



VERBUMDEI
JESUIT HIGH SCHOOL

STUDENT-PARENT HANDBOOK

Office of the Dean
Academic Year 2026–2027

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www.verbjesuit.org

Table of Contents

SECTION I: MISSION, VISION, & COMMUNITY STANDARDS.....	6
1.1 The Ignatian Mission	6
1.2 The Eagle Standard & Institutional Culture	6
1.3 Immediate On-Campus Jurisdiction	6
1.4 School History	6
1.5 Vision & Core Values	6
1.6 Profile of a Graduate at Graduation	7
SECTION II: ATTENDANCE & PUNCTUALITY FRAMEWORK.....	8
2.1 The 7:45 AM Baseline & Punctuality	8
2.2 Same-Day Reporting Deadlines	8
2.3 The 5 & 15 Early Intervention Thresholds	8
2.4 Emergency Closures & Notifications	9
2.5 Attendance Philosophy & Parent Responsibility	9
2.6 Absences Due to Illness	9
2.7 Planned & Excused Absences	9
2.8 Admit Slips	10
2.9 Early Dismissals.....	10
2.10 Falsification of Notes & Misrepresentation by Phone	10
2.11 Attendance at Co-Curricular Activities	10
2.12 Schoolwork When Absent	10
SECTION III: ACADEMIC RIGOR & INTEGRITY	10
3.1 Standardized 4-Step Classroom Disciplinary Pathway	10
3.2 High-Stakes Same-Day Homework JUG	11
3.3 Digital Assessment Security Protocols.....	11
3.4 Academic Integrity.....	11
3.5 Artificial Intelligence	12
3.6 Academic Integrity Violation Procedures.....	12
SECTION IV: UNIFORM, GROOMING, & DRESS CODE STANDARDS.....	12
4.1 The Executive Uniform Standard.....	12
4.2 Uniform Isolation Standard (No Borrowing/Lending)	13
SECTION V: TECHNOLOGY & WEARABLE DEVICES	13
5.1 Absolute Campus Ban on Smart Glasses	13
5.2 Smart Watches & Cellular Devices	13
5.3 Audio Devices: Headphones, AirPods, & Earbuds	14
5.4 Cell Phone Storage, Liability & Escalating Consequences	14

SECTION VI: RESTROOM & TIME MANAGEMENT POLICY	14
6.1 The 20-20-15 Restroom Framework	14
6.2 Restroom Pass & Device Policy	15
SECTION VII: CONDUCT, RESTORATIVE JUSTICE, & INCENTIVES	15
7.1 Universal Public Displays of Affection (PDA) Standard	15
7.2 Restorative Justice: Behavioral Impact & Ownership Blueprint	15
7.3 Direct Defiance Shield	15
7.4 Non-Negotiable Extracurricular Sidelining & The Magis Hearing	16
7.5 Restorative Justice Incentive Program (Eagle Chips).....	16
7.6 Demerit System & Behavior Contract Threshold	16
7.7 Anti-Bullying & Harassment Policy	17
7.8 The Disciplinary Review Board (DRB)	18
7.9 Appeals	19
7.10 General Behavior Standards & Off-Campus Jurisdiction.....	19
7.11 Conduct During Liturgies	19
7.12 Conduct While Traveling	19
7.13 Profanity	20
7.14 Community Service as Restorative Justice	20
SECTION VIII: THE HOUSE SYSTEM & EAGLE ELITE TIER.....	20
8.1 The Eagle Elite Commendation	20
8.2 The House System Competition	20
8.3 House System Rewards	22
SECTION IX: SUBSTANCES, WEAPONS, & CAMPUS SAFETY.....	22
9.1 Alcohol and THC	22
9.2 Nicotine	22
9.3 Illegal Drugs & Paraphernalia	22
9.4 Marijuana, Including Medical Marijuana	22
9.5 Drug Testing.....	22
9.6 Weapons & Dangerous Items.....	23
SECTION X: HARASSMENT & NON-DISCRIMINATION.....	23
10.1 Policy Statement.....	23
10.2 Forms of Harassment	23
10.3 Student Responsibilities	24
10.4 Complaint Filing & Investigation Procedures	24
SECTION XI: DISCIPLINARY CONTRACT, PROBATION, & DISMISSAL.....	24
11.1 Disciplinary Contract	24

11.2 Disciplinary Probation	25
11.3 Grounds for Dismissal.....	25
11.4 Dismissal Process.....	26
SECTION XII: MOTOR VEHICLES & PARKING.....	26
SECTION XIII: PARENT/GUARDIAN PARTNERSHIP	26
13.1 Parental Responsibilities	26
13.2 Breach of the Partnership.....	27
13.3 Parent Association.....	27
13.4 Parent/Guardian Service Requirements.....	27
SECTION XIV: THE CORPORATE WORK STUDY PROGRAM (CWSP)	28
14.1 Program Overview	28
14.2 VDHS Work Study, Inc. as the Employer	28
14.3 Summer Readiness Program	28
14.4 Work Permits.....	29
14.5 Background Checks & Drug Testing.....	29
14.6 Employability Standards	29
14.7 Corporate Placements	29
14.8 Corporate Fees	29
14.9 Communication with Corporate Partners	29
14.10 Workday Schedule.....	30
14.11 Work Absences, Fees & Make-Up Policy	30
14.12 Holidays & Work Schedule	30
14.13 Holiday & Summer Break Work Opportunities	31
14.14 Illness at Work	31
14.15 Work-Related Activities	31
14.16 Athletics & Extracurricular Conflicts.....	31
14.17 Transportation.....	32
14.18 Transportation Behavior.....	32
14.19 Use of Electronics at Work	32
14.20 Work Performance & Reviews	33
14.21 CWSP Grading.....	33
14.22 Inappropriate Workplace Behavior	33
14.23 Removal or Firing of a Student.....	34
14.24 Reemployment Training	34
SECTION XV: TUITION, FINANCIAL AID, AND FEES	34
15.1 Overview of Tuition and Fees.....	34

15.2 Student Fees	35
15.3 Tuition Payment and Non-Payment	35
15.4 Returned Checks.....	35
15.5 Tuition Refunds	36
ACKNOWLEDGMENT OF RECEIPT & AGREEMENT.....	37

SECTION I: MISSION, VISION, & COMMUNITY STANDARDS

1.1 The Ignatian Mission

Verbum Dei Jesuit High School is a Jesuit, Catholic, Cristo Rey high school that offers young men from supportive families of limited resources a college prep curriculum, corporate work experience, and faith formation that prepares them to graduate from college as men-with-and-for-others who serve their communities and pursue a more just and humane world for all.

Rigor in the classroom, professionalism in the workplace, and strict accountability in the hallways are not separate mandates; they are the exact same mission.

1.2 The Eagle Standard & Institutional Culture

Keeping a student comfortable at the expense of school culture is not pastoral care—it is enablement. For our community to trust our standards, policies must apply equally to all students without exception, regardless of athletic talent, senior status, or social standing.

1.3 Immediate On-Campus Jurisdiction

The authority of the Office of the Dean begins the second a student crosses the physical property line of Verbum Dei. This includes the main campus, parking lots, drop-off zones, perimeter sidewalks, and athletic fields. Sitting in a parked vehicle with an out-of-compliance uniform, loitering in drop-off areas, or engaging in disruptive behavior prior to 7:45 AM is subject to immediate disciplinary action.

1.4 School History

Founded in 1962, Verbum Dei High School originally aimed to serve the predominantly Black community of Watts under the leadership of the Divine Word Missionaries. Fr. Joseph Francis, SVD, served as its inaugural principal, marking a historic milestone as the first Black principal of a Catholic school in the United States. Fr. Francis later became Bishop Francis, the fourth Black Catholic bishop in the country.

During the 1970s and 1980s, Verbum Dei experienced notable success, particularly in athletics, producing numerous professional athletes and winning multiple national championships. The school faced challenges in the 1990s, however, with declining enrollment and financial instability threatening its future.

In 2000, responding to these challenges, the Society of Jesus was invited to assume leadership. By 2002, Verbum Dei transitioned to a Cristo Rey school, adopting the innovative corporate work-study model. This transformation revitalized the school's mission, blending rigorous Jesuit academic traditions with practical work experience, preparing students for both academic excellence and professional success.

In 2022, the school officially changed its name to Verbum Dei Jesuit High School, symbolizing its independent status and ongoing commitment to educational excellence and community service. Today, Verbum Dei Jesuit continues to thrive, nurturing a new generation of leaders dedicated to making the world a better place.

1.5 Vision & Core Values

Vision: Verbum Dei Jesuit High School will be the Jesuit Catholic college prep/corporate work experience school that is most successful at preparing young men of color to graduate from college and lead Spirit-filled lives of purpose and meaning.

Grounded in the teachings of the Gospel and inspired by the compassionate example set by Jesus, the School promotes the full, integral development of students — intellectual, physical, moral, and spiritual — so they are open to growth, intellectually motivated, religious, loving, committed to justice, and work experienced.

Core Values:

- **Cooperation** is the cornerstone of our community, where every member receives the necessary attention, encouragement, and support to thrive academically, professionally, and personally. Here, the pursuit of the common good prevails over individual or group interests.
- **Excellence** in all endeavors, ad maiorem Dei gloriam.
- **Generosity** characterizes our ethos, echoing Jesus' teachings to serve others with humility and compassion.
- **Inclusive** of diverse backgrounds, perspectives, and experiences, our community embraces individuals while honoring the inherent dignity of every human being.
- **Integrity** in all things, evidenced by our unwavering dedication to truthfulness, decency, and respect for others.
- **Resilience** in the face of adversity and challenges.

