - 94	AB - Very Good	3.5
85 - 89	B - Good	3.0
80 - 84	BC - Above Average	2.5
75 - 79	C - Average	2.0
71 - 74	CD - Fair	1.5
68 - 70	D - Just Passing	1.0

AP and college credit courses are graded on the 5.0 point scale (E = 5 points, EA = 4.5 points)

**GRADUATION REQUIREMENTS**

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

Theology .....	4.0 credits
English .....	4.0 credits
Math .....	3.0 credits
Science .....	3.0 credits
Fine Arts.....	1.0 credit
Social Studies.....	3.0 credits
Physical Education.....	1.5 credits
Health.....	0.5 credit
Personal Finance .....	0.5 credits
Electives.....	8.5 credits
<b>TOTAL.....</b>	<b>29.0 credits</b>

Other Requirements:

- Student must pass the citizenship test in accordance with state law
- Student must complete 80 hours of Christian service, including 20 hours of parish service

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

**CLASS RANK**

Xavier does not routinely report class rank. Due to the high achievement of Xavier students, such a number may cause outstanding students to be overlooked for scholarships in comparison to students from other schools. For specific scholarships or programs, exceptions may be made. Please contact the school counselor with questions.

**TUTORING**

Tutoring is available through National Honor Society. To arrange a tutor, please see a school counselor. Arrangements are made individually between student and tutor. In addition, a writing lab is available 4 days a week to give students support in writing essays and papers.

**LEARNING SERVICES**

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

**TEXTBOOKS**

Students receive their textbooks or e-textbooks in their academic classes on the first day of class. Books must be kept covered during the year and should be returned in good condition at the end of the course. Excessive damage or loss of books will be charged to the students.

**VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian are the seniors with the highest and second highest grade point averages respectively after the first semester of their senior year.

**Z PERIOD**

Z period is a 30 minute period held at the end of the day for academic help and club meetings. Athletic practices will not begin until 3:30 p.m. in order to avoid conflict with Z period. Students who are missing work or have a grade of CD or lower may be mandated to report to a teacher's room for Z period.

### **XAVIER GUIDELINES FOR STUDENT WRITTEN WORK**

Xavier has established guidelines for all written work from students. These guidelines are meant to standardize the expectations across the curriculum. It is intended that these guidelines will raise the quality of student work as well as make it easier for students to keep track of the expectations of each teacher.

#### *Hand-written Work:*

1. Students must complete hand-written work in blue or black ink. (At the teacher's discretion, writing in pencil is acceptable for work such as math and science problems, sentence diagramming, and practical arts assignments.)
2. Students are required to submit hand-written work on loose-leaf paper only – no ragged edges.
3. As a general rule, students should write on only one side of a sheet of paper. Students are recommended to write on every other line as well, that is, to double-space hand-written work just as they do for most of their typed work.
4. For hand-written work, students should allow for margins of two inches on the top of the page, one inch on the left side, and one half inch on the right and bottom.
5. Students should submit written work that is considerate of the reader: it should show respect for the assignment itself, follow the guidelines established by the teacher, represent a best effort, and indicate learning. Handing in a carelessly, thoughtlessly, or slovenly written paper insults the reader. Papers should have no tears. Sloppy work is deemed unacceptable.

#### *Typed Work:*

1. Students should select 12-point Times New Roman unless directed otherwise by the teacher.
2. Students may correct, in ink, up to three typographical errors on a page. They should edit and re-print pages with four or more errors. (Exception: computer courses)
3. Page numbers should be used according to MLA standards – name and page number in the upper right corner: SMITH 1

For both hand-written and typed work, students should use the MLA heading, double-spaced in the upper left-hand corner (unless directed otherwise by the teacher) of page one:

Name  
Teacher Name  
Class  
Due Date

## **SECTION 6 – ACADEMIC INTEGRITY**

Far more important than grades are the character traits of honesty and integrity. Academics provide an important venue for developing these habits. No grade, test or project is ever so important that it should come at the expense of one's integrity. In order to better define the expectations of a Xavier student, the following overview of violations of academic honesty and integrity is presented.

