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A Quick Guide for Xavier Parents

Although your son has been given a “Student Handbook” that contains the full rules and guidelines for his attendance at Xavier, this Parent Handbook is meant to be a quick way for Xavier Parents to become familiar with school operations, rules and procedures. We hope that you will take the time to read this guide and that it will be a resource for you for the time that your son attends Xavier. This guide is written in the format of “Frequently Asked Questions” and arranged alphabetically by topic.

What is Xavier’s Mission?

Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent motivated young men of diverse backgrounds and means.

Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor, and to deepen their relationship with God.

Ultimately, Xavier forms young men who will go forth to transform the world for God’s greater glory.
The Profile of a Graduate at Graduation

Upon his graduation, our hope is that a Xavier student will have achieved the qualities of a “Graduate at Graduation” as outlined by the Jesuit Schools Network: Intellectually Competent; Open to Growth; Religious; Loving; and Committed to Justice. The “Profile of the Graduate at Graduation” can be found in its entirety at the parent link of our school web page, and briefly at the end of this booklet.

School Administration

Xavier High school is organized on the “President-Headmaster” model of leadership, common in most Jesuit Schools in the United States. Below is a brief listing of school officials and their function at Xavier.

The President:
The President of Xavier High School is the chief executive officer of the school corporation. The President’s job is to plan for and foster the Jesuit mission and the Christian atmosphere of the school. The President oversees all aspects of the financial life of the school including: the setting of tuition, with the approval of the Board of Trustees; the development of the school budget; the raising of funds to support the mission of Xavier High School and the care and development of the physical plant of the school.
The Headmaster: The Headmaster at Xavier (the “Principal” in most other high schools) is the chief operations officer of the school corporation and is delegated by the President to exercise direct responsibility over the daily operation of the school. The Headmaster’s major focus of attention is the implementation of the Jesuit mission of the school, curriculum planning and development, all aspects of student instruction and teacher supervision. The Headmaster is assisted in his duties by four deans.

The Dean of Academics assists the Headmaster and exercises direct responsibility in those areas of school life that impact the academic life and instruction of students. The Dean of Academics works with teachers, parents and students to ensure academic progress; serves as liaison with parents in matters concerning the academic progress of their sons; evaluates student eligibility for co-curricular and athletic activities and coordinates the school’s efforts to aid students who struggle academically.

The Dean of Faculty assists the Headmaster and exercises direct responsibility in those areas of school life that deal with the faculty, teaching, and effective classroom instruction. The Dean of Faculty aids the Headmaster specifically in the integration of new approaches to teaching and learning, the evaluation of teachers and the development of the curriculum.
The Dean of Students assists the Headmaster and exercises direct responsibility in areas of student welfare and discipline. The major concerns of the Dean of Students are the establishment and continuing development of an atmosphere conducive to effective teaching and learning, which entails the health, safety, and general good order of students. The Dean of Students is responsible for overseeing all issues of student discipline, including the daily supervision of JUG (detention), the placement of students on disciplinary probation, and making recommendations for a student’s dismissal from Xavier High School to the Headmaster when the need arises. The Dean of Students is assisted in his duties by the Assistant Dean of Students.

The Dean of Educational Systems assists the Headmaster and exercises direct responsibility in the areas of academic records and the practical, everyday functioning of school details. The Dean of Educational Systems prepares the master schedule for the school and directs the course application process, maintains accurate updated student files, manages the student and parent PlusPortals accounts and serves as the school’s College Board AP coordinator.
Guidance Counselors:
All students at Xavier are assigned to a guidance counselor who will remain the student’s primary advocate in the school for his four years at Xavier. Your son’s guidance counselor will help him to navigate through his high school years while looking out for his emotional and psychological health. The counselor serves as a liaison between home and school and between your son and his teachers. Counselors will work closely with the school administration if your son is in crisis. Your son can expect regular meetings with his counselor through group guidance as well as individual meetings. Your son may request a meeting with his counselor at any time. A call to your son’s counselor is the best place to start when questions or situations develop which impact his life at school.
FREQUENTLY Asked Questions

Absences and Attendance:

- **What if I anticipate my son’s absence from school for medical reasons?**
  
  A planned absence must be arranged in writing with the Dean of Students’ Office in advance. Doctor’s appointments should not be scheduled during the school day. On the day of absence, a parent/guardian must call the Dean of Students’ Office and report the absence by 9:00 AM. When the student returns to school after an absence, he must bring a note from his parent/guardian on the “Absentee Note” provided by the Dean of Students’ Office, or a note from his doctor. If the absence occurs on the day before or after any school vacation, it must be explained through a doctor’s note. Absentee notes may be downloaded from the Dean of Student’s page on the web site.

- **What if I anticipate my son’s absence from school for non-medical reasons?**

  Students should not use time during school days for non-medical absences. Days missed to extend an existing holiday are not permitted. When non-medical absences are unavoidable, we ask that a written request be submitted to the Dean of Students stating the length of, and the reason for, the absence. This must be submitted two weeks prior to the absence, so that the Dean of Students has sufficient time to ask the student’s teachers for an evaluation about how the absence will impact the student’s progress in the course. If the request is granted, the student will be expected to contact all of his teachers for assignments before his absence, and he is responsible for any work that is missed.

- **What if there is an emergency and my son needs to leave school early?**

  If a student needs to leave school early for a serious, unanticipated reason, a parent or guardian must contact the Dean of Students’ Office or
the Headmaster’s Office. The Dean of Students will coordinate the paperwork for the student’s early dismissal and inform the student’s guidance counselor and teachers. We ask that parents use the school administrative offices as an avenue to inform their sons about emergencies, rather than contacting them directly by cell phone or email.