1.6 Profile of a Graduate at Graduation

- **Open to Growth:** The Verbum Dei Jesuit graduate has experienced significant personal growth across intellectual, social-emotional, and religious dimensions during his time at the school. He has come to understand such growth is a deliberate endeavor. He exhibits self-confidence, taking responsibility to shape his own development, and pursues integrity in all aspects of his life and interactions with others. He acknowledges his strengths and weaknesses as he moves forward into adulthood, striving to be open-minded and reflective, embracing diverse perspectives and new experiences, and able to adapt and make decisions guided by his core values.
- **Intellectually Motivated:** He demonstrates mastery of fundamental academic skills and discipline necessary for advanced education. He is a life-long learner who critically analyzes contemporary issues and forms an opinion on them. He is a well-informed citizen, both local and global, recognizing his role as a compassionate person and responsible citizen. He is prepared to succeed in college and prepared for leadership in service.
- **Spiritual:** He has a sincere and deep sense of God's presence and love in his life, an understanding of Catholicism, and the curiosity and tools to continue growing in his own faith through prayer, contemplation, and action. He makes value-driven choices and is finding belonging in spiritual communities and practices. He is a “man with and for others,” recognizing the human dignity of all and committed to responding to issues of social justice.
- **Loving:** He continues to develop his own identity and recognizes his self-worth. Aware that he is loved unconditionally by God, he shares this depth of love through mutuality with family and friends, and preferentially with those marginalized by society. He can put himself in another's place while acknowledging his own prejudices, biases, and stereotypes. He has come to discover that what he has most to offer others is who he is, not what he has.
- **Committed to Doing Justice:** He realizes that being “a person with and for others” is fundamentally intertwined with a commitment to striving for a fairer and more equitable society, and righting unjust systems of oppression. He is starting to understand the root causes of inequity and oppression — locally, nationally, and globally — through direct service, reflection, and critical analysis.

- **Work Experienced:** Through the Corporate Work Study Program, he has begun to cultivate essential skills for successfully navigating today's professional world. He understands the significance of dependability, responsibility, and a strong work ethic with integrity and high ethical standards. He embraces the principle of self-advocacy, understanding how to articulate his ideas, needs, and concerns effectively.

SECTION II: ATTENDANCE & PUNCTUALITY FRAMEWORK

2.1 The 7:45 AM Baseline & Punctuality

Punctuality is a core professional requirement. School begins promptly at 7:45 AM.

- **Tardy Definition:** Any student who is not completely inside their assigned classroom threshold, sitting at their designated desk, and ready to work when the morning bell or individual class bell stops ringing is marked Tardy.
- **Unexcused Lateness:** Personal alarm failures, oversleeping, missing public or private transportation, or completing unfinished schoolwork do not excuse lateness and will trigger an immediate daily Conduct JUG. (JUG stands for *Justice Under God*, the School's detention program. Conduct JUG, Homework JUG, and Saturday JUG are referenced throughout this handbook.)
- **The 20-Minute Drop:** Arriving more than twenty (20) minutes late to any class period is structurally classified as an absence for that class period, subject to the excusal rule in Section 2.2. 🚫

2.2 Same-Day Reporting Deadlines

Verbum Dei uses two distinct reporting deadlines, depending on the type of attendance issue:

- **Full-Day Absences (8:30 AM Deadline):** Parents/guardians must complete and submit the digital Attendance Reporting Form before 8:30 AM on the day of a full-day absence. If the form is not submitted by 8:30 AM or lacks valid documentation, the absence is logged as Unexcused and standard consequences apply (see Section 2.3 attendance pipeline, Section 8.2 House point deductions).
- **The 20-Minute-Late Rule (7:45 AM Deadline):** If a student arrives more than twenty (20) minutes late to a class period per Section 2.1, that period is classified as Unexcused unless the parent/guardian has contacted the front office by 7:45 AM the same day to report the reason for the delay. If the parent contacts the front office by 7:45 AM, the period is classified as Excused and the student follows the standard make-up work process (see Section 3.2, Homework JUG).
- **Accepted Contact Methods:** Email asoto@verbjesuit.org or Dduran@verbjesuit.org; for phone calls, contact the front office directly.
- **No Automatic Grade Freeze: This blanket freeze policy has been removed.** An unexcused period under this section instead carries the consequences outlined in Sections 2.3, 3.2, and 8.2 (attendance pipeline progress, Homework JUG credit caps, and House point deductions) — it does not automatically zero out assignments or exams outside that period.

2.3 The 5 & 15 Early Intervention Thresholds

To prevent chronic absenteeism from causing academic failure late in the term, the Office of the Dean enforces a proactive tracking framework. Tardies and absences are tracked as **two separate counters** — they are not combined into a single pool.

Threshold	Consequence
5 Tardies OR 5 Absences (tracked separately)	Mandatory Parent-Dean Meeting
15 Tardies	Attendance Contract & Ineligibility
15 Absences	Sidelined — Saturday School, Hour-for-Hour

- **5th Infraction Mark (Parent Intervention):** Upon accumulating five (5) tardies, or, separately, five (5) absences, a mandatory, face-to-face conference between the parent/guardian and the Dean of Culture is required to establish an immediate intervention plan.
- **15th Infraction Mark (Sidelining & Contract):**
 - **15 Tardies:** The student is placed on an Attendance Contract and immediately loses all eligibility for athletics, E-Sports, student council, and extracurricular clubs for the remainder of the semester.
 - **15 Absences:** The student is completely sidelined from all extracurricular activities until every missing hour is cleared hour-for-hour in Saturday School.

Tardy and absence counts do not reset during the school year — both are cumulative from the first day of school through the last.

2.4 Emergency Closures & Notifications

In the event of an emergency campus closure, a school-wide notification will be sent to all parents/guardians via ParentSquare.

2.5 Attendance Philosophy & Parent Responsibility

Consistent attendance for all classes is not only the standard but a requirement for continued enrollment and academic success at Verbum Dei. The School strongly discourages absences for any non-emergency situation. Parents/guardians should avoid scheduling any event that conflicts with the daily class schedule — medical appointments (which must be scheduled outside school hours whenever possible), vacations, and non-school-sponsored activities. Class time is an experience that cannot be duplicated or made up.

The primary obligation for communicating student attendance rests with parents/guardians. Students are not permitted to communicate with the Front Office on their own behalf regarding attendance.

2.6 Absences Due to Illness

If students are sick, they should stay home, and parents/guardians must notify the Front Office by 8:30 AM on each day of the absence via the Attendance Reporting Form. Sick students should not return to school if they are at risk of infecting others. No student whose illness results in a fever and/or other symptoms of a contagious infection should return to school until he is fever-free for a minimum of 24 hours without fever-reducing medication and/or other symptoms have improved.

If students are experiencing minor symptoms but are not sick and feel well enough to attend, we encourage them to attend school and recommend they wear a mask while indoors.

For absences due to any reason other than illness, parents/guardians must notify the Front Office before 8:30 AM on each day of the absence. If the absence exceeds two consecutive days, the Dean should also be notified.

2.7 Planned & Excused Absences

On rare occasions a situation may arise that requires a student to miss class for personal reasons. For any planned personal absence, the student must submit a Request for Excused Absence Form to the Dean at least two school days prior to the absence, signed by both a parent/guardian and his teachers. Failure to submit the form may result in an unexcused absence for the classes or days missed.

Request for Excused Absence Forms must be submitted as a hard/paper copy, available in the Front Office or printable at home. This is an important part of the process: it instills accountability on the part of students and allows them to speak directly with teachers about the reason for the absence and their responsibility to stay caught up. Students are expected to make advance arrangements with teachers for any materials or assessments they will miss.

Teachers use the form to indicate approval or disapproval of the planned absence. The Dean ultimately determines whether an absence will be excused.

2.8 Admit Slips

Tardy students must report to the Front Office upon arrival to obtain an Admit Slip. Students pulled from class for any reason must also obtain an Admit Slip before returning to class. Failure to stop at the Front Office to obtain an Admit Slip may result in disciplinary consequences.

2.9 Early Dismissals

Early dismissals are considered absences. Parents/guardians should refrain from scheduling events that conflict with the daily class schedule. No student will be permitted to leave school early for any reason without a parent/guardian signing him out in the Front Office.

Note: *To ensure student safety, parents/guardians are not allowed on campus at any time without a visitor's pass issued by Security or the Front Office.*

2.10 Falsification of Notes & Misrepresentation by Phone

Forgery — including forging a parent's/guardian's signature, altering notes or communications, or having someone else call the School falsely claiming to be a parent/guardian — is both illegal and dishonest. Students found engaging in such activities are subject to disciplinary consequences and may face dismissal.

2.11 Attendance at Co-Curricular Activities

Students who have been absent from school on a given day may not attend or participate in any athletic and/or co-curricular activities on that day without the prior permission of the Dean. Students must attend at least half of their classes on a given day to participate in athletics and/or co-curricular activities, unless they are missing class for a school-sponsored activity.

2.12 Schoolwork When Absent

Students are expected to take the initiative in determining what work has been missed and how it is to be made up. No work is excused because a student was absent.

SECTION III: ACADEMIC RIGOR & INTEGRITY

3.1 Standardized 4-Step Classroom Disciplinary Pathway

To ensure consistent classroom environments across all disciplines, every instructor enforces a uniform pathway. **Strikes reset at the start of each class period and do not carry over to subsequent periods, days, or grading terms.**

1. **Strike 1:** Direct Verbal Warning.
2. **Strike 2:** Private Student-Teacher Conference.
3. **Strike 3:** Formal Parent Notification via RenWeb comment.
4. **Strike 4:** Office Referral to the Dean & Daily Conduct JUG.

Direct defiance, vulgarity, or refusal to follow instructions skips Steps 1–3 and results in immediate removal to the Office of the Dean.

3.2 High-Stakes Same-Day Homework JUG

Missing academic work must be resolved immediately.

- **Reporting:** If assigned Homework JUG for an incomplete assignment, the student must report to the academic holding room that same day.
- **Credit Cap:** Assignments submitted during Homework JUG are capped at a maximum grade of 50%.
- **Failure to Report:** Skipping Homework JUG or failing to submit the assignment during the session results in a permanent zero (0%) on the assignment and an automatic secondary Conduct JUG.