## CHEATING

God equips each of us with a conscience to develop and to follow. Often, we can tell when we are cheating because we are afraid of who might find out. It is dishonest and short-sighted to cheat on any assignment or assessment, but equally dishonest to forge signatures or lie about service hours. Such cheating may include:

- Using unauthorized study notes or other resources during a test period
- Copying the work of another student or sharing work with other students without the permission of the teacher
- Looking at another person's test or quiz
- Talking with students from previous classes to get information about a test or quiz
- Using or attempting to retrieve or share digital images of a test
- Handing in a paper for credit which has already been graded in another class
- Any use of electronic device without explicit permission from the teacher to retrieve or share information
- Having an electronic device on and in sight during a quiz, test or other relevant assignment without permission from the teacher

*Cheating is a violation of the Xavier Honor Code and is always an unacceptable demonstration of lack of integrity. God calls us to be honest and upright in our actions.*

## PLAIGIRISM

Plagiarism is the use of words, ideas, or information of another without informing the reader of the source of these words, ideas, or information.

Examples of plagiarism include:

- Copying (word for word) all or part of someone else's work without proper citation
- Submitting a paper or assignment that has been translated by translating software or another person when the teacher expects you to do the translating yourself
- Turning in a paper that has been done by another student

The work of another person, when taken word for word, should be **quoted and cited**. When paraphrasing or summarizing, **a citation is still required**.

## GROUP WORK

Collaboration is a valuable 21<sup>st</sup> Century skill to prepare for college and career. As such, there are many times when students will be given partners or groups in order to complete a task or assignment. Cooperation is encouraged, but every group member should be able to state with integrity, "This is my work" when the project concludes. Examples of dishonesty during group work include:

- Copying answers while working together
- Making only minor changes to someone else's work but then claiming the work as your own
- Allowing the group to do the work without your efforts and then taking credit for the result

- Writing down the answers that the group has found without actively being a part of the problem solving
- Copying all or part of another person's lab report. The sharing of data is permitted, but the report itself should be original.

## **SECTION 7 – STUDENT ACTIVITIES**

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

### **ART CLUB**

Art Club is open to art students as well as to students who are not enrolled in art courses. The art room is open after school so students can engage in visual art activities. The projects worked on can be class assignments or of student-generated interest. The atmosphere is relaxed and fun.

### **BOWLING TEAM**

Bowling is a club sport at Xavier and competes during the winter. The Bowling Team competes against teams throughout the Fox Valley and Oshkosh. It is eligible to participate in state competition at the end of the season. Boys and girls can participate on the Bowling Team.

### **CAMPUS ACTIVITIES BOARD**

Campus Activities Board (CAB) plans major events such as Homecoming and Blue & White Week. It also organizes the welcome lunch for the incoming freshmen, Teacher Appreciation Week, and various other fun events throughout the school year.

### **CAMPUS MINISTRY TEAM**

The Campus Ministry Team provides leadership through service, planning of prayer services, retreat direction, and an overall focus on the spiritual growth of our students and community. All students are welcome to be a part of the team. Opportunities exist for many different types of leadership.

### **DANCE TEAM**

Pom, funk jazz, kick, and novelty routines in precise teamwork - this is Dance. The Xavier Dance Team performs at home basketball games, pep rallies and other special events during the winter sports season.

### **ENVIRONMENTAL / PAY IT BACK CLUB**

The Xavier Environmental Club encourages student involvement to increase environmental awareness at school and in the community. Students take on projects to enhance environmental protection and resource conservation and participate in various seminars and conferences.

### **FORENSICS**

Forensics, the art of speaking effectively, is an activity for all students who enjoy competition and are interested in developing their speaking skills. It is an excellent opportunity to develop friendships among classmates, to meet students from other schools, and to experience the thrill of achievement, while at the same time, developing oral communication skills, so necessary to career success and personal development.

The formal forensic season begins in early January and extends into April. Students compete at other schools during that time period. Forensics is hard work as well as fun and participants must be willing to practice regularly and be available for contest attendance. The participation fee covers payment for contest registration and bus transportation during the forensic season.