- **If my son leaves school early or is absent, can he participate in co-curricular activities that day?**
  A student must be in attendance for at least half the school day in order to participate in or attend school-related activities that day. If he is absent from school, he may not participate in any school activity or competition on that day. The only exception to this is a student’s attendance at a wake or funeral that has been approved by the Dean of Students.

**Academic Ineligibility:**

- **What does it mean if my son is “ineligible?”**
  The Administration, Faculty and Staff of Xavier strongly encourage all of our students to be engaged in co-curricular activities. However, our primary purpose is to educate and ensure that each student knows academic success. In an effort to ensure that students are focusing sufficient time on academics, it may become necessary to declare a student academically ineligible to participate in co-curricular activities. If a student is failing two or more classes at the time of the quarterly report card, he will be prohibited from further participation in co-curricular activities, including inter-scholastic sports.

  After a period of ten school days after grade reports are released, the student may petition the Dean of Academics to be made eligible to participate in co-curricular activities. The Dean of Academics will contact all of the student’s teachers to determine if sufficient improvement has been made to merit reinstatement. If reinstated, the student’s academic progress will be closely monitored throughout the remainder of the marking period.
Academic Probation:

What does it mean if my son has been placed on “academic probation?”
Students who fail three or more courses in a marking period will be placed on academic probation for the remainder of the year. Students who are placed on probation and do not show significant improvement (determined in consultation with the Headmaster, Dean of Academics, and Guidance Counselor) are subject to dismissal from Xavier at the end of the school year. Probation is a serious matter; a formal letter detailing the probation will be sent home and an academic intervention meeting will be conducted with the parent(s), student, guidance counselor and the Dean of Academics. At the discretion of the Headmaster and the Dean of Academics, Academic Probation may be extended into the following school year.

Academic Dismissals:

Will my son be dismissed if he performs poorly academically?
As a college preparatory school, Xavier High School maintains rigorous academic requirements. Students who consistently fail to know academic success at Xavier not only do great damage to their chances of attending college, but often begin to feel poorly about themselves, causing
other more serious problems. Thus, a student who has failed three or more two semester courses at the end of the school year will be dismissed from Xavier. A student who has failed two, two semester courses may be dismissed from Xavier.

Students who are on Academic Probation and have not shown significant improvement may be dismissed from Xavier.

**Athletics and Interscholastic Sports:**

- **Does my son have to participate in athletics?**

  Approximately one-half of the student body at Xavier participates in at least one interscholastic sport. Athletics and interscholastic sports should not be confused with Physical Education, which is a scheduled class taken by all students for a grade. Participation in interscholastic sports is voluntary, but most students find that participation in an interscholastic sport is a great experience and helps improve their overall academic performance. Xavier Athletics provide a unique opportunity for students to develop God-given talents, and grow in mind, body and spirit.
Is participation in athletics at Xavier competitive?

Interscholastic sports are competitive, and participation requires dedication, sacrifice and commitment on the part of the student-athletes and their families. Because of the popularity of some sports, and limited space on teams, some teams must hold try-outs for which a limited number of students will be selected for the team. If your son does not make it on to a particular team, we encourage him to tryout for another sport. Some athletic teams welcome all students to participate.

What kind of commitment is required to be a student-athlete at Xavier?

Being part of an athletic team is a significant commitment, in part due to its competitive nature. Not everyone who tries out for a team will be selected. Those chosen to play on a team have accepted a spot desired by many other students. It is contrary to the philosophy of the Athletic Department for a student-athlete to be absent from practice or competition during a season for anything other than a true, unforeseen emergency or illness. An upcoming test or school project, family vacation or some dissatisfaction with the team are not valid reasons for absence, and issues such as these must be fully considered before joining a team.

Where can I find more information about the Athletics program at Xavier?

Information on athletics, including obligations and responsibilities of student athletes, are detailed in the Athletics Handbook, which will be distributed at the start of each sports season and at various parent
meetings throughout the year. You can contact the Athletics Director to get a copy of this handbook as well.

- **What do I do if my son has a problem or issues with a coach?**
  As part of the student’s development into adulthood, the primary conduit of communication should be between player and coach, including issues such as team selection, playing time, position and any problems or disciplinary issues. Unresolved issues may be addressed by parents to coaches at a mutually agreeable time, or, finally, to the Director of Athletics.

**Calendar:**

- **How can I check the Xavier Calendar?**
  The school calendar can be found in the Student Handbook and is posted on the Xavier web site. Changes to the calendar are highly unusual; if the calendar does change, the changes will be posted on the “Headlines” section of the school website ([www.xavierhs.org](http://www.xavierhs.org)). Calendar updates and reminders are also provided in the Headmaster’s Note.

- **How is the academic year divided?**
  Each academic year consists of two semesters: a fall semester, which runs from September until the end of January, and a spring semester, which runs from the end of January until the beginning of June.
  Each semester is divided into two marking periods, for a total of four marking periods each year. At the end of each full-year course, students will take a final exam worth 20% of the total grade.
Campus Ministry and Christian Service:

- **What is the Kairos Retreat?**
  The Kairos Retreat is an important retreat experience for our junior class. It is an optional three-night, four-day retreat held off site at an area retreat house. Kairos is based on the “Spiritual Exercises” of St. Ignatius and is usually identified by our students as one of the most important experiences they have at Xavier. Though optional, almost all students choose to attend the retreat. Kairos is offered several times throughout the year with each retreat listed on the school calendar.