3.3 Digital Assessment Security Protocols

During any quiz, exam, or digital assessment on an iPad or laptop:

- **Screen Brightness:** Device screens must remain locked at 100% maximum brightness and laid completely flat on the desk surface (propping screens at an angle to obscure the instructor's view is prohibited).
- **Anti-Deception Standard:** Minimizing a testing application, switching background tabs, or utilizing split-screen functions for any reason—regardless of whether academic dishonesty is actively proven—constitutes a 1st Academic Integrity Violation.
- **Consequences:** An automatic zero (0%) on the assessment and a Saturday JUG. This counts as a 1st Academic Integrity Violation; see Section 3.6 for the full escalation ladder.

3.4 Academic Integrity

The highest level of integrity must characterize the relationship between teacher and student. When teachers give an assignment — homework, essay, project, lab — or administer a quiz or exam, they are building the framework for student learning. When a student returns the assignment or takes the assessment, his name at the top indicates that he has followed the teacher's directions and has not taken credit for any work that is not his own.

Violation of the trust between teachers and students is called cheating. It weakens the very foundation of our School. It turns our motto, “Men for Others,” into “Me at All Costs,” and it makes a mockery of the values that bring us together.

Academic dishonesty includes:

1. Using or sharing any assignments — including notes, homework, quizzes, tests, or semester examinations — that have not been approved by the teacher.

2. Failing to fulfill the intention of the teacher on homework and in-class work: individual assignments must be represented by individual work, and group assignments by group work. Under no circumstances is direct copying allowed.
3. Plagiarism in any form — presenting the work or ideas of another as one's own. This includes direct copying of another person's (living or dead) work; using any amount of another person's work or ideas without proper documentation; paraphrasing another person's original work without proper documentation; and resubmitting one's own original work done for one teacher or class to another teacher in another class for a different assignment.

Students uncertain about what constitutes proper documentation are required to clarify this before submitting their work — by seeking feedback from their teachers and, if needed, referring to additional resources on documentation.

3.5 Artificial Intelligence

The development of AI technology has potential to be both instrumental to progress and disruptive to education, future careers, and other business endeavors. In full awareness of that, rather than avoid or block AI, Verbum Dei incorporates it into its learning by exploring the new possibilities it creates and examining the ethics and inequities of computer-generated content.

Use of AI in classes will vary, but regardless of the class, students should not use AI to generate any content without explicit permission from their teachers. Students who use AI for plagiarism — meaning they use AI to create an unfair advantage for themselves, or use AI as a substitute for their own original work — will be subject to academic and disciplinary consequences. Students are encouraged to ask their teachers for clarity about when it is appropriate to use AI as part of any assignment or assessment.

3.6 Academic Integrity Violation Procedures

Determinations of academic integrity violations are subject to the Dean. Violations accumulate across a student's entire Verbum Dei career — they do not reset each year or semester.

1. **1st Violation:** The student earns a zero (0%) on the assessment or assignment and serves a Saturday JUG.
2. **2nd Violation:** The student again earns a zero (0%) on the assessment or assignment, serves a Saturday JUG, and is placed on a Disciplinary Contract.
3. **3rd Violation:** The student meets with the Disciplinary Review Board (Section 7.8) and may face dismissal.

A student found to have committed multiple academic integrity violations — even if all the incidents are discovered after the fact — is subject to meet with the Disciplinary Review Board and may face dismissal.

SECTION IV: UNIFORM, GROOMING, & DRESS CODE STANDARDS

4.1 The Executive Uniform Standard

Students must maintain a clean, crisp, and professional appearance at all times:

- **Shirt:** Wrinkle-free white or light blue Oxford button-down shirt, fully tucked into pants at all times.
- **Trousers:** Tailored black dress pants. Pants must fit securely at the natural waistline without sagging. Baggy, oversized, wide-leg, or ill-fitting pants that sag below the waist, bunch excessively, or pool loosely around the ankles are strictly prohibited. Pants must fall cleanly down the leg. Dickies-style material, denim, and cargo pants are banned.

- **Belt:** Solid black leather belt with a standard, non-designer buckle (smaller than a folded dollar bill). Canvas, woven, or studded belts are banned.
- **Shoes & Socks:** Solid black dress shoes and solid black socks (no visible logos). On non-liturgical Fridays, fully black sneakers (100% solid black upper, sole, laces, and logo) are permitted.
- **Blazer:** Official Verbum Dei suit jacket and tie are mandatory all day on Corporate Work Study (CWSP) days and Liturgical Fridays. Liturgical Fridays are designated on the official school calendar, which parents/guardians can check in advance at www.verbjesuit.org/academics/calendar.

Compliant ✓	Non-Compliant ✗
Fitted Black Trousers at Waist	Sagging / Oversized / Baggy Pants
Solid Black Leather Belt	Canvas / Designer Buckles
100% Solid Black Footwear	White Soles / Colored Logos

4.2 Uniform Isolation Standard (No Borrowing/Lending)

- **Borrowing Ban:** Sharing or borrowing uniform items (blazers, ties, belts) with peers to pass inspection is strictly prohibited.
- **Loaner Penalty:** If a student requires a temporary loaner item from CWSP or the Dean's Office, the student receives a Conduct JUG. If the need for a loaner becomes persistent (i.e., the student repeatedly cannot report in full, properly-fitted uniform), the Office of the Dean will schedule a parent meeting to resolve the underlying gap.

SECTION V: TECHNOLOGY & WEARABLE DEVICES

5.1 Absolute Campus Ban on Smart Glasses

Due to severe privacy liabilities, unauthorized video/audio recording capabilities, and threats to academic integrity, smart glasses of any kind (e.g., Meta Ray-Bans, recording eyewear, or heads-up display glasses) are strictly prohibited on campus at all times, with no exceptions of any kind — including for web-enabled prescription eyewear. There is no approval process by which smart glasses may be worn on campus.

- **Standard Eyewear Permitted:** Students requiring vision correction may wear ordinary (non-web-enabled) prescription glasses or contact lenses at all times; only smart/recording-capable eyewear is banned.

5.2 Smart Watches & Cellular Devices

- **Smart Watches:** Smart watches and web-enabled wearable technology must be powered off and stored inside backpacks from 7:45 AM to 3:00 PM. Wearing or viewing a smart watch during testing results in an immediate zero (0%) and an Academic Integrity Referral.
- **Cell Phones:** Cell phones must be powered off and zipped inside backpacks between 7:45 AM and 3:00 PM. Visible possession or use during restricted hours results in immediate device confiscation and a daily Conduct JUG.
- **Restroom Pass Exception:** When a student is issued a restroom pass under the 20-20-15 framework (Section 6.1), the student's phone must remain in the backpack unless the supervising teacher instructs otherwise. If a teacher elects to hold the phone during the pass as an added safeguard, the phone is

returned to the student immediately upon their return to the classroom. Under no circumstance should a phone leave the backpack and travel with the student into the hallway. 🚫

5.3 Audio Devices: Headphones, AirPods, & Earbuds

- **Baseline Campus Rule:** AirPods, wireless/wired earbuds, and over-ear headphones are prohibited in common areas, hallways, courtyards, fields, and the cafeteria during lunch and breaks.
- **Classroom Exception:** Teachers may permit audio devices strictly inside the classroom for instructional tasks.
- **The Hallway Boundary:** Students may never cross a classroom threshold into a hallway wearing or holding audio devices. Walking into a hallway with earbuds visible—even while holding an approved pass—results in immediate confiscation and a daily Conduct JUG.

5.4 Cell Phone Storage, Liability & Escalating Consequences

- **Storage:** Students must store their cell phones in their bags every day at 7:45 AM, turned off or set to silent before being placed in the bag.
- **Liability:** The School is not liable for any lost, stolen, or damaged phones. Students are responsible for the safekeeping of their own devices.
- **Parental Communication:** Parents/guardians are encouraged to contact their children outside of school hours. For urgent messages during school hours, parents should contact the Front Office.

Consequences escalate with repeated violations:

1. **First Offense:** The phone is confiscated and returned at the end of the school day, and a JUG is issued.
2. **Second Offense:** The phone is confiscated and returned at the end of the school day. A JUG and written warning are issued, and the parent/guardian is notified.
3. **Third Offense:** The phone is confiscated and returned only to a parent/guardian with a \$20 fee, and a Saturday JUG is issued.
4. **Subsequent Offenses:** Additional disciplinary actions as deemed appropriate by the administration, which may include suspension of cell phone privileges on campus.

SECTION VI: RESTROOM & TIME MANAGEMENT POLICY

6.1 The 20-20-15 Restroom Framework

Instructional time is sacred. Verbum Dei provides ample passing periods (5 minutes), morning break (15 minutes), and lunch (35 minutes) for personal needs. Using the restroom during class is reserved for genuine emergencies.

Window (55-Minute Period)	Rule
First 20 Minutes	Protected Time — No Passes Issued
Middle 15 Minutes	Restroom Window — One Student at a Time
Last 20 Minutes	Protected Time — No Passes Issued

6.2 Restroom Pass & Device Policy

■ Per Section 5.2, cell phones remain in the student's backpack — not on the teacher's desk — during a restroom pass, unless the supervising teacher specifically elects to hold the phone as an added safeguard, in which case it is returned the moment the student returns to the classroom. Crossing a classroom threshold with a phone in hand or pocket, in either case, results in an immediate daily Conduct JUG.

SECTION VII: CONDUCT, RESTORATIVE JUSTICE, & INCENTIVES

7.1 Universal Public Displays of Affection (PDA) Standard

Verbum Dei is a professional college-preparatory environment. Romantic or intimate physical contact has zero place on a professional campus or in the workplace.

- **Definition:** Public Displays of Affection (PDA) include hand-holding, embracing, kissing, sitting on laps, or romantic physical touching extending beyond a professional greeting.
- **Universal Standard:** PDA is strictly prohibited on campus, at school-sponsored events, and within Corporate Work Study environments. This standard applies universally to all students regardless of sexual orientation or relationship status.
- **Enforcement:**
 - *1st Infraction:* Daily Conduct JUG and written reflection on professional boundaries.
 - *2nd Infraction:* Placement on a Behavior Contract, mandatory parent conference, and suspension from extracurricular activities.
 - *3rd Infraction:* Referral to the Disciplinary Review Board (DRB) — see Section 7.8.