#### **FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

Future Business Leaders of America is a nonprofit education association with a quarter million students preparing for careers in business and business-related fields. It is the largest business career student organization in the country. Some of the Xavier club's activities include: National Fall Leadership Conference; FBLA week in January; regional competition in Green Bay in February; state leadership conference in April, national competition in June; monthly meetings with speakers and career planning tools, service activities, competitions and trips.

#### **HONOR COUNCIL**

Students have the opportunity to help build a better Xavier by participating in Honor Council. Student leaders work on committees to grow new programs, suggest rules, and emphasize the Xavier Honor Code in student life. Honor Council is open to all students at Xavier.

#### **INTERNATIONAL CLUB**

International Club is open to all students who are interested in learning about other cultures. International students will be asked to share their languages and customs with the club. Besides regular meetings, the club will take excursions to international cultural events and ethnic restaurants in the area and participate in other social activities.

#### **LINK CREW**

Link Crew is a peer orientation program that links freshmen and new students with junior and senior mentors. In addition to Freshman Orientation Day, Link Crew activities are held throughout the year. Link Crew not only benefits the incoming freshmen at a crucial time, it allows upperclassmen to develop their own leadership skills and take on some of the pleasure of helping to assure that all students feel connected to Xavier and are excited to be a part of the overall positive attitude that makes Xavier High School what it is! Students who wish to be Link Crew leaders as juniors and seniors will be invited to apply during the spring. Selected students will be expected to participate in an intensive training program.

#### **MATH LEAGUE**

The Math League Team is an academic team which competes in the Fox Valley Math League. Members practice previously-used math competition problems before meets and compete in six league meets throughout the year. The Math League Team consists of a varsity and JV team. All students are welcome. A participation fee covers league expenses and transportation.

#### **MOCK TRIAL**

Mock Trial competition is sponsored by the Wisconsin Bar Association. It gives students an opportunity to gain a clearer understanding of legal processes. A case is studied, prepared, and presented in regional competition with other high schools. Lawyers in the community assist the teacher-coaches with preparing students for their roles as prosecutors and witnesses. There is a fee required of all members of the team which helps to cover entry fees and transportation costs.

### **PSYCHOLOGY CLUB**

Students who have an interest in psychology and neurology meet regularly to understand the brain, discuss topics in psychology, and interact with professionals who have made their careers in the world of mental health.

### **ROBOTICS**

The Robotics Team is a club for students interested in robots and technology. It is a perfect follow-up for those students who may have competed in Lego League, however that is not a requirement. The students in the club will form teams of 3-5. The teams will use the VEX™ Robotics Kit to build a robot to compete in a challenge sponsored by the Fox Valley FIRST VEX Robotics League. There is a fee for participation to cover the costs of the program.

### **ROCK FOR LIFE**

The Rock for Life Club is dedicated to defending the sacredness of all human life. Its purpose is to promote and help build a society that respects and protects individual innocent human beings from conception to natural death. Students are annually given the opportunity to attend the March for Life in Washington, D.C. in January.

### **SCIENCE OLYMPIAD**

Students with an interest in science prepare for and compete in a series of events to demonstrate their knowledge and skills. Projects, problem solving, and collaboration are all key components of success in the Science Olympiad.

### **SKI CLUB**

Ski Club offers activities for the outdoor winter enthusiasts. Weekend trips are offered to some of the best areas in the Midwest. There is also a trip to Colorado planned each year. If more students sign up than there are spaces, juniors and seniors will be given priority.

### **SOCIAL MEDIA CLUB**

Students who have an interest in social media use their skills to help promote Xavier and complete social media projects for clubs, teams, and organizations within the school.

### **SPANISH CLUB**

Spanish Club meets throughout the school year and is open to all Spanish students who want to reach a greater understanding of Hispanic culture and the Spanish language. In addition to meetings, members also go out into the community to share their Spanish knowledge and skills with others. Activities planned may include fiestas, movies, celebrating Hispanic holidays, constructing piñatas, breakfasts and lunches at Hispanic restaurants, and becoming involved with Appleton's Hispanic community.