- **What is the Magis Retreat?**
  The Magis Retreat is designed to be a follow-up to the junior Kairos Retreat. The Magis Retreat provides the Xavier senior with an opportunity to deepen his relationship with God. The retreat is held from Thursday to Saturday at an area retreat house. The Magis retreat is offered several times throughout the year.

- **What is the Sophomore Montserrat Retreat?**
  All sophomores will participate in a one night Montserrat Retreat with their homeroom. Families are notified of their son’s retreat date in September. This retreat is an opportunity for them to deeply know Jesus and His love for them.
What is the Via Dei Retreat?
Xavier’s freshman retreat, Via Dei, introduces new students to Jesuit spirituality and prayer. This retreat held at the Spring Lake Day Camp in Northern NJ is a great way for our newest students to get to know one another, engage in team building activities and discover what it means to be a student at Xavier High School and a part of our Ignatian heritage.

What service opportunities are available to my son? Our Ignatian Service Programs include many opportunities for your son to get involved by volunteering at Xavier, in New York City, and in places far from home. Your son is encouraged to participate in the various opportunities to give right here at Xavier, including the annual Thanksgiving Food Drive and the Christmas Toy and Clothing Drive. During the month of November, the Xavier community collects non-perishable food items and canned goods for the food pantry at the Church of St. Francis Xavier, which feeds hundreds of people in need each month. During the month of December, we collect toys and clothes for children in need throughout our city to help make their holidays a special time. Students are encouraged not only to bring in items for each drive, but to also help pack and deliver them to the agencies with whom we work. Students also have the opportunity to participate in our service trips program known as the Companions of St. Francis Xavier (CFX) program.
What is the CFX Program?

The Companions of Francis Xavier Service Program is a long-standing part of our school tradition that gives Xavier students the opportunity to live out the Ignatian call to be “Men for Others” by traveling away from home to encounter poverty and serve others in great need. Like our patron St. Francis Xavier, we too are called to go forth into the world to be witnesses of the Gospel. Founded on the cornerstones of community, simplicity, prayer, and service, CFX service trips provide students with a weeklong communal experience of Church, as a center of reflection and prayer, while working with those most in need.

Known by the Xavier community simply as "CFX", hundreds of students, faculty, staff, and alumni have volunteered in this continually growing program, which is the heart of our school's Jesuit mission and Ignatian identity. Many students have found these service trips to be incredible, life-changing, and exciting experiences in which they have learned new skills, ministered to wonderful people, made new friends, and grown closer to God.

CFX service trips run on the following schedule each school year:

- Freshmen – CFX Maryland: First Fruits Farm (August)
• Sophomores – CFX Tennessee: Appalachia Habitat for Humanity (varied times in the summer)
• Juniors/Seniors – CFX Pine Ridge, South Dakota with ReMember; CFX Kino Border Initiative
• Juniors – CFX Mexico: Esperanza International; CFX Ecuador
• Seniors – CFX Dominican Republic with ILAC (Institute for Latin American Concern)
• Sophomores/Juniors/Seniors – CFX Camden (Romero Center)

➢ How does my son apply for a CFX service trip?

Informational meetings for CFX take place in October. Students are encouraged to submit an application to the Campus Minister for Ignatian Service by the deadline. Since space is limited for each of our service trips, submitting an application is not a guarantee that your son will be placed on a trip. While we attempt to send as many students as possible, the applicants will go through an evaluation process by the Campus Minister for Ignatian Service and the Administration before being accepted or placed on a waitlist.

CFX requires leadership, maturity, and dedication to others. This program is for those students willing to accept the challenges, responsibilities, and guidelines of this program, and may not be for everyone.
Is Christian Service required?

Students are required to participate in the Christian Service Program during the following years:

- Sophomore Year: 10 hours minimum during the 3rd quarter (after school or weekends)
- Junior Year: 10 hours minimum during the 2nd quarter (after school or weekends)
- Senior Year: 72 hours minimum during Mondays in the 3rd and 4th quarters

How does Christian Service in senior year work?

Xavier High School is committed to forming young men who are beginning to take responsibility for their own growth, seeking opportunities to stretch their minds, imaginations, feelings, and religious consciousness. The Christian Service Program is intended to foster a student's growth into a Man for Others. This program seeks to prepare our students to exercise Christian attitudes in today's world. It is Xavier's hope that through direct personal contact with people in need, our students will come to realize their potential and talents as persons, and recognize their responsibility to serve others.

Students volunteer at various locations throughout the five boroughs of New York City in agencies such as day care centers, head start programs, soup kitchens, food pantries, elementary schools, nursing homes, hospitals, and hospices. It is required that students work at an organization whose mission is to serve people in need and they must have direct contact with those people throughout the course of their volunteer hours.

Does my son need to participate in the Christian Service Program to graduate?

The Christian Service Program is a requirement for all sophomores, juniors, and seniors. There are no exceptions to this. Sophomore and junior religion teachers coordinate each year’s program, while the Campus Minister for Ignatian Service is responsible for coordinating the senior program.
The 72-hour commitment in senior year allows students to spend a full 6-hour day at their service agency each Monday in the second semester to provide them with the fullest experience possible. Seniors will register with an approved service agency by mid-November and begin volunteer work late January.

For seniors, Christian Service is treated as a class in terms of criteria for graduation. Students who miss entire days of Christian service without notifying the school and their service agency will be considered truant from school, and the penalties for a full day of cut classes will be imposed. If the program is not completed successfully by graduation, your son’s diploma will be withheld until he has completed the service requirements.

➢ Where can I get more information about any of these service programs?

Detailed information about all of our Ignatian Service Programs can be found on the school website. You can also contact Ms. Katie McCann, the Campus Minister for Ignatian Service, during regular school hours at 212-924-7900 x1658 or by e-mail at mccannk@xavierhs.org.
Closing School:

➢ How do I find out if Xavier is closed due to weather?