7.2 Restorative Justice: Behavioral Impact & Ownership Blueprint

Daily Conduct JUG is an instrument of cognitive reflection rather than passive time-serving. Every student serving JUG must complete a formal written Behavioral Impact & Ownership Blueprint before dismissal.

The Blueprint requires the student to articulate:

1. **Stated Objectivity:** Exact facts of their choices without excuses or finger-pointing.
2. **The Ripple Effect:** Specific damage caused to their Instructor, their Brotherhood, and the Verbum Dei Brand.
3. **The Code-Switch Plan:** Actionable behavioral adjustments for the next day.

Acceptance Standard: A Blueprint is accepted if it satisfies all three of the following: (1) it names the specific rule or expectation that was violated, (2) it identifies a concrete impact on at least one named party (Instructor, Brotherhood, or the Verbum Dei Brand), and (3) it proposes one specific, actionable behavioral change for the next day. A Blueprint missing any one of these three elements is rejected by the Dean, resulting in an automatic secondary day of JUG. This standard is applied uniformly and is not based on tone, attitude, or the Dean's subjective impression of sincerity.

7.3 Direct Defiance Shield

To protect faculty authority, any student who argues, talks back, rolls eyes, or refuses to comply with a staff member's direct instruction (e.g., refusing to surrender a phone or uniform item) skips standard classroom pathways. The student is immediately removed from the classroom and issued a Saturday JUG. Because removal from class is treated as a serious offense, this infraction also carries **five (5) demerits** toward the fifteen (15)-

demerit threshold described in Section 7.6, which results in placement on a Behavior Contract. A single instance of direct defiance does not, by itself, trigger a Contract. 🚫

7.4 Non-Negotiable Extracurricular Sidelining & The Magis Hearing

Ineligibility standards apply universally across all representation layers of the school. Any student placed on an Attendance/Behavior Contract or who accumulates 15 tardies is immediately barred from participating in athletic games, club officer roles, campus organizations, and the competitive E-Sports program until they complete **The Magis Hearing** (Reinstatement Hearing) with the Dean.

“Magis” is the Ignatian principle of striving toward the greater good — the hearing is framed as a chance for the student to demonstrate genuine growth, not simply serve out a punishment.

The Magis Hearing follows three steps, in order:

1. **Demonstrated Change:** The student must first show a sustained, positive change in the specific behavior or attendance issues that led to the Contract, for a minimum of two (2) full weeks.
2. **Written Reflection & Request:** The student submits a letter to the Dean's Office explaining their experience while on Contract and how they plan to move forward to avoid further issues. To be scheduled for that same week, the letter/request must reach the Dean by Monday at 8:00 AM; requests received after Monday 8:00 AM are scheduled for the following week.
3. **The Hearing:** The Dean schedules a meeting for the student to sit with the Dean and the student's Grade Level Team (GLT) to review the student's progress and the letter, and to determine whether the student is reinstated. For students whose ineligibility affects a specific sport or club, the relevant coach or Athletic Director also joins the hearing.
 - **If Denied:** The student enters a one (1) week cooling-off period before they may submit another request. The student must continue demonstrating positive change throughout the cooling-off period — a denial does not pause or excuse the underlying behavioral expectations.

7.5 Restorative Justice Incentive Program (Eagle Chips)

- **Definition:** An Eagle Chip is a positive recognition token issued by any faculty or staff member to a student observed demonstrating brotherhood, leadership, or the Ignatian values in action (e.g., helping a peer, unprompted acts of service, exceptional professionalism).
- **Point Value:** Each Eagle Chip contributes +5 points to the student's House total (see Section 8.2).
- **Weekly Cap:** A student may receive a maximum of one (1) Eagle Chip per week.

7.6 Demerit System & Behavior Contract Threshold

Students accumulate demerits for serious conduct infractions. Reaching **fifteen (15) demerits** results in placement on a Behavior Contract, which in turn triggers the extracurricular ineligibility described in Section 7.4. Demerits do not reset during the school year — they are cumulative from the first day of school through the last. Tardiness and unexcused absences never carry demerits; they are tracked exclusively through the separate Attendance pipeline in Section 2.3 so the two systems never double-count the same incident.

Infraction	Demerits
Fighting	5
Bullying / Harassment	5

Infraction	Demerits
Destructive to School Property	5
Direct Defiance (Section 7.3)	5
Rude / Discourteous / Disrespectful	3
Disturbing Class	3
Mischief	3
Electronic Device (unauthorized use)	2
Excessive Talking	1
Lack of Class Materials	1
Littering	1
Failure to Complete Class Work	1

7.7 Anti-Bullying & Harassment Policy

Bullying and harassment in any form — physical, verbal, social, or electronic (including cyberbullying conducted off-campus that affects the school environment) — are absolutely unacceptable at Verbum Dei and will not be tolerated.

- **First Instance:** Standard consequences apply, including a Conduct JUG and five (5) demerits (see Section 7.6).
- **Repeated Bullying:** A student found to be repeatedly engaging in bullying will be put up before the Disciplinary Review Board (DRB) — see Section 7.8 — for further action, which may include suspension or expulsion. How quickly a case escalates to the DRB is relative to the severity of the bullying, as determined by the Dean; more severe bullying escalates faster, and does not wait for a fixed number of instances.

Prohibited Conduct. Bullying is any physical or verbal act, including communications made in writing or electronically (including but not limited to e-mail, instant messaging, messaging apps, text messages, blogs, mobile phones, online games, chat rooms, and posting or messaging using any form of social media or networking), directed toward one or more students that has — or can reasonably be predicted to have — the effect of any of the following:

- Placing a reasonable student in fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his physical or mental health;
- Causing a reasonable student to experience substantial interference with his academic performance; or
- Causing a reasonable student to experience substantial interference with his ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to: social exclusion; manipulation; threats and intimidation; stalking, including cyberstalking; physical contact such as hitting or shoving, or attempting to make physical contact or inflict physical injury; public humiliation; destruction or theft of property; verbal or written insults, teasing, put-downs, or name-calling; and creating a false social media profile for the purpose of having any of the effects listed above.

Scope. This policy prohibits bullying conduct toward students by any member of the School community, including students, teachers, staff, contractors, parents/guardians, and volunteers.

- **Reporting:** Students are expected to immediately report any incidents or suspected incidents of bullying they observe, become aware of, or experience to the Principal, Dean, or to any teacher, advisor, or administrator. Other School community members who observe or become aware of such incidents are expected to report them immediately as well.
- **Handling Reports:** After the School receives a report, or otherwise learns of an incident or suspected incident, the Principal, Dean, or designee will determine the appropriate course of action. The School may determine that an investigation is necessary and, if so, will conduct it in a manner the School deems appropriate in its sole discretion.
- **Cooperation:** Students and parents are expected to fully cooperate in the School's handling of bullying reports, including any investigation, and are prohibited from withholding material information or providing false information. Any student or parent who fails to cooperate fully, withholds material information, or provides false information may be subject to disciplinary, corrective, remedial, or other action.
- **Confidentiality:** The School will make reasonable efforts to protect the privacy and confidentiality of any student who reports or shares information regarding incidents or suspected incidents of bullying.
- **Interim Supportive & Protective Measures:** The School, in its sole discretion, will implement appropriate interim supportive and protective measures, and will determine the necessity, scope, and duration of any such measures.
- **Disciplinary, Corrective & Remedial Action:** Any student determined to have violated this policy will be subject to disciplinary action, up to and including dismissal. Any violation by a parent/guardian will also be considered a violation of the School's parent/guardian behavior expectations and may be grounds for disciplinary action, up to and including dismissal of the offending parent's/guardian's child(ren).
- **Retaliation:** The School prohibits retaliation against students or employees who report incidents or suspected incidents of bullying in good faith, or who participate in the School's handling of such reports, including any investigation.

7.8 The Disciplinary Review Board (DRB)

The DRB convenes when a student's conduct — whether through a specific serious infraction (e.g., a 3rd PDA infraction, repeated bullying) or through violating the terms of an existing Behavior or Attendance Contract — has put the student's continued enrollment at Verbum Dei in jeopardy. The DRB's purpose is to determine whether the student will be permitted to remain enrolled and, if so, under what terms.

- **Composition:** The Dean (Chair), Assistant Principal, Director of Counseling, Director of the Office of Faith and Justice, a CWSP Representative, and a Faculty Member.
- **Hearing Setting:** The hearing is conducted in a private, confidential setting after school, emphasizing respect and fairness for all parties. School norms are shared to begin the meeting, and the hearing proceeds in an orderly fashion allowing for a thorough and unbiased examination of the incident. Board members may ask clarifying questions.
- **Written Notice:** The written notice provided to the student and family shall specify the alleged violations of the School's rules according to this handbook.
- **Deliberation Standard:** Each member assesses the violation(s) using a rubric provided by the Dean. Factors considered may include the seriousness of the offense, intent, previous disciplinary record, and potential for growth and improvement.

- **Notice & Interim Status:** The family is notified the same day the student is informed they must appear before the DRB. The student is suspended from campus starting immediately and remains suspended until the DRB meeting takes place.

The DRB process follows these steps, in order:

1. **Handwritten Letter:** The student must handwrite a letter to the Dean's Office pleading their case — explaining why they deserve the chance to remain enrolled and laying out their specific plan to improve the behavior that brought them before the Board — prior to the hearing, while suspended.
2. **Letters of Support (Optional):** The student may request letters of support from teachers to help their case. These are also sent to the Dean's Office.
3. **Student Presentation:** The student presents his case to the DRB entirely alone — without a parent/guardian present and without an advocate.
4. **Parent Conference:** Once the student has presented, the student's parent(s)/guardian(s) are called in to speak with the DRB and may provide any additional context relevant to the case.
5. **Deliberation:** The DRB team deliberates privately. The recommendation to the Principal — whether the student remains at the School or is dismissed — is determined by a majority vote of the Board.
6. **Final Decision:** The DRB's recommendation is sent to the Principal, who makes the final decision — usually by the next day. The Principal may go against the DRB's recommendation if deemed necessary. There is no appeal beyond the Principal's decision.