### **STUDENT AMBASSADORS**

Student Ambassadors use their love for Xavier and desire to build the community to represent Xavier in the community and encourage prospective students to come to Xavier. Student Ambassadors host and facilitate Xavier Preview Night and 7th Grade Day. They also assist in registration nights and middle school visits. Ambassadors also welcome future Hawks who want to shadow or tour the school. Any Xavier student is welcome to join Student Ambassadors. Students are allowed to join at any time throughout the school year by simply attending the Ambassadors meetings as they occur.

### **THEATRE CLUB**

The Xavier Theatre Club consists of students interested in the production of a play, usually a musical in fall and a comedy or drama in spring. Many students also perform or work backstage for our annual Christmas and Easter shows. Students are involved in every aspect of production including publicity, stagecraft, lighting, costuming, ushering, and performing. Students interested in learning to operate sound or lighting equipment should see Mr. Romenesko early in the school year. Students interested in performing should watch the bulletin boards, *News & Notes*, and listen to announcements for audition information. Students interested in technical work will be asked to attend a meeting shortly after auditions are held.

### **WORLD LANGUAGE HONOR SOCIETIES**

Students studying a world language may be eligible for induction into the respective world language honor society. To be eligible for membership, a student must meet the following requirements.

1. A grade point average of 3.25 for three consecutive terms for new members and for two consecutive terms for continuing members.
2. In addition, eight points per year must be attained through active participation in service/social/cultural activities.
3. Points can be earned through:
  - a. hosting an international student (4 points)
  - b. educational travel to a country where your language is spoken (4 points)
  - c. attendance at a language camp (2 points per week)
  - d. active involvement in International Club for a school year (2 points)
  - e. preparing an international meal for students and parents (2 points)
  - f. acting as a student speaker at induction ceremony (2 points)
  - g. tutoring of ESL students (1 point per hour)
  - h. peer tutoring in the world language at Xavier (1 point per hour)
  - i. attending meals prepared by students of another language (1 point)
  - j. being involved in Xavier Food Fair (1 point)
  - k. participating in language table during lunch (1 point per 3 sessions)
  - l. working on committees for world language functions (set-up, clean-up, poster-making, etc.) (1 point)
  - m. viewing and writing a review of a world-language film (1 point)
  - n. attending other pre-approved international functions (1 point)
4. All members will receive certificates. Seniors with three years of membership will also receive cords for graduation.

### **WORLD LANGUAGE TRAVEL OPPORTUNITIES**

Opportunities are available for students who study a world language to travel to Germany, Spain and France during the summer every other year.

These travel opportunities allow Xavier students to live with a family in the chosen country for part or all of their stay in the country. Students will be able to experience ordinary day-to-day living, family shopping, and visiting a local school. The student will therefore have the opportunity to speak the language and become better acquainted with the culture of that country. These programs also include traveling to famous sites within the country.

### **XAVIER SERVICE CLUB**

Xavier Club is a service organization for high school students. Its aim is the development of initiative, leadership ability, and good citizenship practices. The Xavier Service Club organizes activities such as delivering food baskets to needy families, hosting a children's Halloween party, holding a homeless vigil, hosting blood drives and other service type work. Students interested in helping others are invited to join.

## **SECTION 8 – ATHLETICS**

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

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

### **STATEMENT OF PHILOSOPHY**

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

### **GOALS/OBJECTIVES**

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

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

## **RESPONSIBILITIES**

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

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

*Responsibility to Academic Studies:* Your academic responsibility is your current full-time job. While team responsibilities are important, they are secondary to academic responsibilities.

*Responsibility to School:* Another responsibility you assume as a team/group member is to your school. Xavier cannot maintain its distinction as an outstanding school unless you do your best in the activity in which you are engaged and are a good role model. Other students, parents, and faculty are watching you. Make them proud.