If weather or other conditions warrant the closing of school, you will be notified in several different ways. An announcement of school closing will be made, if at all feasible, by 5:30 AM. School closings will also be posted as the first news item on our website, which can be found at www.xaverhs.org and you will receive an automated telephone call informing you if the school is closed due to snow, or any other emergency.

Whenever Xavier closes due to weather or other conditions, all activities and athletic events scheduled for that day are also cancelled. If no announcement is made concerning school closure, Xavier is open.

Disciplinary Procedures:

➢ What happens if my son violates school policy in a way that makes him liable for dismissal?

There are two ways for a student to be dismissed from Xavier High School. The first is by violating a major school policy. Examples of this are stealing, selling drugs, or possessing a weapon. A complete list of expellable offenses can be found in the Student Handbook.
The second way involves a continued accumulation of offenses, which signals an unwillingness to take personal responsibility and an overall misunderstanding of Xavier High School’s philosophy and mission.

- **Does Xavier suspend students?**
  Suspension usually precedes expulsion. When suspended, the student is removed from ordinary academic classes and all school related activities. This provides the administration with appropriate time to communicate with all relevant parties and carefully consider the student’s situation. Often, the Headmaster will instruct the Dean of Students to convene the Disciplinary Review Board, a group of faculty members chosen by the faculty and administration, and collect the DRB’s recommendations about whether or not the student should be expelled. In all cases involving the possibility of expulsion, the Headmaster makes the final decision.

- **What is Disciplinary Probation?**
  The administration may choose to place a student on Disciplinary Probation, rather than dismissing him. Disciplinary Probation involves a meeting of the student, his parents, his guidance counselor and the Dean of Students.
Essentially, it is his last chance to improve his conduct. If a student commits a major violation of school policy or continues to accumulate minor offenses while on probation, dismissal is immediate.

- **What happens if my son has detention (JUG)?**

  Detention, more commonly known at Xavier as JUG, is given for minor infractions of school rules or procedures. Detention is held twice each day. Students will have the option of attending JUG in the afternoon or the following morning before the next school day begins. Morning JUG is held from 7:20 AM to 8:00 AM and afternoon JUG is held for forty minutes immediately following the final class period, usually from 2:50 PM to 3:30 PM. When a student receives detention on a given day, he must attend either that afternoon JUG or morning JUG the following school day to avoid a cut. If he misses both, it will be considered a cut and result in five more detentions and parental notification.

  A student with multiple detentions may attend both morning and afternoon JUG to work down his total, but he is only required to attend one session per day. Lateness to JUG will result in an additional detention. If a student is ten or more minutes late to morning JUG after having skipped his afternoon option the previous day, it is considered a cut. Delays in public transportation do not excuse a student from JUG if he has forgone his afternoon option. As always, athletic and co-curricular activities do not excuse a student from detention.

  The Dean of Students is the final arbiter of detention and will decide the amount of detention given for particular infractions.

**Emergencies:**

- **What do I do in the event of a school, citywide or national emergency?**

  We operate from the basic standpoint that school is the safest place for your sons during most crises. We will not release your sons from school unsupervised until we are confident that it is safe to do so. We are well equipped with bottled water and food that will last days if necessary.

  During an emergency, if you wish to come to the school to pick up your son, you will be directed to an area that will have all the
information necessary for you to sign your son out. We will not release
students to anyone other than a parent, guardian or the emergency contact
person who appears on your son’s registration form.

If the emergency dictates that, we need to leave our own school
building, the site setup, which can accommodate our students, faculty and
staff, is: The New School, located on West 12th Street between 5th and 6th
Avenue.

We will do our best to keep you informed about developments
and procedures when a crisis does occur. The best resource for you,
because it may be difficult to get through by telephone, may be Xavier’s
website, www.xavierhs.org. All pertinent information will be posted on
our home page under news items. You may also receive an automated
phone call providing you with information. This call will be made to all
cell and home numbers provided to the school.

➢ How do I contact my son in the event of an emergency?

From time to time emergencies arise which will necessitate
contacting your son while he is in school. Should such an event arise,
please do not contact your son on his cell phone during school hours.
Your son is not permitted to have his cell phone on his person during
normal school hours. Please contact the Dean of Student’s office or the
Headmaster’s Office if you need to speak with your son during the
school day.

In the event of a citywide or national emergency, information
about what is going on outside of

Xavier will be provided to your son by the school administration. In times
of crisis, it is important for your son to listen to the specific instructions of the adults in the building for his safety and the safety of other students around him.

It is also important that the school administration be able to control the information passed along to our students to ensure a calm and orderly environment. Your son will not be permitted to use his cell phone during these times, unless the school administration believes it is safe and important for him to do so.

Grades and Grade reporting:

- **When will my son receive grade reports?**
  Report cards are uploaded to e-lockers in the student and parent PlusPortal accounts on the dates designated on the school calendar. A current year average is given after the second marking period and a final year average after the fourth marking period. The final year average constitutes the student’s final grade in the course.

  Teacher grade books open halfway through each marking period for one week so that student and parent can see how a student is doing at that particular point in time. Grade books also open for one week at the conclusion of each marking period. Grade reports at Xavier are distributed via the internet. Parents will receive passwords and instructions on how to access their son’s grade reports prior to the first week of open grade books.
What if my son thinks his grade on his report card is incorrect?

In all cases, the best place to start is with your son’s teacher. If you still have concerns, contact his guidance counselor. At the end of the school year, it may be more difficult to contact teachers and counselors. In this case, contact the Dean of Academics who can assist you with any issues regarding grades.