The DRB and The Magis Hearing (Section 7.4) are separate, independent processes. The DRB determines whether a student's enrollment continues; The Magis Hearing determines whether a student already on a Contract regains extracurricular eligibility. A student may go through either process without the other, depending on their circumstances.

7.9 Appeals

Appeals of Conduct/Homework JUGs, Attendance/Behavior Contract placements, and The Magis Hearing outcomes are handled at the discretion of the Dean, whose decision is final.

7.10 General Behavior Standards & Off-Campus Jurisdiction

Students are considered at all times and places members of the Verbum Dei student body. As such, they must be conscious of their actions at all School and community events. Inappropriate language and other expressions of offensive conduct are unacceptable. Respect should be shown at all times.

The School reserves the right to address situations involving student conduct and actions, regardless of when or where such actions take place, if they are of a nature as to bring discredit upon the School, are in conflict with the Catholic values for which Verbum Dei stands, and/or are in violation of criminal or civil law or the reasonable rights of others.

7.11 Conduct During Liturgies

Liturgies are integral to the School's mission and identity. Students are expected to actively and respectfully participate, mindful of the sacredness of liturgy. Any behavior perceived as being anything less than respectful at liturgy will be dealt with in a manner that reflects the sacredness in which liturgies are held by the School.

7.12 Conduct While Traveling

Students who travel for School-sponsored events enjoy a special privilege. Chaperones who lead these trips incur significant responsibility for student safety. As a result, during School travel, students will be held to particularly high standards of conduct. Students who violate the Student Code of Conduct while on a School-sponsored trip risk being sent home early.

Most notably, students who use alcohol or drugs on a School-sponsored trip will be sent home within 48 hours and will most likely face dismissal from Verbum Dei upon their return. Parents/guardians will be entirely responsible for the costs associated with this early return, including the cost of a chaperone accompanying the student on the return flight if conditions warrant.

7.13 Profanity

Students are expected to express themselves in ways that are not offensive to the sensibilities of others. The use of profanity, written or spoken — especially profanity that is racist in nature — is prohibited at all School events, on or off campus. Students whose expressions are especially offensive may be subject to Saturday JUG or suspension, and students who direct profanities toward members of the faculty or staff or other community members are subject to suspension or dismissal from the School.

7.14 Community Service as Restorative Justice

On some occasions students will be assigned a certain number of hours of community service as a measure of restorative justice. Service hours should be completed at a location approved by the Dean and will not be considered complete until the Dean has an official letter documenting the hours served. Students who wish to complete their service hours at an alternative location must petition the Dean and receive approval to do so.

SECTION VIII: THE HOUSE SYSTEM & EAGLE ELITE TIER

8.1 The Eagle Elite Commendation

At the end of each grading period, students who maintain 0 tardies, 0 unexcused absences, and 0 JUG referrals earn Eagle Elite Status, granting:

- Extended Business Casual apparel privileges on designated Thursdays.
- Priority cafeteria lunch line access.
- Invitation to the term Commendation Breakfast with the Administration.
- Entry into grand-prize semester raffles (gaming consoles, store gift cards, tech gear).

8.2 The House System Competition

All students are inducted into a House to compete for the annual Dean's Cup. House points are calculated through objective campus data:

Metric Category	Action / Standard	Point Value
Academic & Conduct Merit	Student achieves Eagle Elite Status	+50 / student
Attendance Excellence	House achieves highest weekly on-time rate	+100 / House
Academic Growth	Student named to the Dean's List	+25 / student
Academic Growth	Student named to the Principal's List	+50 / student

Metric Category	Action / Standard	Point Value
Academic Growth	Student named to the President's List	+75 / student
Academic Growth	Student inducted into Scholar Circle	+250 / student
Leadership	Faculty-issued "Eagle Chips" for brotherhood (7.5)	+5 / chip
Participation	Student participates in a club meeting	+1 / student
Participation	Student participates in a scheduled sports practice or game	+1 / student
Participation	Student attends a school-sponsored student event	+1 / student
Participation	Student misses a scheduled practice or club meeting without excuse	-1 / student
Conduct Violations	Daily Conduct JUG issued	-10 / infraction
Truancy	Unexcused Absence recorded	-25 / instance
Major Infractions	Academic Integrity Violation or Contract placement	-100 / instance

Grading Scale (Letter Grade to GPA):

Letter Grade	GPA Value
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Academic Honor Tier Qualifying GPA:

Honor Tier	Qualifying GPA
Dean's List	3.00 – 3.33
Principal's List	3.34 – 3.69
President's List	3.70 – 3.99
Scholar Circle	4.00

Academic Probation: Any student with a GPA below 2.0 is placed on Academic Probation, which carries the following requirements until the student is released from Probation:

- **Extracurricular Ineligibility:** The student is ineligible for athletics, E-Sports, student council, and extracurricular clubs.

- **Mandatory Tutoring:** The student must attend the Academic Success Lab (ASL) and must check in with ASL every day after school. The student is given a plan they must sign and follow in order to succeed.
- **Saturday School:** The student must attend Saturday School.
- **Release from Probation:** Academic Probation continues until the student's GPA reaches 2.5 or higher and the student has no failing grades.

The Academic Success Lab (ASL) is available to all students every day, but is mandatory only for students on Academic Probation.

8.3 House System Rewards

- **Monthly Champions:** Extra 15 minutes added to lunch, catered food truck privileges, and exclusive Friday Custom House Polo wear.
- **Annual House Cup Winner:** Name engraved on the permanent Dean's Cup, a full-day off-campus excursion (theme park/sporting event), and exclusive access to the House Gaming Lounge.

SECTION IX: SUBSTANCES, WEAPONS, & CAMPUS SAFETY

9.1 Alcohol and THC

Possession, use, distribution, or being under the influence of any alcoholic beverage or THC on campus, within view of the Verbum Dei campus, or at any School function (on or off campus) is strictly prohibited. Verbum Dei reserves the right to address student conduct and actions regardless of when or where such actions occur. Students in violation of this policy may face dismissal.

9.2 Nicotine

Possession, use, or distribution of any form of nicotine or nicotine products on campus, within view of the Verbum Dei campus, or at any School function (on or off campus) is strictly prohibited. Students in violation of this policy may face dismissal.

9.3 Illegal Drugs & Paraphernalia

Possession, use, distribution, manufacturing, or being under the influence of illegal drugs at any time is strictly prohibited and will result in immediate dismissal.

Possession, use, or distribution of any drug paraphernalia — including items such as lighters, rolling papers, e-cigarettes, hookah pipes, and vaporizers — is considered a serious violation of the drug policy. Students found in possession of such paraphernalia are subject to drug testing and/or dismissal.

Note: *Since e-cigarettes and vaporizers can be used to inhale not only nicotine but also other liquid synthetic drugs, Verbum Dei considers possession of such paraphernalia a drug offense.*

9.4 Marijuana, Including Medical Marijuana

Verbum Dei considers any use of marijuana a violation of the drug policy. This includes the purchase, possession, use, or distribution of any marijuana at any time, whether on or off campus, regardless of whether the student has been prescribed marijuana for medicinal purposes.

9.5 Drug Testing

Verbum Dei does not require students to participate in a random drug testing program. However, the administration reserves the right to refer a student for testing at any time, at a testing site determined by the School. Refusal to comply with a request for testing may result in dismissal.

9.6 Weapons & Dangerous Items

Dangerous weapons and other items such as knives, guns, brass knuckles, chains, clubs, or any object that can be used as a weapon or in a threatening manner are strictly prohibited on the Verbum Dei campus and at any School function, whether on or off campus. These items are also not permitted in students' lockers or vehicles. Students found in possession of such items on campus or at School functions are subject to dismissal.

Parents, guardians, or visitors who bring such items onto campus will be immediately removed and, depending on the circumstances, may face prosecution and/or be barred from the School. Students who use or attempt to use weapons against others, or who threaten others with weapons at any time, whether on or off campus, may face dismissal.

SECTION X: HARASSMENT & NON-DISCRIMINATION

10.1 Policy Statement

Verbum Dei Jesuit High School believes in the inviolability and integrity of all persons: that we are created in God's image and are each of inestimable value. Any form of harassment is completely contrary to this belief. All students and employees of the School are forbidden from engaging in any behavior of this nature directed at any member of the Verbum Dei community — adult, adolescent, or child. This policy also extends to any visitor or guest to the Verbum Dei campus.

The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a School environment that is hostile or intimidating because of race, creed, color, religion, national origin, age, veteran status, physical disability, gender, or sexual orientation. Verbum Dei affords equal opportunity to all individuals regardless of race, creed, color, religion, gender, sexual orientation, age, national origin, physical disability, or veteran status.

Racist jokes, racist language, and racist treatment of any kind directed at any community member — or anyone at all — are among the most egregious of behaviors. Any student engaging in racist behavior of any kind will be sent to the Dean for a parent meeting and potential Review Board.

10.2 Forms of Harassment

Harassment can occur any time during school or during school-related activities. It includes, but is not limited to:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical Harassment:** Unwanted physical touching, contact, or assault; deliberately impeding or blocking movements; or any intimidating interference with normal work, movement, or activities.
- **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures, memes, or microaggressions of any kind.

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature — including making unsolicited sexual advances and propositions; using sexually degrading words to describe an individual or an individual's body; displaying, requesting, sharing, or electronically sending sexually suggestive language or images; telling inappropriate or sexually related jokes; and making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

10.3 Student Responsibilities

It is the responsibility of each individual student to:

- Conduct himself in a manner that contributes to a positive School environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately report to the Principal or Dean any behavior he experiences that is offensive and unwelcome.
- Cease discriminatory, intimidating, harassing, or unwelcome conduct once he has been warned of said conduct.