*Responsibility to Community:* The Xavier community makes this athletic experience possible. The spotlight is often on athletes, and we are judged by your conduct and attitude during and outside of the participation. Because of your role, you can contribute to school spirit and community pride.

*Responsibility to Others:* As a team/group member, you bear a heavy responsibility to the other members of your activity as well as to your family. Act in such a way that you will never have to apologize to them for something you have done.

*Responsibility to Younger Students:* Younger students are watching you. They know who you are and what you do. Set good examples for them at all times, not just when you are involved in your activity.

## **ELIGIBILITY**

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

1. Enrollment at Xavier High School as a full-time student. (Academic and attendance policies will be delineated under separate headings in this code.)
2. Parent attendance at athletic code meeting.
3. Any participant user fees will be included on the financial statement.
4. Participants will be financially responsible for uniforms/equipment issued.
5. The following need to be completed and submitted to the athletic director before a student is allowed to try out or practice:
  - a. A current physical exam or alternate year card to participate in physical co-curricular activities. A physical is required every other year.
  - b. An "Emergency Medical Form" must be completed each year.
  - c. Athlete and parent signed "Risk and Waiver Form" and "Consent to Trainer Form".
  - d. A current ImPACT baseline test for athletes is required every other year.
  - e. Athlete and parent signed "WIAA Eligibility Form" is required every year.
  - f. A signed student and parent "Athletic Code of Conduct Contract".

## **RULES AND VIOLATIONS**

This code of conduct is designed to be a deterrent to your being involved in negative, inappropriate, risky, or dangerous behaviors. It is also designed to ensure that you have the best possibilities to succeed in your activity. We want you to reach your full potential.

### ***Code of Conduct Rules***

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

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

- An academic check will be conducted three weeks into each term. At that time, if an athlete is failing a class, he/she will be expected to follow a corrective action plan in order to stay athletically eligible.
- An additional check will be conducted for said student six weeks into that term. If he/she has not made sufficient progress, athletic participation will be limited to practice only, no competition until the end of the term.
- If a student receives a grade of “F” in any class at the end of a term, he/she will be ineligible to compete/perform/practice /participate in athletics for 8 school days. An academically ineligible student may regain eligibility after the 8th school day by meeting the academic standard (passing all classes and averaging a 2.0 or better). More than one “F” would result in 15 school days.
- An “incomplete” will be treated as an “F” until the work is completed and a passing grade is earned.
- An academically ineligible athlete will not be dismissed early from class to attend a competition.

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

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

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

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

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

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

### **Code of Conduct Violations**

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

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

Below is a list of examples that are considered behavior unbecoming of a Xavier athlete, but it is not an exhausted list:

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

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

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

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

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

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

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

Athletes found to be in violation of the code are subject to school consequences, possible police consequences, and athletic suspensions. Consequences for violations will be administered whether the violation occurred in season or out of season. In addition, two types of violations occurring at basically the same time will be considered two violations. For example, if an athlete is under the influence and vandalizes property, he/she will receive consequences for two separate violations. Each case will be assessed individually; however, in the spirit of fairness and consistency, the following steps will typically be the consequences:

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

**Major violation #1:** A student chooses to participate in illegal activity.

**Result:** A 30% suspension from the maximum scheduled events in the current sport, or the next sport if the athlete is not currently in one. The athlete will be required to complete an awareness class and may be required to complete an AODA assessment.

**Self-Report:** A student-athlete may self-report to a coach, athletic director, or other administrator within 24 hours of the violation (including summer or scheduled time off). The report of the violation is considered a true self-report when the violation would not have otherwise been eventually reported to the athletic director by law enforcement or a credible adult. The athlete will receive consideration for a possible reduction in the length of the suspension.

**Major violation #2:** A second violation (even if the first was presence).

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

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

**Additional Info:**

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

A. The varsity post-tournament series will count as one event, per WIAA rules.

B. The athlete will serve any remaining portion in the next season in which he/she participates, based on percentages.

2. If an athlete is suspended before or during a season, and he/she does not successfully complete that sport, the penalty will revert to its original status.