Guidance and Guidance Counseling:

What does the counselor need to know about my son?

It is important that your son’s counselor know about anything affecting him or your family that may impact his growth at Xavier. Recent deaths or illnesses, separation or divorce, substance abuse in the family, learning issues, socialization issues or mental health issues are among some of the things you should discuss with his counselor. Happy events like adoption or the birth of a sibling or a move into a new home are also things that may affect your son and should be made known to his counselor.

How will my son meet with his counselor?

Each student works with the same school counselor over the course of his four years at Xavier High School. Counselors meet with students individually to address important issues, including, academic progress and performance, educational and career goals, and personal and social
experiences. The majority of our counselors’ time is spent providing direct services to students, ensuring that all students benefit from the comprehensive program, not just a few. At the request of the student or parent, the counselor will meet with the student as needed.

➢ What is Group Guidance?

Group guidance, a core component of the program, is a scheduled class that meets regularly in small groups throughout a student’s four years. At every grade level, the curriculum is structured, developmental, and preventative, allowing the counselors to address the students' various needs. Freshman groups meet once every eight-day cycle to discuss adjustment to high school, study skills, personal habits, self and community awareness. Sophomore and junior groups meet every other cycle. The sophomore groups’ main focus is on adolescent issues and junior groups’ focus is on college and career exploration. Mid-junior year, juniors are also assigned a college counselor. They work with both counselors through senior year in very distinct and different ways.

➢ If my son has more serious issues, will his counselor see him regularly?

There are some times when it is in the best interest of a student to see a therapist or psychologist. When issues become more serious and require more one-on-one attention the counselor will consult with our psychologist who together will provide parents with appropriate outside
resources. Once resources are in place, the counselor will work in partnership with those professionals while your son is attending Xavier.

- **What types of things are not kept confidential?**
  Counselors and our consulting psychologist may screen students whose behavior elicits concerns. All members of the Guidance Department strive to collaborate with students’ parents/guardians on any concerns within the context of the confidential relationship between the counselors/psychologist and students. Students are informed of the limits of confidentiality during their first group guidance meeting and reminded throughout the years. If the counselor or school psychologist has reason to believe that a student is being abused (abuse includes neglect as well as physical, sexual or verbal abuse), the counselor or school psychologist will consult with the administration and is required by law to report suspected child abuse or maltreatment to the New York State Central Register of Child Abuse and Maltreatment. A faculty member or administrator must report suspected child abuse or maltreatment when, in his or her professional roles, he or she is presented with reasonable cause to suspect abuse or maltreatment.

- **How can my son make an appointment to see his counselor?**
  A student can drop by his counselor’s office or he may email his counselor to make an appointment. Counselors will do their best to see the student that day, but if not possible, he will be seen the following school day. Counselors try to schedule appointments during free periods so as not to interfere with the student’s academics, but that is not always possible.

- **Do you have a school psychologist?**
  Xavier High School has a consulting psychologist who is on campus Mondays, Wednesdays, and Thursdays.
The role of the consulting psychologist is to evaluate and work with students who may require a more in-depth evaluation and services, including psychotherapy. He supervises doctoral-level trainees at Xavier who may provide some of those ongoing services directly on campus. When appropriate, he also works with families to connect students with services in the community.

» When is a student referred to the consulting school psychologist or school interns? Who makes the referral?

A student is typically referred to the consulting psychologist by his counselor when issues are brought to the counselor’s attention that may require a more comprehensive assessment. Parents can also consult with their son’s counselor about facilitating a referral to the consulting psychologist.

» What if my son would like a different Guidance Counselor?

The change of Guidance Counselor is very rare. The four-year relationship between your son and his counselor is very important. However, if you or your son deem a change necessary, you may contact the Dean of Academics and Director of Guidance who will work with you to determine if a change is to take place.
Harassment Policy:

- Does Xavier High School have a harassment policy?
  Xavier High School has a comprehensive harassment policy that can be found in the student handbook as well as on the school website's "Students" page and "Parents" page under "Safe Environment".

Xavier High School prohibits any and all forms of harassment, which includes behaviors commonly recognized as bullying, hazing, sexual harassment and sexual abuse/assault.

Harassment can take place in person or in writing and can be physical, verbal or electronic. Regardless of its form, Xavier prohibits it.

Xavier’s Harassment Policy applies to all Xavier students, their parents/guardians, faculty, administration, and other staff, whether full-time or part-time, whether in a supervisory position or other superior position, (hereinafter, collectively, “Xavier employees”) volunteers, and employees of contracted service providers, and covers their treatment of each other as well as others with whom they come into contact at Xavier and Xavier-affiliated events, including but not limited to visitors to Xavier and employee-applicants.

Homework:

- How much homework will my son have?
  Students and parents should expect that there will be nightly homework of approximately 20-30 minutes in each class. Homework can mean written work, reading, preparing a long-term assignment or studying and review. Students receive a planner to track and record assignments. The single most common reason for academic failure at Xavier is a failure of the student to do his homework properly and consistently.
Moving and Home Contact Changes:

➢ What should I do if my family moves to a new residence?
   It is very important that the school have the most up-to-date
   information regarding a student’s residence and emergency contacts. If
   you have any changes such as home address, home, work or cell phone
   numbers, e-mail address, or marital status/guardianship, you must contact
   the Headmaster’s office in writing with the updated information.

Physical Education:

➢ Does my son need to take Physical Education?
   New York State requires that all students be engaged in physical
   activity during the entire school year. As such, all students are required to
   take a Physical Education class each year. Those who participate in an
   interscholastic sport (intramural sports are not included) are exempt from
   physical education class during the season in which they are participating
   in a sport under the following guidelines:

   All freshmen who are currently playing an interscholastic sport must
   report for each and every scheduled physical education class to be
   released from that class by his teacher.

   Sophomores, Juniors and Seniors who play a single sport may be
   released from physical education during the season in which they
   participate on a team. In this case, each athlete is required to attend
   physical education until the start of the season, at which time his teacher
   may sign him out.

   Sophomores, Juniors and Seniors who play more than one sport
   (two different seasons) may be released from physical education for the
   year. In this case, each athlete is required to attend the first physical
   education class on his schedule to be signed out by his teacher.

   If at any time the student becomes academically ineligible to
   participate in a sport, does not make a team or chooses to quit his team, he
must be prepared to participate in his regularly scheduled physical education class and make up all classes missed. Failure to attend class when not participating in a sport is considered cutting a class. Students who are released from physical education may use the assigned periods for study.

All freshmen who choose not to join the Regiment after the required orientation period will be placed in physical education classes. The physical education requirement for freshmen who continue with the Junior ROTC program is met with continued enrollment in Military Science 9.

➢ What health records does the school require for my son and how often must they be updated?

Xavier High School students are required to have a physical check-up each year. Parents are expected to schedule an appointment with their son’s physician and return the official school medical form to Magnus Health Services every twelve months. It is particularly important that the immunization record, including the Tuberculosis Mantoux PPD, is complete and the doctor indicates whether or not the student is cleared to participate in athletic activity. Your child’s Personal Health History, Physical Examination, and Immunization Forms must be uploaded to his Magnus Health portal prior to the start of the school year. You can contact Magnus directly by phone at (877)-461-6831 or by email at service@magnushealthportal.com for additional assistance.

Each year, the Dean of Students’ Office coordinates with Magnus to send official school medical forms to all returning or incoming students. The deadline for parents to upload the completed forms online is generally in mid-July. A student who has not returned an updated physical by the first day of classes can be sent home from school until the completed medical form is submitted. Likewise, all fall athletes must submit physicals before the first practice session.

If your son’s physician has prescribed medication that is necessary to control a medical condition, Xavier High School requires a three-day supply be brought to Xavier High School. Medications such as inhalers to control asthma, insulin, and Epi-pens are only three examples of required
medications. This medication will be kept locked in the Dean’s Office and will be used only by your son in the event of an emergency.

**Schedules and Schedule Changes:**

- **How does my son get scheduled for classes each year?**
  All students fill out course selections in the spring of freshman, sophomore, and junior years for placement in courses the following year. Students are advised in this process by their counselor and parents must approve of their son’s selections.

- **How do I request a change in my son’s schedule?**
  As schedules are prepared in consultation with parents prior to the start of a school year, the need for a schedule change is very rare. If a change is deemed necessary by the parents/guardian, a call to your son’s guidance counselor will begin the process. The counselor, in consultation with the Dean of Academics, will evaluate the circumstances of the request and determine if a change can be made. There is a fee for a student-initiated schedule change.

- **Can my son enroll in honors or advanced placement courses?**
  Any student may apply for any honors or advanced placement course. Placement in these courses, however, is subject to the approval of the chairperson of the department in which the course is listed and the Dean of Academics. Placement is usually based on prerequisite courses and/or the performance of the student throughout the current year. Placement in these courses is often very competitive and students generally need
outstanding grades to be placed in honors and advanced placement courses.

➢ **What should my son do if he loses his schedule?**

A digital copy of your son’s schedule will be uploaded to the e-lockers in the student and parent PlusPortal accounts. It can be saved, viewed, downloaded and printed from there.

**Teachers and Instruction:**

➢ **What do I do if I have a question or concern about the instruction my son is receiving in a specific class?**

The first thing to do is contact your son’s teacher and address the issue with him/her directly. As Xavier teachers do not have individual offices and phones, usually the best way to contact a teacher is through email. All teachers’ email addresses are their last name, first initial followed by @xavierhs.org. If you find that a conversation with your son’s teacher does not answer your question or resolve the issue, you should contact your son’s counselor by phone or email or the Dean of Faculty.

➢ **What do I do if I have a problem with my son’s teacher and I do not feel I can contact the teacher?**

If you feel your son has not been or is not being treated fairly by one of his teachers, the first place to start is with your son’s guidance counselor. You should also feel free to bring your concerns to the Dean of Faculty.

**Transcripts:**

➢ **How can I receive a copy of my son’s school transcript?**

For freshmen, sophomores and juniors, transcript request forms may be picked up in the Headmaster’s Office. For seniors, transcripts must be requested from the student’s college counselor.
Transportation:

- **Who determines the kind of MetroCard pass my son will receive?**
  
The New York City Department of Education issues Metrocards to Xavier High School for students living in the five boroughs of New York City. The MTA determines student’s eligibility based upon the distance he lives from Xavier.

Unfortunately, the school has no power or authority to alter if your son is eligible for a student MetroCard. Only students who reside in the five boroughs of New York City (Manhattan, Bronx, Brooklyn, Queens or Staten Island) and reside 1 ½ miles or more to the school are eligible for a full-fare MetroCard. Full-fare MetroCard’s are for use on either subway or buses (not express buses). **Students who live outside of the five boroughs are NOT eligible for a student Metrocard.** Metrocards are not transferable.

- **What if my son loses his student Metrocard?**
  
If a student loses his Metrocard, or if the card no longer works, he must report this to the Headmaster’s Office. It can take 3-5 days for a replacement card. There is a fee to replace lost or damaged cards.
School Trips:

➢ Will my son take field trips while at Xavier?

As part of our Jesuit and Ignatian heritage, we believe it is beneficial for your son to venture out of the classroom on the various trips offered during the school year. Xavier’s location in Manhattan gives our students unique access to some of the best museums, shows and concerts in the world. Various field trips are organized throughout the year by individual teachers for individual classes. Field trips are also sponsored by clubs and activities. In all of these instances, you will be notified of the upcoming trip through a letter from your son’s teacher or club moderator and you will be asked to sign a permission slip that indicates where he will be travelling, the method of transportation and the cost of the trip.
How does my son register for an extended field trip?

Most programs are open to all students who have a desire to travel. Students must be in good standing at the school and meet all payment obligations to the school before committing to the travel company. In the past, Xavier student trips have traveled to Europe, Central America, and South America.

Tuition and Financial Aid:

Who do I speak to if I have questions regarding tuition and financial aid?

All inquiries regarding tuition are handled by the Business Office at 212-924-7900 ext. 1708, Monday – Friday from 8:30 a.m. – 4:00 p.m. (closed for lunch from 1:00 pm. – 2:00 pm). Financial Aid is handled by Mr. Steve Noga at ext. 1602.

What tuition payment plans are available?

There are several tuition payment plans available to Xavier families. These are a monthly/quarterly payment plan; a two-semester payment plan; full-payment plan. Please contact the Business Office for specific details on each of these plans.

What do I do if I am having trouble paying tuition?

Tuition paid by the families of students attending Xavier allows the school to operate to educate your son. If you find that your financial
circumstances have changed or you are having problems making tuition payments, it is important that you contact the Business Office immediately. All tuition balances must be paid by the end of an academic year, or a student will not be allowed to attend classes the following fall and a hold will be placed on all school records for that student.

**Withdrawing from Xavier:**

- **How do I withdraw my son from Xavier?**

  Although Xavier is an excellent school with thousands of living alumni who support its mission, it is not always the best fit for every student. Each year, for many different reasons, it becomes necessary for students to leave Xavier. During the school year, the need to transfer from Xavier is coordinated by your son’s counselor and the Headmaster’s Office. Students must return all state textbooks, uniforms, band instruments, their I.D. cards and have all debts cleared before transcripts and school records will be released to the student’s new school. If a withdrawal takes place at the end of the school year, the transfer is coordinated by the Headmaster’s Office. In both cases, your son is not removed from our rosters until his parents/guardians officially withdraw him.

**Working Papers and Student employment:**

- **How does my son get working papers?**

  Xavier issues working papers to Xavier students only. All requests for working papers must be directed to the College Guidance Office. Students are encouraged to plan ahead as the process of obtaining working papers will take a few days.
Xavier Regiment/JROTC Program:

- **Is my son required to participate in the Regiment of Cadets?**

  Many freshmen decide to participate in the JROTC program during their first year at Xavier. Overall, there are about 400 cadets in the Regiment. Participation in the Regiment is voluntary, and JROTC is an elective course at Xavier. All incoming freshmen are required to attend a five-cycle orientation (A Day to H Day), introducing both the life of the Regiment and the corresponding Military Science curriculum. Freshmen will meet for a total of fifteen class periods during orientation. After these fifteen class meetings, each freshman will decide whether to enroll in the Military Science Course (for freshman year only). The mission of JROTC is to motivate young people to become better citizens. Our program emphasizes leadership development, selfless service and a disciplined, honorable way of life.

- **Will my son have to wear a uniform and get a short haircut?**

  Xavier cadets wear their dress uniforms to school on Thursdays of each week. The normal Xavier dress code for hair applies to cadets as well.
After graduation from Xavier, do cadets have any obligation to serve in the military services of our country?

No. JROTC does NOT recruit students for military service. Instead, our objective is to help develop solid leaders of character for industry, business, medicine, law, education and the Church. We recognize that 99% of our graduates will attend excellent civilian universities. Of course, if a student does indicate a genuine interest to serve as a military officer, we will assist him in gaining an appointment to West Point or Annapolis or one of the other Service Academies.

Does my son have to pay for his Dress Uniform?

No, the JROTC Supply Room will issue your son’s uniforms, dress shoes, and military science books free of charge.

What are the benefits of participating in the Xavier JROTC Program?

Our cadets display exemplary bearing, self-confidence, and integrity in dealing with others. Cadets develop solid leadership skills of loyalty, honor, and moral courage. Cadets speak concisely, thoughtfully, and persuasively. In general, college admissions officers look quite favorably upon your son’s participation in JROTC. Finally, cadets enjoy the camaraderie of their peers in a structured setting, and they have a lot of fun!
Who do I call If…

The Headmaster’s Office is open Monday-Friday during the school year from 8:00am until 4:00pm. The HMO can provide general information on most issues. The HMO number is (212) 924-7900 ext. 1500. The listings on the next several pages can help you direct your questions to specific individuals and administrators in the school. However, the Headmaster’s Office can always be contacted directly for any problems, issues or questions that may arise during your son’s time at Xavier.

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<th>If you have questions about . . .</th>
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<th>at extension:</th>
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<td>Academic Matters (general issues or concerns after speaking with specific teachers)</td>
<td>Your son’s Guidance Counselor:</td>
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<td></td>
<td>• Mrs. Jean Sherman (Director)</td>
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<td>• Mr. Joseph Guglielmo</td>
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<td>• Mr. Justin Yong</td>
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<td>• Ms. Sara Bacsik</td>
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<td>• Ms. Kim Smith</td>
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<td>Admissions and “Knight for a Day” program</td>
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<td></td>
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<td>Alumni Relations</td>
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<td>Athletics</td>
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<td>• Mr. Andrew Gheraldi</td>
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<td>Campus Ministry</td>
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<td>• Ms. Kaija DeWitt (Director)</td>
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<td>• Mr. Pablo Talavera</td>
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<td>• Ms. Kathryn McCann</td>
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<td>Clubs and Student Activities</td>
<td>Director of Student Activities</td>
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<td>• Ms. Alicia Psillos</td>
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<td>College counseling and college admissions</td>
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<td>• Ms. Megan Fraker (Director)</td>
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<td>• Mr. James Buckley</td>
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<td>• Mr. Thomas Gibbons</td>
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<td>• Ms. Pamela Smith</td>
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<td>• Mr. Luciano Lovallo</td>
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<td>• Mr. Michael Fiore</td>
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<td>Financial Aid Issues</td>
<td>Director of Admissions &amp; Financial Aid</td>
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<td>• Mr. Steven Noga</td>
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<td>Food Service and Dining</td>
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<td>• Ms. Jessica Rivera</td>
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<td>• Mr. Shane Lavin</td>
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<td>• LTC Jacob Kelly</td>
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<td>Parents Association</td>
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<td>• Mrs. Claudia Tierney</td>
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<td>• Mr. Thomas Nugent</td>
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<td>Director of Advancement</td>
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<td>• Ms. Jeanette Alvarez</td>
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• Ms. Shawna Gallagher-Vega | 1614 |
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• Ms. Kaja DeWitt | 1575 |
| Underclassmen Retreats | Campus Minister  
• Mr. Pablo Talavera | 1659 |
| Scheduling Problems  
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• Mr. Luciano Lovallo  
Dean of Educational Systems  
• Ms. Lindsay Willert | 1463  
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| Teachers  
(Issues with a student’s teacher. Contact specific teacher first) | Dean of Faculty  
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• Ms. Kim Smith | 1437  
1500 |
| Transportation Issues | Secretary  
• Ms. Mei Eng | 1463 |
| Tuition Issues | Business Office  
• Ms. Maria Falcon | 1708 |
| Xavier Clothing and Gear | Knight Shop Manager  
• Mrs. Lisa Lambert | 1652 |

Noncustodial Parent Policies: All communications generated by the school will be distributed to the custodial parent, stepparent(s), and the noncustodial parent alike. Similarly, both natural parents (as well as stepparents) will be granted permission to visit the student on school grounds or during school-sponsored trips. However, given the unique legal situation of each family, the school may make exceptions to the policy. In particular, the removal of the student from the school campus by the noncustodial parent is an issue that will be addressed when the enrollment contract is signed.
Profile of a Graduate at Graduation

The overriding objective of Xavier High School is to form men who will utilize their God-given gifts and talents in the service of others. We aim to foster and facilitate the development of our students who, by the time of graduation, are intellectually competent, open to growth, religious, loving, and committed to justice. Although these five categories can be separated for purposes of description, they are interrelated and represent a unified, mutually dependent process. The entire document can be found on the Xavier website under the “documents and forms” link.

Intellectually Competent
The graduate is encouraged to exhibit a mastery of academic skills for advanced education and development of character. He is trained in basic study and research skills so that he is prepared for life-long creative learning. He is developing an aesthetic capacity.

The graduate is developing intellectual integrity and honesty. His repertory of knowledge enables him to view his community in a compassionate and hopeful way. Similarly, he is developing a critical consciousness, which enables him to analyze and question the issues facing our society. He is learning that different branches of knowledge provide alternate approaches to truth.

Open to Growth
The Xavier graduate takes intentional responsibility for his own growth. He strives to grow in the realization and use of his talents. He is beginning to understand that leadership is a vehicle of growth for both himself and others.

The graduate is learning how to learn; consequently, he desires learning as a life-long process to develop imagination, feelings, conscience, and intellect. He is developing compassion for others by respecting diversity and by accepting and offering constructive criticism. The graduate is willing to risk new experiences and recognizes them as opportunities to grow. A close relationship with God enables him to nurture such.

Religious
The graduate knows that God loves him and he returns that love through prayer and service. He has begun to experience a personal relationship with God and has reflected on that relationship in prayer. He seeks to recognize the work of God in others. He is aware that the Catholic Church is an instrument to aid personal religious development. The graduate seeks to develop a personal faith that
recognizes injustices and promotes just actions.

**Loving**
The Xavier graduate is seeking to understand and to love himself and others. His relationships are deepening as he tries to move beyond self-interest and to disclose himself, accepting the mystery of other persons and cherishing these persons. The graduate is not a fully confident, loving adult, yet he is beginning to integrate his interest, concerns, feelings, and sexuality into his whole personality. The graduate, to the best of his abilities, gives himself to others in service and is becoming sensitive to the beauty and fragility of the created universe.

**Committed to Justice**
The Xavier graduate is developing a strong sense of the dignity and equality of all persons. He is beginning to acknowledge and respect all people, regardless of race, sex, religion or ethnic background. He has begun to acquire skills toward improving his world, whether that be through his family, his school, his career, his city, or his nation. He is beginning to understand individual and structural injustices. The graduate knows that God can be found in all things.

In working toward a just world, the graduate is preparing to contribute his gifts and talents developed at Xavier to his community. He is becoming aware of his participation in bringing God’s kingdom to reality.
Lord, teach me to be generous
Teach me to serve You as You deserve;
To give and not to count the cost;
To fight and not to heed the wounds;
To toil and not to seek for rest
To labor and not ask for reward
Save that of knowing that I do Your will

-Prayer of St. Ignatius Loyola