10.4 Complaint Filing & Investigation Procedures

1. The individual may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, Dean, or a faculty or staff member who will report it to the Principal — or to the President if the Principal is the subject of the allegation.
2. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be strictly maintained.
3. The investigation will include a meeting with the person alleged to have committed the harassment, sharing with that person the nature of the allegations and, when appropriate, the name of the person bringing the allegations. If appropriate, accused student(s) will be suspended and accused adult(s) placed on administrative leave during the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the President, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions, up to immediate dismissal or termination of employment.
5. If the complaint is against a non-employee or non-student — such as a parent, volunteer, or vendor — the School will take steps, within its power, to investigate and eliminate the problem.

SECTION XI: DISCIPLINARY CONTRACT, PROBATION, & DISMISSAL

11.1 Disciplinary Contract

If a student commits a significant violation of the Student Code of Conduct, or has committed repeated infractions, the Dean may place him on a disciplinary contract. A disciplinary contract is a formal notification to parents/guardians that their child's behavior is jeopardizing his future at Verbum Dei, and it indicates the beginning and end of a trial period in which the student must demonstrate significant improvement in behavior. Violation of a disciplinary contract will result in the student going before the Disciplinary Review Board (Section 7.8) to have his status at Verbum Dei formally evaluated.

11.2 Disciplinary Probation

Disciplinary probation is used for students who have not shown improvement in conduct after warnings from the Dean, after suspension, or at the recommendation of the Disciplinary Review Board. Probation is a more formal indication of serious disciplinary concerns than a disciplinary contract. It may exist alongside other consequences, depending on the severity of the underlying conduct. Disciplinary probation is applied to a student by the Principal, is formally noted in the student's records, and is reported to colleges and universities when they inquire during the application process.

A student on Disciplinary Probation is subject to the following:

- **Ineligibility Regardless of GPA:** The student is ineligible, and this ineligibility applies regardless of his grade point average — a strong GPA does not exempt a student on Disciplinary Probation.
- **No Clubs or Extracurriculars:** The student may not participate in clubs, extracurricular activities, or athletics.
- **Saturday JUG:** The student must attend Saturday JUG.
- **Senior Privileges:** A senior on Disciplinary Probation forfeits senior privileges, including Grad Nite and Prom, and may lose the privilege of walking the graduation stage.

Students who violate the conditions of their probation may be dismissed by the Principal without recourse to a Disciplinary Review Board hearing.

Note: *Disciplinary Probation (this section) is a conduct sanction applied by the Principal. It is distinct from Academic Probation (Section 8.2), which is triggered by a GPA below 2.0. A student may be on one, the other, or both.*

11.3 Grounds for Dismissal

Dismissals take place when students are asked to withdraw. Reasons for dismissal include, but are not limited to, the following:

Employment & Academic Integrity: Being considered unemployable through CWSP due to repeated infractions or inability to fulfill work obligations; a third infraction of academic integrity, such as plagiarism, cheating, or other forms of academic dishonesty.

Property & Safety Violations: Theft, including stealing on or off campus and stealing company time by not being at the assigned workstation on time; forgery, including using forged notes and/or excuses; destruction of property, including graffiti or vandalism of School or work property; possessing, handling, or transmitting any object that can reasonably be considered a weapon; use or possession of firecrackers or similar devices; possession of or being under the influence of alcohol, marijuana, or any other dangerous and illegal drug; and possession of drug paraphernalia at school, work, or school events.

Behavioral & Conduct Issues: Serious or chronic infractions reflecting persistent disregard for School rules; flagrant insubordination, including disobedience or actions endangering others; gang association or involvement, including membership or active involvement in gangs or groups responsible for coercive or violent activity; and continual or repeated harassment — verbal, visual, physical, sexual, or racial.

Internet & Electronic Misconduct: Unacceptable or unauthorized student website publication using the School's name; and possession or distribution of pornographic materials, including material accessed online or electronically transmitted, and taking, possessing, or distributing inappropriate pictures of any community member.

Legal & Ethical Violations: Engaging in activities that violate any civil or criminal law; and any action that discredits the mission and values of the School.

Probation & Demerits: Failure to comply with disciplinary, attendance, or academic probation requirements.

Parental & Guardian Conduct: Actions by a student's parent, guardian, family member, or guest that contradict the mission and values of the School.

11.4 Dismissal Process

The final decision regarding the dismissal of a student lies with the Principal. Typically, situations that would be grounds for dismissal are thoroughly investigated by the Dean, who reports the details of the investigation to the Principal. Depending on the circumstances, the Principal may dismiss a student immediately or convene the Disciplinary Review Board (Section 7.8).

SECTION XII: MOTOR VEHICLES & PARKING

Secured parking at Verbum Dei is provided at no cost to students, faculty, staff, parents, and friends. This does not imply any liability on the part of the School or its security staff. Verbum Dei's insurance does not cover damage to one's car, stolen property, or similar losses. Parking at Verbum Dei is at the risk of the car's owner.

- **Parking Permit Required:** All student drivers must register their vehicles with the Dean and prominently display a Verbum Dei parking permit. To obtain a permit, students and their parents must sign a Parking and Driving Contract outlining rules and regulations regarding parking and driving on campus. Parking illegally in the parking lot is strictly prohibited, and violators may face a fine or have their vehicle towed at the owner's expense.
- **Off-Campus Parking:** Students are not permitted to park on Central Ave., surrounding streets, or alleys near campus during school hours. Any cars found in these areas are subject to search, and students involved may face disciplinary action. Vehicles parked on campus are subject to search by the administration if there is probable cause.
- **Speed Limit:** The speed limit on campus is 5 MPH and is strictly enforced. Students found speeding will incur appropriate disciplinary measures. Repeat offenders will lose on-campus parking privileges.
- **Ridesharing:** Ridesharing apps such as Uber or Lyft are neither endorsed nor prohibited by the School. Students should request pick-up and drop-off in front of the School at 1110 S. Central Ave. Instructions for pick-up and drop-off remain the same for ridesharing as they do for parents.

SECTION XIII: PARENT/GUARDIAN PARTNERSHIP

13.1 Parental Responsibilities

The Jesuit model of education requires a partnership among parent(s)/guardian(s), the student, and the School. It is essential that, when deciding to enroll their son at Verbum Dei Jesuit High School, parent(s)/guardian(s) familiarize themselves with the framework of this partnership: the mission and values of the School and the policies in this Handbook.

This partnership is key to creating the optimal experience for students; the closer the relationship between the School and parents/guardians, the easier it is for the student to navigate these formative years. Open dialogue is critical, and the School welcomes conversations and meetings so that parents/guardians may share concerns, questions, and ideas.

Parents and guardians can expect that all School personnel will work diligently to implement the policies and procedures outlined in this handbook. Parents and guardians are encouraged to contact the School directly if they experience a breach in this partnership or if there is an instance when the School fails to live up to the commitments articulated here. The first point of contact should be the teacher, staff member, or administrator responsible. If this isn't possible, or if this communication doesn't achieve resolution, a member of the School's administrative team should be contacted.

13.2 Breach of the Partnership

Normally, differences between families and the School are resolved in a spirit of Christian charity and mutual respect via open and direct communication. However, just as each family has the right to withdraw a student, the School administration reserves the right to take disciplinary action, including requiring withdrawal of a student, if the administration determines that this partnership has been irretrievably or egregiously broken. Examples include, but are not limited to:

- Threatening, hostile, or aggressive treatment of — or communication with — faculty, coaches, administrators, support staff, other students, or other parent(s)/guardian(s).
- Frequent, consistent, or egregious disregard or violation of School policies or procedures.
- Efforts, via social media or otherwise, to publicly disparage, discredit, impugn, or undermine School policy or personnel, or any public behavior that brings disrepute or division to the Verbum Dei community.
- Participation in any efforts intended to activate or organize against the School.

These expectations include but are not limited to social media and other forms of public communication, all School-sponsored events (athletics, assemblies, parent events, and the like), and interaction with School staff, other students, families, and individuals who are part of the Verbum Dei community.

Verbum Dei Jesuit High School reserves the right to determine, at its sole discretion, when violations of this policy have occurred. Such violations may result in a warning, disciplinary action short of dismissal, a suspension of a student's and/or parent's/guardian's privilege to attend or participate in School activities, or dismissal of a student, depending on the severity of the offense.

13.3 Parent Association

Parents/guardians are encouraged to participate in the Verbum Dei Jesuit High School Parent Association. The purpose of the organization is to give parents an active role in supporting their child's education and to work cooperatively with teachers and administrators. The Parent Association assists in fundraising, advises on the formulation of School policies and procedures, advances the School's public relations interests, provides volunteer support for School activities, promotes the School to potential students and families, and represents the School's interests in the community at large.

Parent Association meetings are held on the second Wednesday of each month. Please check your monthly School newsletter for dates and information.

13.4 Parent/Guardian Service Requirements

Successful students are supported and nurtured by active, caring, and involved parents/guardians, and parental involvement in the School is a key component of that support. Each family is required to complete 30 hours of service per year (or pay \$10 per unserved hour) per student. Opportunities for service hours are publicized at Parent Association meetings, in the monthly newsletter, through ParentSquare, and in the Main Office.

SECTION XIV: THE CORPORATE WORK STUDY PROGRAM (CWSP)

14.1 Program Overview

VDHS Work Study, Inc., known as the Corporate Work Study Program (CWSP), seamlessly integrates professional work experience into the educational journey of Verbum Dei students. CWSP enables students to acquire valuable real-world job skills while helping to offset the cost of their education. By participating in CWSP, students grow into confident young men, equipped with essential professional and personal skills, ready for success in college and future careers.

Success in CWSP requires students to maintain a positive and mature attitude, adhere to high standards of professional behavior, and engage proactively with their work assignments.

Key skills students develop: judgment (making wise and responsible decisions), work efficiency, reliability, willingness to learn, adaptability, initiative, enthusiasm, professionalism, collaboration, and communication.