3. During the suspension period, the athlete is required to participate in all team meetings, practices, and scrimmages but may not compete.

4. Athletes under code violation suspension for any portion of a season will not be eligible for any conference, regional, or state recognition for that season.

Also, if an athlete finishes a season under suspension, he/she will be given any team awards earned, but will not be recognized at the team's award ceremony.

**Code of Conduct Violation Reinstatement**

Reinstatement is a restorative process and not a punitive approach. It holds the athlete accountable for his/her actions, and hopefully helps him/her make better future decisions. All athletes must seek reinstatement to regain eligibility.

1. The athlete must attend all practices/meetings and be present at events while suspended.

2. A written request for reinstatement must be submitted by the student to the Athletic Director. The letter should include the understanding of why he/she was suspended, the plan to remain in good standing, and the benefit for the athlete to return to the activity.

3. The athlete must meet with the coach/advisor.

4. The athlete must make an apology to the team/group, and the student and parent/guardian must re-sign the code of conduct contract.

## **SECTION 9 – SCHOOL COUNSELING**

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

For more information on the School Counseling Department, see the School Counseling section on our homepage: [xhs.xaviercatholicschools.org](http://xhs.xaviercatholicschools.org)

### **INDIVIDUAL COUNSELING**

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

### **CAREER PROGRAM**

- Freshmen - Xello - This takes place during the first and second semester in English classes. Each student is required to research a career that matches both their interest and skills inventory and then write and give a three to five minute speech on that career to their classmates.
- Sophomores - Sophomores take the pre-ACT test. The results of this test are explained to parents at their individual meetings with counselors including the career implications. Xello is used again with further research into careers of interest, a review of their interest inventory, addition of an ability assessment and looking at potential majors.
- Juniors - Juniors are invited to take the PSAT test and results are returned in classrooms as a group. Students meet individually with their assigned counselor to discuss future plans in progress.
- Seniors - Seniors meet individually with their assigned counselor to discuss post-secondary plans. Also, computer-based career education and college information will be shared.

### **STAFFINGS**

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

### **SCHEDULING**

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

### **COLLEGE FAIR**

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

### **JOB OPPORTUNITIES**

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

### **SCHOLARSHIPS/FINANCIAL AID**

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

### **AWARDS/SPECIAL PROGRAMS**

The School Counseling Department promotes student involvement in numerous summer educational programs and unique educational opportunities. Typically emails are sent directly to students when we are made aware of opportunities they may be interested in. We look to see what they have saved as careers of interest in Xello and Naviance Student and then send information on related programs. The School Counseling Department helps administrate academic awards night, the senior awards program and graduation.

## **SECTION 10 – TECHNOLOGY POLICIES**

### **GENERAL GUIDELINES FOR STUDENTS**

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

- Do not misrepresent yourself by using someone else’s identity.
- Users should not use school technologies for illegal activities or to pursue information on such activities. It is forbidden to store or access illegal, inappropriate, or obscene material on school owned electronic equipment.
- Students should never trespass into another user’s folders or files.
- Students are not to use school technology to access games, Facebook, or other social media sites without the approval of a teacher or administrator. Using unapproved sites during class time without permission is even a more serious offense.
- Users are not to use the school technology for political lobbying for personal issues although communication may be made with politicians if it is curriculum-related.

- Using, transmitting or posting images of administrators, teachers, staff, parents, other students, or any other person without specific permission is prohibited.
- Students should never use electronic communication to gossip or spread false information (i.e. defame, libel) about administrators, teachers, staff, parents, other students, or any other person.
- Photos and videos that are tagged by others may be available to anyone searching social networks. Nothing is truly private when posted online.

### **PRIVACY**

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

### **COPYRIGHT & PLAGIARISM**

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

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

### **CYBERBULLYING**

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

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

### **PERSONAL ELECTRONIC DEVICES**

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

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

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

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

### **STUDENT E-MAIL**

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

### **SAFETY**

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

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

## **SECURITY**

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

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

## **DAMAGE & VANDALISM**

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

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

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

## **CONSEQUENCES**

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

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

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

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

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