A note on how CWSP rules relate to School rules. Verbum Dei Jesuit High School and VDHS Work Study, Inc. operate as separate entities. Where a CWSP rule in this section differs from a School rule elsewhere in this handbook, the CWSP rule governs at work and on CWSP transportation, and the School rule governs on campus. This is intentional — the two settings have different professional expectations. Examples include the 7:30 AM CWSP roll call versus the 7:45 AM school-day start (Section 14.10), the treatment of work absences as always unexcused and fee-bearing regardless of reason (Section 14.11), and the restrictions on audio devices at work (Section 14.19).

14.2 VDHS Work Study, Inc. as the Employer

VDHS Work Study, Inc. is the legal employer for students — not the Corporate Partners. It oversees the processing of all employment paperwork, including I-9s, W4 forms, and work permits.

- Students must list VDHS Work Study, Inc. as their employer on resumes, social networking sites, and job applications. They should not list their Corporate Partner as their employer.
- While employees of the Corporate Partner may be eligible for specific benefits or perks, Verbum Dei students are not entitled to these same benefits or perks. In certain cases a Corporate Partner may choose to extend them, but students should never assume they will receive such benefits.

14.3 Summer Readiness Program

The Summer Readiness Program is a mandatory summer course for all incoming freshmen and transfer students, designed to equip students with essential job training skills required for their work study placements. All work-eligible students must participate in the CWSP Readiness Course during the summer before their enrollment at Verbum Dei. Upon successfully completing this course and the Department of Labor training, students become eligible to enroll for the following fall semester.

- **Department of Labor Workshops:** Mandatory sessions covering office safety, harassment, and labor laws, as required by the Department of Labor.
- **Soft Skills:** Making good first impressions, communication, teamwork, problem-solving, time management, critical thinking, and accountability.
- **Technology Skills:** Daily computer classes to improve students' technology skills.
- **Workplace Skills:** Hands-on practice with assignments and tasks that mirror those encountered in work study placements, giving students a space to complete work tasks, ask questions, take initiative, and learn from mistakes.

14.4 Work Permits

No minor under eighteen (18) years of age who is required to attend school, and no minor under sixteen (16) years of age, is allowed to work without a permit. To obtain a work permit, students must present a completed request for a work permit form to the VP of CWSP.

Note: *Work permits issued for VDHS Work Study, Inc. are strictly for use within the Corporate Work Study Program and cannot be applied to other employment placements.*

14.5 Background Checks & Drug Testing

Some Corporate Partners may require background checks and/or drug testing for their employees. VDHS Work Study, Inc. reserves the right to conduct such tests on any or all students at its discretion. A positive result on a drug test or an adverse finding in a background check may result in expulsion from Verbum Dei Jesuit High School.

14.6 Employability Standards

Students are expected to adhere to all school policies and procedures as well as CWSP-specific rules and regulations. While the CWSP generally aligns with the School's overarching policies, there may be occasions where additional CWSP-specific rules are necessary.

To be employable, students must consistently complete assigned tasks with a positive attitude and show signs of growth. An employable student follows directions, takes instruction, listens actively, communicates effectively, reads competently, demonstrates motivation, shows willingness to learn, takes initiative, pays attention to detail, maintains a positive attitude, is honest and trustworthy, and effectively completes tasks.

Failure to demonstrate these qualities may result in a student being deemed unemployable and possibly dismissed from the School.

14.7 Corporate Placements

The CWSP is responsible for all decisions regarding the placement, removal, and replacement of students with Corporate Partners, and retains the right to reassign students to different jobs as needed. Placements are determined based on compatibility and successful completion of the CWSP Readiness Course. Requests for a change in placement may be submitted by the student to CWSP staff and will be considered case by case.

Upon assignment, students receive relevant job details — a job description (when available), supervisor's name, address, and telephone number. Students are advised to retain a copy of this information for their records.

14.8 Corporate Fees

Corporate Partners pay an annual fee for each student, which helps subsidize educational costs and enables the School to maintain lower tuition. Families in need are encouraged to apply for financial aid.

It is strictly prohibited for students or their families to solicit funds from Corporate Partners for personal use or non-school-related activities, and doing so may result in immediate dismissal from the program. Corporate Partners are not permitted to directly pay for student tuition or fees; all financial transactions must be handled through the School's established channels.

14.9 Communication with Corporate Partners

- **Parent/Guardian Communication:** Parents/guardians are not permitted to contact the student's supervisor directly. Any questions or requests for information about the Corporate Partner or supervisor should be directed to CWSP staff.
- **Student Communication Restrictions:** Students are prohibited from using personal cell phones, text messaging, personal email accounts, social networking sites, chat rooms, or blogs to communicate with their supervisors or co-workers. Students and their supervisors or co-workers must not “friend” or follow each other on social networking sites while the student is enrolled at Verbum Dei.

14.10 Workday Schedule

- **Work Frequency:** Students work one day per week, with the assigned day depending on grade level.
- **Roll Call:** On a student's assigned workday, he must report to CWSP roll call by no later than 7:30 AM. This is separate from and earlier than the 7:45 AM school-day start in Section 2.1 — on workdays, the 7:30 AM CWSP roll call is the deadline that applies.
- **Work Hours:** On assigned workdays, students are expected to start work immediately upon arrival at their worksite and conclude their workday at 4:30 PM.
- **School Standards Apply as a Baseline:** Verbum Dei's general attendance and punctuality expectations (Section II) carry over to the CWSP. Where the CWSP sets its own standard — as it does for work absences and fees in Section 14.11 — the CWSP rule governs at work.
- **Scheduling Restrictions:** Regularly scheduled medical or dental appointments, vacations, and other extracurricular or co-curricular activities should not be scheduled on workdays.

14.11 Work Absences, Fees & Make-Up Policy

All absences, regardless of the reason, must be made up. An absence note must be submitted to a CWSP staff member no later than five (5) school days after the absence.

Absence	Consequence
1st, 2nd, and 3rd Absence	Unexcused; \$150 workday replacement fee each
4th Absence	Unexcused; \$175 workday replacement fee; may result in loss of the student's job; may trigger a Review Board evaluation to address all fines and further consequences

Make-Up Credit: The \$150 fee is credited back to the student's account if he makes up the missed workday by the end of the semester in which the absence occurred.

Note: Work absences are always unexcused and fee-bearing regardless of reason, and regardless of whether the corresponding school-day absence was excused under Section 2.2. The School and the CWSP are separate entities with separate attendance standards.

14.12 Holidays & Work Schedule

- **Corporate Partner Holidays:** If a Corporate Partner has a business holiday or meeting day when a student is not required to report to work, parents/guardians will be notified in advance. In such cases a make-up day is not required.
- **School Holidays:** School holidays do not always coincide with business holidays. Students may be required to work on days when no classes are scheduled. Early dismissals and minimum days at school

do not affect work schedules; students are expected to complete their full workday on these occasions. Students should assume they work each week of the school year unless notified otherwise by the CWSP.

The CWSP and its Corporate Partners observe the following as non-CWSP, non-workdays. These days may also be used as absence make-up days or extra-pay workdays where applicable:

- September: Labor Day; November: Veteran's Day and Thanksgiving Break; December: Christmas Break; January: Martin Luther King Jr. Day; February: President's Day; March: Cesar Chavez Day (observed); March/April: Easter Break; May: Memorial Day.

14.13 Holiday & Summer Break Work Opportunities

Students may have the opportunity to work at their Corporate Partner placements during school holidays and/or summer break, subject to the following:

- **Eligibility:** Only students with a GPA of 2.0 or above who are in good behavioral standing are eligible. Students must be enrolled for the semester or school year following the break in which they are invited to work. Any outstanding fees must be cleared before the first day of work; if not, these fees will be deducted from the student's paycheck.
- **Commitment:** Students are expected to honor their work commitments during holidays and summer break as agreed upon with their Corporate Partner.
- **Administrative Requirements:** All students working during these periods must complete a W4 form and have a signed parent/guardian agreement, and must submit timecards to ensure timely payment. Payments are issued in the student's name, and he will receive a W2 form for the earnings received.

14.14 Illness at Work

The health of our students is a top priority. If a student feels unwell in the morning, he should not go to work. If a student reports to work and the Corporate Partner determines that he is ill:

- The Corporate Partner supervisor will contact the School immediately to inform them of the student's condition.
- The CWSP will arrange transportation to take the student back to school or to an approved location.
- The day will be recorded as an absence, and the student will be responsible for making up the missed workday in accordance with the CWSP absence make-up policy (Section 14.11).

14.15 Work-Related Activities

- **Off-Site Work Activities:** If a Corporate Partner plans to take a student off-site for a work-related activity, the student must have a signed permission slip from his parent/guardian authorizing him to leave the work site.
- **On-Site Work Activities:** Corporate Partners may invite students to participate in special events at their office.
- **School Absence:** If the student has school on the day of the event, he may be permitted to miss school provided he is in good academic and behavioral standing.
- **Approval Process:** Before attending such events, students must obtain approval from their teachers and the Dean using the Activity Card, and a permission slip signed by the parent/guardian is required.

14.16 Athletics & Extracurricular Conflicts

Student participation in athletics and extracurricular activities is strongly encouraged. However, if any of these activities conflict with a student's work schedule, the student's primary responsibility is his work at his Corporate Partner.

- **Work is the Priority:** Students may not miss work to participate in athletics, extracurricular, or co-curricular clubs or activities. The only exception is for pre-approved selected varsity games, playoff games, and championship games.
- **Full Workday Required:** To participate in an athletic event or activity, students must complete a full workday. Students are not permitted to request exceptions from their supervisor under any circumstances.
- **Advance Make-Ups:** If a student makes up an absence for an athletic event or activity in advance and then becomes ineligible to participate, he forfeits the right to miss the scheduled workday.
- **No Multiple Make-Ups:** Students are not allowed to schedule multiple make-ups for anticipated absences related to athletics or activities.

14.17 Transportation

The CWSP provides transportation for each student to and from his work placement. Students are responsible for being on time for both morning and afternoon transport.

- **Timeliness & Driving:** Students must be punctual for their assigned transport times. They are not permitted to drive themselves to or from work under any circumstances.
- **Designated Locations:** Students will only be dropped off or picked up at Verbum Dei Jesuit High School and the scheduled CWSP drop-off and pick-up sites. No other locations are allowed. Bus schedules are distributed annually.
- **Release Form:** If a student needs to be dropped off or picked up by a parent/guardian, a Release Form must be completed and submitted to the CWSP. Failure to submit this form promptly may result in disciplinary action. Students must complete a full day of work before being picked up.
- **Missed Transportation:** If a student misses the morning bus, the parent/guardian is responsible for transporting the student to his work placement. If no parent or guardian is available, CWSP will provide transportation at a cost of \$50.00 per trip.

14.18 Transportation Behavior

To ensure the safety of all students, any incidents of misbehavior on the bus or van will be taken seriously and handled individually by CWSP staff.

- **While Waiting:** Students should be well-behaved and respectful toward fellow students and the public while waiting for the bus or van.
- **On the Bus/Van:** Students must remain seated and obey all instructions given by the driver. Seatbelts must be worn at all times while the vehicle is in motion. Students must not throw objects from the windows, and their heads, arms, and legs should never extend outside the windows.
- **Damage:** Students will be held financially responsible for any damage they cause to the bus or van.

14.19 Use of Electronics at Work

1. **Cell Phones:** Cell phones must be put away and silenced during work hours. Any use of cell phones during work, including texting, is prohibited and will result in confiscation.

2. **Electronic Devices:** Devices such as iPods, handheld games, and similar electronic gadgets are not allowed on campus or at work placements.
3. **Laptops/Tablets:** Laptops and tablets are not permitted at work placements unless specifically required for the job. No personal devices are allowed unless explicit permission is given by CWSP.
4. **Headphones:** Oversized headphones that cover the ears are prohibited. Earbuds are acceptable but may only be used en route to and from work — not during work hours. On campus, the School's audio device rules in Section 5.3 apply instead.

14.20 Work Performance & Reviews

Performance reviews are a critical part of the CWSP. Students are evaluated in areas such as attitude, willingness to work and take direction, self-motivation, willingness to ask questions, quality of work, and respect for co-workers and property.

- **Weekly Timecard Ratings:** Each student submits a digital timecard and receives a rating from his supervisor after each workday.
- **Mid-Year and Annual Reviews:** Each student undergoes a mid-year evaluation and two performance reviews annually, conducted by his supervisor, highlighting strengths and identifying areas for improvement.
- **Distribution:** At the end of each semester the student receives a grade on his report card based on all evaluations.
- **Employability Assessment:** CWSP staff use these reviews to evaluate a student's employability. Students deemed unemployable based on their reviews may face dismissal from the CWSP and possible expulsion from Verbum Dei Jesuit High School.

14.21 CWSP Grading

Students enrolled in the CWSP receive a grade for each successfully completed semester, based on: attendance and tardy record; active participation in morning roll call; completion of CWSP assignments, which vary by grade level and are designed to enhance workplace skills and understanding; and individual performance reviews from Corporate Partner supervisors.

14.22 Inappropriate Workplace Behavior

The CWSP expects all Corporate Partners to treat students with respect. Students should immediately report any incidents of poor or inappropriate behavior or treatment at their workplace — whether by co-workers, supervisors, or others — to a CWSP staff member. Serious matters involving disrespect, sexual harassment, discrimination, or inequitable treatment based on ethnicity, gender, sexual orientation, race, culture, or religious beliefs will be treated with the utmost seriousness and confidentiality.

- **Professional Conduct:** Students must conduct themselves professionally and adhere to the Verbum Dei Jesuit High School Code of Conduct. As representatives of the CWSP and the School, students' actions and demeanor reflect not only on themselves but on the School. Behavioral issues at work are addressed individually according to the Code of Conduct.
- **Integrity & Use of Resources:** Students must uphold high standards of honesty and integrity. Unauthorized use of a Corporate Partner's resources (telephone, office equipment, internet access, and the like) is considered theft and may lead to suspension or dismissal from the School. Extended breaks, unapproved late arrivals, and early departures are treated as truancy under the Code of Conduct.

- **Handling Sensitive Situations:** CWSP staff will mediate in sensitive situations between the student and the Corporate Partner. If adverse treatment is reported, the student may be temporarily removed from the worksite and will not return until the issue is resolved. Parents/guardians are required to collaborate with CWSP and School staff in addressing any issues related to Corporate Partners.

14.23 Removal or Firing of a Student

Verbum Dei Work Study, Inc. reserves the right to remove a student from a worksite. If a student is fired or removed due to behavioral or disciplinary issues or poor performance, he will either face disciplinary action according to the Code of Conduct or enter a process of employment re-training.

- **Reemployment:** Successful completion of the employment re-training process is required for any future reemployment within the CWSP. Completing re-training does not guarantee the student will be reemployed at another Corporate Partner site.
- **Repeated Firings:** A student who is fired twice during his four years at Verbum Dei Jesuit High School will be dismissed from the CWSP and from Verbum Dei Jesuit High School.
- **Absences and Fees:** If a student is removed or fired and has incurred absences before being fired, those days cannot be made up, and a \$150 workday replacement fee per missed day will be charged.
- **Senior Privileges:** Seniors who are fired from their job placement risk losing senior privileges, including the opportunity to attend and participate in Prom, Grad Night, and Graduation.

14.24 Reemployment Training

If a student's performance leads to being fired from a work placement, the Vice President of CWSP will schedule a meeting to develop a performance improvement plan addressing the student's employability, incorporating feedback from both the Corporate Partner and the student. CWSP staff will promptly inform parents/guardians of any work-related incidents involving the student.

- **Probation Contract:** The student signs a CWSP probation contract outlining the terms and expectations for his re-training.
- **Disciplinary Action:** The student is required to serve up to two Saturday JUGs.
- **Re-Training:** The student undergoes employment re-training to improve his skills and professional behavior.
- **Presentation:** The student creates and presents a PowerPoint presentation detailing his experience and the lessons learned from the firing incident.
- **Academic Consequence:** The student will not earn higher than a "C" for the semester in which he was fired.

SECTION XV: TUITION, FINANCIAL AID, AND FEES

15.1 Overview of Tuition and Fees

Verbum Dei Jesuit High School is a private Catholic Jesuit school located within the Roman Catholic Archdiocese of Los Angeles. Verbum Dei is separately incorporated and does not receive operating subsidies from the Archdiocese.

Tuition and fees cover approximately 5% of the School's annual operating costs. The remaining costs are supported through the Corporate Work Study Program, foundations, fundraising, investments, and other sources of philanthropic support.

In keeping with its mission to provide an accessible, high-quality Jesuit Catholic education, Verbum Dei operates on an **income-based tuition model**. Every student receives a scholarship, and no student is denied admission because of financial need.

Families who require additional financial assistance must apply through the Catholic Education Foundation Tuition Assistance Program and complete the required FACTS Grant & Aid application. Financial aid awards are made annually and must be renewed each year.

For more information, please see: <https://www.verbjesuit.org/admissions/tuition-financial-aid>

15.2 Student Fees

Verbum Dei is committed to providing high-quality academic, athletic, extracurricular, and student-support programs. Certain fees are necessary to help offset the costs associated with these programs and services while allowing the School to maintain an affordable tuition rate.

Student fees are intended to offset a portion of the School's expenses and are not intended to generate a profit.

15.3 Tuition Payment and Non-Payment

Families are responsible for paying tuition and fees according to the payment schedule established by the School. Failure to make required payments may result in the following actions:

- Registration for the following semester may be delayed until all outstanding tuition and fees have been paid.
- A student may be prohibited from attending classes at the beginning of the school year or the second semester until outstanding balances are resolved.
- The School may withhold report cards, transcripts, diplomas, and other official school documents until outstanding balances are paid, consistent with applicable law.
- A student may be prohibited from registering for or attending summer classes until outstanding balances are resolved.
- The School will provide parents/guardians with written notice of its intent to prohibit the student from attending classes, including the date on which the action will take effect.
- If the outstanding balance remains unpaid on the specified date, the School may remove the student from classes.

The School reserves the right to establish payment arrangements or make exceptions to these provisions at its discretion.

15.4 Returned Checks

Checks returned by the bank for any reason will be subject to a **\$25 returned-check fee** each time the School attempts to reprocess the payment.

After a third returned check, the School will no longer accept personal checks for tuition or fees. All subsequent payments must be made by cash or cashier's check, unless the School approves another form of payment.

15.5 Tuition Refunds

Voluntary Withdrawal

A student who voluntarily withdraws from Verbum Dei during a semester forfeits all tuition and fees already paid for that semester.

If tuition for the current semester has not been paid at the time of withdrawal, the tuition amount, excluding fees, may be prorated through the student's official withdrawal date.

The School reserves the right to determine the effective withdrawal date and to make adjustments to this policy on a case-by-case basis. Any refund or adjustment is subject to the discretion of the School.

Dismissal

If a student is dismissed from Verbum Dei, no refund will be issued for tuition or fees already paid for the semester.

Any outstanding tuition and applicable fees remain the responsibility of the family. The School may withhold academic or student records, to the extent permitted by law, until outstanding financial obligations have been satisfied.

The School reserves the right to make adjustments to this policy on a case-by-case basis. Any decision regarding refunds, payment arrangements, or adjustments remains at the discretion of the School.

ACKNOWLEDGMENT OF RECEIPT & AGREEMENT

Verbum Dei Jesuit High School's Student-Parent Handbook is a foundational part of the partnership described in Section XIII. Please read the handbook in full. By signing below, the student and parent(s)/guardian(s) acknowledge that they have received, read, and understand the policies contained in this handbook, and agree to abide by them for the 2026–2027 academic year.

This handbook may be updated during the school year. Families will be notified of any substantive changes through ParentSquare.

Student Name (Print):

Student Signature:

Date:

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Date:

Grade Level:
