



Parent/Guardian-Student Handbook

2024-2025

Board Approved: July 2024

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St. Pius X Elementary School

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Xavier Catholic Schools

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Xavier Catholic Schools

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Policies of the Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found on the Archdiocesan website (dbqarch.org) or [here](#). For assistance with accessing these policies, please contact the school office.
Parent/Guardian-Student Handbook 2024-2025

I. Philosophy

Archdiocese of Dubuque
 Philosophy of Education for Catholic Schools

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-Based Program	Academic Excellence
<ul style="list-style-type: none"> ● Instills a love and knowledge of the Catholic faith. ● Integrates instruction with Catholic values. ● Leads students and families to active participation in their parish communities. ● Provides opportunities for worship, service and prayer. ● Supports a safe and nurturing environment where students encounter Jesus Christ. 	<ul style="list-style-type: none"> ● Promotes life-long learning and advances the development of the whole person to the fullest extent. ● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world. ● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

Xavier Catholic Schools Mission/Vision/4 Great Things

Xavier Catholic Schools officially became a system on July 1, 2024, at which point more formalized information will be shared regarding the mission, vision, and future planning. The goal is for Xavier Catholic Schools strategic planning work to be complete by December 31, 2024 with the results of that shared with the XCS school board and community. From this work a new mission and vision statement will be derived for the use of all Xavier Catholic Schools.

II. Catholic Dimension

Catholic Atmosphere

Religious education at Xavier Catholic Schools occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life and education of each student.

Besides classroom instruction in religion, liturgical preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in his/her faith life. The school can only support what is taught and experienced at home.

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

Pro-Life Policy

Xavier Catholic Schools regards all life with the greatest respect and dignity. It is our obligation to protect and cherish all life. Our goal will be to provide the greatest degree of respect, safety, understanding, compassion, and Christian charity for all. At Xavier Catholic Schools in dealing with young women who are pregnant, the position of this school is that all life is to be respected, dignified, and protected. It is also the desire of this school to offer support not only to young women who are pregnant but also to the father and the parents of both parties involved. The decision of life will be supported by the school. The school will assist the individual girl in the continuance of her education at Xavier, if this be the wish of the family. Because each girl's situation is unique, each young person will be accorded individual consideration with respect to specific circumstances.

Spiritual Activities

Xavier Catholic Schools encourages and challenges students to grow in their faith beliefs and practices of the Catholic religion. Spiritual activities are the backbone of Xavier Catholic Schools. Prayer begins each school day, assemblies, extracurricular activities and all other meetings. Prayer also ends the school day. School Masses and liturgical activities are planned around the Church year and school events. Opportunities to celebrate the Sacrament of Reconciliation are provided during the school year.

Faith sharing opportunities are offered at various times throughout the year to allow students and staff to enhance and expand their beliefs. Xavier Catholic Schools seniors may participate in the Teens Encounter Christ retreat program. Juniors may participate in Kairos.

Service to others is the cornerstone of the spiritual activities at Xavier Catholic Schools. The opportunity to provide service is offered throughout the year.

Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

III. Admission Policies/Notice of Non-Discrimination

Admission

Families interested in learning more about Xavier Catholic School options and/or are wanting to enroll, should contact Cara Joens, Director of Enrollment at 294-6635 or by email at cara.joens@crxcs.org. Mrs. Joens will help facilitate the enrollment process with the prospective family and the interested schools.

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy #5112)

Xavier Catholic Schools will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Parents/guardians are required to complete the annual enrollment process prior to attendance, this includes registration through PowerSchool Enrollment Express

(also known as Forms). Additionally, Xavier Catholic Schools has an admissions and enrollment policy (XCS Policy #1001) to provide guidance on enrollment decisions in the case of limited enrollment or waitlist situations at certain grade levels.

[Policy 1001: Admissions and Enrollment Policy](#)

	<p style="text-align: center;">Admissions and Enrollment Policy</p> <p style="text-align: center;"><i>Board Approved: July 2024</i></p>	<p style="text-align: center;">Policy Number 1001 <i>Students</i></p>
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Admission (already present in handbook)

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy 5112)*

Families are charged tuition for each student attending any of the Xavier Catholic Schools. As a student, they are considered a part of the Xavier Catholic School community. Xavier Catholic Schools will accept students of any religious conviction. The student will be included and expected to participate in all activities scheduled as part of the class day, even those of a religious nature.

Admissions Policy

Xavier Catholic Schools early childhood programming, elementary schools, middle schools, and high school are open to all families who seek a Catholic education.

The programs include:

Early childhood programming (including preschool)

- All Saints (2 year old - 4 year old preschool)
- LaSalle Catholic (2 year old - 4 year old preschool)
- St. Joseph (3 year old - 4 year old preschool)
- St. Matthew (infant - 4 year old preschool)
- St. Pius (infant - 4 year old preschool)

Elementary schools

- All Saints (kindergarten - 5th grade)
- LaSalle Catholic (kindergarten - 4th grade)
- St. Joseph (kindergarten - 5th grade)
- St. Matthew (transitional kindergarten - 5th grade)
- St. Pius (transitional kindergarten - 5th grade)

Middle schools

- LaSalle Catholic (5th - 8th grade)
- Regis (6th - 8th grade)
- St. Joseph (6th - 8th grade)

High school

- Xavier (9th - 12th grade)

Xavier Catholic School is generously supported by the following parishes; preference will be given to students of the Catholic faith that are members of these parishes:

All Saints, CR	St. Elizabeth Ann Seton,	St. Jude, CR
Immaculate Conception/St.	Hiawatha	St. Ludmila, CR
Wenceslaus, CR	St. John XXIII, CR	St. Matthew, CR
	St. Joseph, Marion	St. Patrick, CR
		St. Pius X, CR

Admissions Priorities

The following provides guidance on enrollment decisions in the case of limited enrollment or waitlist situations at certain grade levels. Priority enrollment is given to:

1. Currently-enrolled infant - 11th grade Xavier Catholic School students in an early childhood center, preschool, and/or school who continues enrollment at current school or next school in the case of elementary to middle school or middle school to high school transitions.
2. Children of Xavier Catholic School employees who:
 - a. Have siblings in that school
 - b. Have siblings in another Xavier Catholic School
 - c. Have no siblings in the system
3. Students from families who are registered and confirmed members of any Xavier Catholic School supporting parish who: (see list above)
 - a. Have siblings in that school
 - b. Have siblings in another Xavier Catholic School
 - c. Have no siblings in the system
4. Currently-enrolled infant - 11th grade Xavier Catholic School students in an early childhood center, preschool, and/or school who wishes to enroll at another Xavier Catholic School

- a. Have siblings in that school
 - b. Have siblings in another Xavier Catholic School
 - c. Have no siblings in the system
5. Students from families who are registered and confirmed at other Catholic parishes outside of the Cedar Rapids metro area who:
- a. Have siblings in that school
 - b. Have siblings in another Xavier Catholic School
 - c. Have no siblings in the system
6. Students from families of other faiths who:
- a. Have siblings in that school
 - b. Have siblings in another Xavier Catholic School
 - c. Have no siblings in the system

Important Notes:

- Date of family registration with Xavier Catholic Schools will determine enrollment priority if the student is at the same priority level as other prospective students in the event of high demand for placement in a specific grade level.
- Time of received registration materials will be used in situations where capacity limits enrollment; this process is used when priority levels are not in effect.
- In order for enrollment to be considered complete, all Power School Enrollment Express forms must be submitted and/or accepted (yellow and green leaves will indicate these statuses).
- **Deadline to complete the registration process is March 29, 2024 for priority enrollment. After March 29, 2024 all registration materials are accepted on a first come, first served basis.**

An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

Equal Opportunity

Xavier Catholic Schools is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

International Students

Xavier Catholic Schools welcomes students from outside the USA who participate in a bona fide foreign exchange program. All international students are required to pay the non-parish tuition rate.

Interview for Prospective Transfer Students

The purpose of an admissions interview is to ensure that the goals and philosophy of Xavier Catholic Schools match the needs of the prospective student. Admissions interviews are conducted by the Principal and/or associate/assistant Principal. Admissions interviews may be coupled with an orientation visit. At least one parent and the student who wishes to enroll **must** be present. All transfer students must complete an admissions interview. Before an admissions interview is scheduled, the following information must be provided:

1. Student's academic record
2. Student's attendance record
3. Student's discipline record
4. Student's co-curricular record
5. Information regarding special needs or behavioral concerns
6. Specific reasons for wishing to transfer

Once all of the above information is submitted, potential transfer students will be permitted to shadow for a day.

Open House/Enrollment Events

Discover St. Pius, Explore All Saints, St. Matthew Junior Kindergarten and Kindergarten Round-Up, LaSalle Open House, Explore Regis, St. Joseph Open House

Each of the elementary and middle schools host an informational event in January/February for the upcoming school year. These events are designed to provide incoming and prospective students and their parents an opportunity to learn about the school experience at each location. Administration, faculty, and staff are present throughout the evening to assist with any questions. All interested families, but especially new, incoming students are welcome and encouraged to attend.

Discover Xavier Night

Discover Xavier Night is an evening designed to provide prospective students and their parents an opportunity to learn about the Xavier experience. The evening includes an information session, building tours, and activity fair. Students and parents will also have an opportunity to meet and interact with Xavier teachers, students, coaches, directors, and moderators throughout the evening. All 8th graders and parents are welcome to attend.

Shadowing

Any prospective student interested in shadowing at Xavier Catholic Schools should have their parent/guardian contact Cara Joens, Director of Enrollment at 294-6635 to make arrangements.

1. Shadow student should meet in the main office of prospective school at 8AM
2. Shadow student is expected to be in dress code.
3. Shadow student is advised to bring \$2.00-\$3.00 with them for lunch money.

Parents are asked to contact the student’s current school to inform them of the scheduled shadow visit. Shadow visits should be scheduled on a lighter scheduled day to ensure the student will not miss any scheduled tests.

Tuition Policy

[Policy 1004: Tuition Policy](#)

	<p>Tuition Policy</p> <p><i>Board Approved: July 2024</i></p>	<p>Policy Number 1004</p> <p><i>Business Office</i></p>
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Xavier Catholic Schools (XCS) has partnered with FACTS Management Company to help manage tuition accounts as well as financial aid assessment. XCS makes every effort to keep tuition charges affordable. A FACTS Grant and Aid Assessment tuition assistance application is available on the Xavier Catholic Schools website. Iowa families can apply annually for an Education Savings Account (ESA) under the Students First Act. FACTS tuition contracts/statements will encompass the entire family with students in grades K-12. Tuition charges are based on parish membership, which is confirmed with the parish each year. (AFFC/ACSB policy 4216.2).

For Xavier Catholic Schools to remain a viable education system, all families must recognize and accept their responsibility to pay tuition. Tuition plays a crucial role in the XCS financial function. Further, XCS does not wish to allow families to accumulate tuition debt which would put them in financial peril. Therefore, the Xavier Catholic Schools School Board has adopted this policy regarding tuition, including delinquent tuition and consequences to determine when unpaid tuition is delinquent and the consequences of tuition being unpaid or past due.

Communication between XCS and student families is a fundamental aspect of this relationship. XCS and its administration want to do everything possible to accommodate the financial needs of the student families with the intent of avoiding a situation where a student would be unable to attend a XCS school because of delinquent tuition. Student families should contact the XCS business office as soon as they realize that they are not keeping up with their tuition payments. To that end, families are also expected to be aware of the tuition

payment options and deadlines pertaining to tuition payments (see Tuition Payment Options below).

Tuition expenses incurred by Iowa residents may qualify for a tuition tax credit on state taxes. A year-end tuition statement will be sent in January to each family informing them of the amount of tuition paid during the previous calendar year.

Tuition Payment Options

Several tuition payment arrangements are available. Parents will pay all tuition charges and all related fees in full. Each family must create an account in FACTS Tuition Management to set up a tuition payment plan and make timely payments. If they are not able to make a payment, the family must communicate with the business office.

Tuition may be paid in one of four options:

- **Payment in full:** payment of balance, after all discounts applied, due by August 20th (a 1% discount will be applied)
- **Semi annual payment:** payments due on the 5th or 20th of August and January
- **Quarterly payments:** payments due on the 5th or 20th of August, October, January and March
- **10 Monthly payments:** due on the 5th or 20th each month beginning in August and ending in May of the following year

If a family carries a prior-year balance, they must pay half (50%) of the current year's tuition before August 20th, unless a family has a current plan approved by the Finance Committee and are current on those payments. In addition, the remaining half (50%) must be paid in January of the following year. Furthermore, for students with prior year balances that made no payments in the previous year, it is required to meet with the Finance Committee to set up a payment plan to attend in the current school year. Failure to comply will result in your student being transferred out of PowerSchool and no longer being able to attend a Xavier Catholic School for the upcoming school year. There will be a \$30 charge for each check or direct deposit returned for insufficient funds.

The Business Office software provider FACTS (Tuition Management) will generate statements monthly to identify defined dates, during the school year, which will identify whether families are meeting the required payment terms or are delinquent in their tuition payments.

Delinquent Tuition

To cure delinquency, tuition amounts, which are due but remain unpaid, must be paid on or before May 20th of the academic calendar. Failure to cure the delinquency by the due date will result in the denial of a student's opportunity to register for classes in the next academic year..

Further, if the process of enrollment has been commenced for the following academic year it will be discontinued. The student will not be permitted to attend

classes in the next academic year until there has been a resolution pertaining to the delinquent tuition.

At any time during the academic year should a family determine that they will not be able to pay their tuition obligation, payment plans may be considered by the Business Office of XCS. It is critical that any payment option, other than those outlined above, be adhered to and payments are made in a timely manner. Any request for a payment plan should be submitted to the XCS Business Office when the inability to pay tuition becomes apparent to the student's family and in no event later than May 20th of the academic year. When requested the Business Office will review the individual case and attempt to accommodate the families with economic hardships using the financial information available to evaluate and institute a payment plan.

If after consideration of the financial information and details, the Business Office and student family are unable to arrive at a payment plan the student family may appeal. The appeal shall be, in writing, and addressed to the XCS Finance Committee designated to consider matters of delinquent and past tuition. The committee shall review the circumstances of the delinquency and shall recommend a resolution of the matter of delinquent tuition. The decision and recommendation of the committee shall be final and will not be changed by the President of XCS, the XCS Controller, or any School Principal.

If the delinquent tuition pertains to a student who is a senior at Xavier Catholic Schools and remains unpaid or without an approved payment plan as of May 1st of the academic year, the senior student will not be permitted to participate in the graduation ceremony.

Xavier Catholic Schools reserves the right to pursue all legal and equitable actions available to collect unpaid tuition.

Financial Responsibility

If you are the individual(s) responsible for tuition changes, it is your responsibility to notify the XCS Business Office. A new, signed tuition contract is required. Student accounts seriously delinquent may be pursued up to and including legal collection. It is the parent's sole responsibility to contact the XCS Business Office to arrange payments.

Tuition Contract

By signing the Xavier Catholic Schools tuition contract, you are agreeing to the following:

- I agree that all tuition monies due will be paid by the end of each school year
- I agree to be financially responsible for all tuition & other fees as set by XCS for the listed student(s)
- I understand that failure to pay all charges may jeopardize my student's enrollment for the following school year.

If a student later decides not to attend XCS or does not attend for the full year, individuals responsible for

tuition will not be held liable for the full tuition amount. Tuition will be prorated based on the actual number of days/weeks enrolled.

Specific questions regarding a tuition account should be directed to Xavier Catholic Schools at ar@crxcs.org.

A student's parent or guardian is required to sign a tuition contract before the student is permitted to attend classes at Xavier Catholic Schools. Students are not permitted to sign the tuition contract.

Withdrawal from Xavier Catholic Schools

In the event a student wishes to withdraw from school before graduation, the parent/guardian must contact the main office in writing or in person to schedule an appointment and complete an official withdrawal form. A student is not considered withdrawn until this form is turned in and all school property (i.e. iPad, books, uniforms, etc.) is turned in or fines are paid. All tuition and fees will be prorated based on weeks of attendance. Scheduling fees are non-refundable. Students who withdraw from Xavier Catholic Schools are no longer eligible to participate in any Xavier activities.

IV. Academic Policies/Programs

Academic Deficiency

Students who are placed on academic deficiency may be assigned to work with their teacher. Students may be restricted from attending other clubs or meetings during this time.

Xavier High School

Students on academic deficiency (**D- or below**) in two or more classes for consecutive weeks will be required to attend **Focus Time** for a minimum of one hour each week until they are off deficiency.

Academic Dishonesty

Ignorance is never an acceptable defense for academic dishonesty.

It is understood that there are levels of academic dishonesty. Copying homework, although unacceptable, is not weighted the same as downloading a paper from the Internet. Therefore, receiving a "zero" for a daily quiz of ten points would have very different weight than if an entire term paper, worth one-hundred points, were plagiarized and received the same consequence.

The following system would be true for every class taken within the Xavier Catholic Schools curriculum. Numbers of violations would accumulate taking all courses into account.

Each act of academic dishonesty will be written up and submitted to the appropriate office. Each violation requires the teacher to have a conference with the student(s) involved. Parents will be notified for each offense within any given class. Each offense will earn the student(s) a zero for that assignment. (If a teacher permits a student(s) to redo the assignment the most the student(s) can receive is half credit.) If there is a fourth offense the Academic Standards Violation Committee Chairperson will be notified.

In addition, if a student reaches four violations he/she runs the risk of additional consequences at the discretion of the Principal or his/her designee and/or the Academic Standards Violation Committee. The student may also find himself/herself referred to stand before the Discipline Committee for further action including suspension or expulsion.

First offense of academic dishonesty is a warning, if a student receives a second offense they will no longer be eligible for academic honors or awards including but not limited to NHS.

Selection of Academic Standards Violation Committee (ASVC)

The ASVC shall be made up of six members. The at-large members will be selected based on the school represented in the situation and serve for the school year duration. The committee will be made up of:

- Principal of the school (Chairperson and Non-voting member)
- Director of Communications
- Director of Curriculum and Instruction
- Director of Catholicity
- Two at-large members from faculty as assigned by the Principal

Procedure for Academic Standards Violation Committee

All schools must protect the rights of students. Any student(s) and/or their parents may appeal to the Academic Standards Violation Committee (ASVC) if one or more of the following criteria exist:

1. The student denies the charge of plagiarism.
2. Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
3. Other criteria, as judged by the Principal or his/her designee, warrant a broader investigation of the charge.

Process for Appeal to Academic Standards Violation Committee

Student(s) have five school days to appeal the decision of their teacher to the principal. This appeal must be in writing, delivered to the principal. If the student has not appealed within five days, the violation and consequences stand as written.

Once one of the three criteria listed above has been met the principal will convene the ASVC within ten school days. The ASVC members will receive all pertinent information from the teacher and/or department head at least three school days before the hearing. The student and/or parent(s) may also turn in material to the committee, if they so desire, within the same parameters as the faculty. This material would be turned in to the committee through the principal/chairperson.

To ensure the student's right to due process this appeals process will be similar to that found under the Section X · Discipline, Discipline Code procedure.

The student will have an opportunity to appear and present his/her case to the committee. Time limits may be placed on speakers at the discretion of the chairperson as the hearing begins

The committee can interview other staff and students related to this inquiry.

After accumulating all of the information possible the ASVC, within three school days will in writing, render a decision as to the violation. Copies of their findings and decision will be sent to the student and parents, associate/assistant principal, guidance office, faculty member involved and his/her department chair.

Academic Programming

Regular school hours can be found below. Additional start and release times, early dismissal, and late arrival times can be seen on the Xavier Catholic Schools calendar. All Xavier Catholic Schools will be in session for a minimum of 1,080 hours during an academic school year.

Regular school hours:

- 7:45AM to 2:40PM: St. Joseph Elementary and Middle School
- 7:50AM to 2:50PM: Xavier Catholic Schools
- 8:00AM to 3:00PM: LaSalle Elementary and Middle School, Regis Middle School
- 8:15AM to 3:15PM: All Saints Elementary, St. Matthew Elementary, St. Pius Elementary

V. Attendance Policies/Programs

Regular attendance is a key factor in the success of student academics as well as social emotional well-being. The value of missing learning and social emotional development is difficult to make up outside of class.

Parents/guardians are required to communicate with the school the day a student will be absent, along with the reason for the absence. If a student will be absent for an extended time, parents/guardians should inform the school office as soon as

possible. When a student is unable to attend school, the parent/guardian **must** communicate with the school by 9:30 a.m. to inform the school that the student will be absent and the reason for the absence.

Absence

Appointments are best made for after school hours or on non school days. A student who must, as an exception, be excused for an appointment should follow the local procedure included below. Parents/guardians are required to communicate with the school anytime a student needs to leave school before the usual dismissal time. No child is released unless the school office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

The school office approves the dismissal of students who are ill. Parents/guardians are notified when the illness is detected and must make arrangements for pick up of the child in a reasonable amount of time.

Absence Categories

Absences are categorized into three areas: excused, medical excused, unexcused. Determination of whether an absence is excused or unexcused based on the information below is determined by school administration.

Excused

Excused absences are for the following reasons only:

- personal illness
- Bereavement
- religious observance
- court appearance
- prearranged absences for family activities, where at least one of their parent/guardian will be present
- school-sponsored trips
- administrative approved absences

Medical Excused

Absences due to medical appointments require a note with time and date of appointment from the doctor's office upon the student's return. Medical appointments include: Dentist, doctor, physical therapist, mental health professional, etc.

Medical absences, with a note from a physician or nurse practitioner, are excused for up to two weeks. After two weeks, communication will take place between the family and school nurse or associate/assistant principal to evaluate the student's progress.

Students with chronic absenteeism, including but not limited to, excused medical absences will meet with administration to discuss the possibility of alternative education plans.

Unexcused

Unexcused absences are any absence not listed above as excused. These may include but are not limited to hair appointments, lunch outside the building, and time spent obtaining a driver's license or permit. If a student is absent in a given school day for any reason other than those listed above, he/she will be considered unexcused.

Unexcused absences are any absence not listed above as excused. These may include but are not limited to:

- Oversleeping, alarm not going off*
- Car trouble*
- Needing more sleep
- Personal grooming appointments (hair, nails, etc)
- Helping at home with chores or child care
- Lunch outside the building
- Employment / job interviews
- Leaving the building for forgotten items (iPad, books, equipment for after school activities)
- Time spent obtaining a driver's license or permit
- Senior pictures

**Students are granted one "pass" on their first incident of running late in the morning.*

All incidents of truancy (an absence without parent/guardian consent) are reported to the Linn County Attorney as prescribed by Iowa code #199.1 and Archdiocesan Policy #5144.

Xavier High School

For each unexcused absence, parent/guardian will be notified and the student will be assigned to Focus Time for 30 minutes. If a student accumulates three unexcused absences from any class in the course of a semester, the student and his or her parents will be required to meet with the associate/assistant principal or building facilitator.

Attendance Policy

For Activities

Also found in Section XI. Extracurricular Activities

Students must arrive by 10:00 am and remain in school in order to participate in or attend any co-curricular activity scheduled for the same day. This does not apply to students absent for an appointment as defined by the “medical excused” attendance policy (please be aware of doctor’s note requirement).

Students with excessive absence/attendance issues could be withheld from school-related extracurricular activities or school sponsored events.

Attendance in a scheduled class takes priority over requests to have students excused to participate in extracurricular activities. A student may meet with the classroom teacher prior to an absence and ensure approval prior to the absence. The classroom teacher has the ability to deny approval of the request to ensure academic success. If the student does not receive prior approval from the teacher they will be marked unexcused absence. This includes but is not limited to activities like:

- Music lessons
- Prom set up
- Helping teachers in other classrooms
- Serving a role for other needs in the building- internships
- Helping in the community
- Community leaders
- Regardless of the type of absence all absences will apply to the total number of absences.

For Excessive Absenteeism

Class attendance is critical to a student’s academic success so they may develop spiritually, intellectually, physically, emotionally and socially. We believe that **ten (10)** absences in a semester in any class is excessive. All absences, excluding verified medically excused, count toward the excessive absence totals. For Xavier Catholic Schools, an occurrence of being absent is defined as missing one block of instructional time (80 minutes). For example, missing an entire day would constitute 4 occurrences of being absent. For all other Xavier Catholic Schools, time will be calculated based on the hour and minute the student is absent.

For Illness

While most illnesses do not require exclusion, there are times when the student should be sent home regardless of type of illness.

If the illness:

- Prevents the student from participating comfortably in activities/education
- Results in needed care greater than school personnel can provide considering the health and safety of other students
- Poses a risk of spread of harmful or communicable diseases to others
- Temperature >100.4°F
- Students present with any of the following conditions (unless a health professional determines the student's condition does not require exclusion)...student appears ill, inability to focus in class, quickly spreading rash, difficulty breathing, vomiting, diarrhea, suspicion of contagious or communicable disease.
- Parents will be called by the school nurse or health associate/assistant about a student needing to leave school prior to leaving school. If a parent cannot be reached in a reasonable time, emergency contact listed in PowerSchool will be the next point of contact.
- Those students recommended to be sent home would be expected to leave school immediately if driving themselves or within one hour if needing to be picked up for any reason.

When to keep a child home

- Until fever free (>100.4°F) 24 hours without fever reducing medications (ibuprofen/acetaminophen)
- Vomiting/diarrhea-remain at home until symptom free and can tolerate regular food
- Improvement in any symptoms presented at onset of feeling ill.

Other rashes, illnesses, communicable diseases as defined by Iowa Department of Public Health List of Communicable Diseases and Exclusion Guidelines. [Click here](#) for complete list.

College Visits

Juniors and seniors are allowed two days of excused absence for college visits. Students planning to conduct college visits must have a parent contact the main office prior to the visit to excuse the absence. Any freshman or sophomore requesting a college visit will need administrator approval to have the absence excused. All college visits should be completed by April 1. College visits that take place after April 1st, will require administration approval.

Excessive Absence Policy

Xavier High School

Once a student reaches **5 absences** in any one class the parent/guardian will receive a phone call from the teacher. After **10 absences** in a class the

student and a parent/guardian will need to meet with the building facilitator or the associate/assistant principal to discuss the reasons for the absences and the plan of action moving forward.

All absences, whether excused or unexcused, count toward the excessive absence totals. Students with 10 absences in any one class could result in failure of the course.

- Once a student reaches **25** total occurrences of being absent in a semester, an email is sent to the parent/guardian.
- Once a student reaches **40** total occurrences of being absent in a semester, the student will meet with the building facilitator to discuss reasons for absences and a plan of action to decrease absences. Xavier will communicate the plan with parents/guardians after meeting with the student.
- Once a student reaches **60** total occurrences of being absent, students may be placed on an attendance contract. The student and a parent/guardian will meet with an administrator to explain the contract.
- If the student does not meet the expectations of the attendance contract, future enrollment may be in jeopardy.

Kirkwood Classes and Xavier Catholic Schools Attendance

When Kirkwood classes are **NOT** in session:

- Students Do Not need to report to Xavier during their first block and are expected to be on time for all of their Xavier classes including Academic and Spiritual House and attending all school masses.

Leaving the Building

Xavier Catholic Schools are closed campuses. A student who needs to leave during the day must bring a permission slip from his/her parent/guardian to the main office at the beginning of each school day and must sign out of the office before leaving.

If a student becomes ill or injured, he/she needs to report to the health center (or main office).

If a student must leave school due to an illness or injury, the parent/guardian will be contacted for permission before the student may leave.

Students who are ill must arrive by 10am in order to participate in or attend any co-curricular activity scheduled for the same day.

If a student needs to go to their car during the day they must obtain a pass from the main office. Failure to follow sign in or sign out procedures may result in an unexcused absence.

Loitering

When school is dismissed, students are to leave the building unless they have a school-sponsored activity to attend or they have an appointment with a teacher. Students who are waiting for rides must do so in the appropriate space at each school. Students are not to be in the hallways or in the lobby after school is dismissed.

Senior Release

In their senior year, students may be eligible for one block of senior release. This allows seniors to leave at the end of either 3A or 3B block class. No senior may adjust his or her schedule to accommodate senior release and certain expectations, listed below, accompany this privilege.

In order to be eligible for senior release, students must be enrolled/scheduled for at least six classes including Fitness/Wellness.

1. Senior release for any student is one fourth block only.
2. Students must schedule senior release through student services in the same manner of scheduling all classes.
3. Dismissal of senior release students
 - a. Any student leaving after the end of third block need not sign into or out of the main office for senior release.
 - b. Any student who leaves before the end of third block is expected to sign into/out of the main office and validate their absence with a parental excuse.
4. Seniors on release must be in dress code while in the building.
5. Seniors on release may not loiter in the building during fourth block. Students must leave the building within the five minutes of the start of fourth block or may elect to do academic work in the LMC until the end of the school day. Once seniors on release have left for the day, they must not return to the building for any reason until five minutes after regular dismissal time.
6. Eligible seniors are asked to remain quiet at all times and to not loiter in the building or the parking lot.
7. Senior release may be rescinded at any time by members of the administrative staff for any student on academic deficiency or if expected standards of behavior are not being met.

Tardy Policy

In order to develop the total person in the Catholic environment, behavioral skills such as timeliness and courtesy are essential elements in a student's development. Unexcused tardiness is not acceptable behavior as it interrupts class time and reduces student learning. Students who arrive late to class without a teacher or office issued excuse will be considered tardy.

Xavier High School

An accumulation of **four** tardies in a given month will result in a 30 minute [Focus Time](#). Each additional tardy in the same month will result in an additional 30 min Focus Time. If a student accumulates more than six unexcused tardies in a single class, the teacher will notify administration and a parent meeting will be required with the student, parents, teacher, and administration. Continued unexcused tardiness may result in suspension or further disciplinary action.

Any student who arrives late to class after 20 minutes will receive an unexcused absence for that block of instructional time.

VI. Course Policies/Programs

Course Changing Procedures

Xavier High School

A course may be added or dropped within the first four school days of the semester. Students must meet with a school counselor to initiate a course change. Course changes will only be granted for the following reasons: scheduling error, missing a class, incorrect course level, needing a required grade level class, course required for college admission, course needed to graduate. After four school days a course change must be initiated by the instructor with the consent of the parent/guardian.

Course Failure: Making Up Credits

Xavier High School

If a student fails a required course, they must retake the class before they can receive credit for that class.

Students must see a counselor to schedule make-ups. Most students will be scheduled into the class they failed the next time it is offered at Xavier.

Should it be impossible to schedule the class, the student may make up the class through the summer school program offered by the Cedar Rapids Public Schools or the Kirkwood Distance Learning program. This option is available only for students who have failed a core course and only following approval of the department head, counselor, and the administrative staff. The administration reserves the right to limit the number of classes a student may make up utilizing the Kirkwood Distance Learning program or summer school. All of these requests will be handled on an individual basis with a counselor.

Course Fees and Fines

In the event school materials (i.e. books, iPads, etc.) are damaged or lost, appropriate fines will be assessed at the end of each school year by the teacher or administrator.

Course Leveling

Xavier High School

All academic courses are leveled according to degree of difficulty, including Advanced Placement, Dual College Credit, Level 7 (Honors College Bound), and Level 5 (College Bound). The level of the course is considered when computing the weighted grade point average. This information is listed in the Course of Studies.

The level of course in which students are placed is determined by several criteria: current teacher recommendation, Iowa Assessment scores, grades in previous courses, and placement test scores. The level of difficulty should be challenging but not overwhelming. Leveling is designed to match student aptitude for a subject with the level of difficulty for the course. Therefore, a student with advanced math and above average English ability could, for example, be in a level 7 Algebra course and a level 5 English I course.

If the difficulty of the course is not appropriate to the student's ability, parents/guardians, students and/or teachers may request a different course level within the first four school days of the semester. After four school days a level change must be initiated by the instructor with the consent of the parent/guardian and approved by the administration.

Health Class Waiver - ACSB #6144.3

Some courses are mandated by state law to be taken by all students. When rules are all-inclusive, they sometimes impinge on individual rights and beliefs. Exceptions are made to ensure that people do not have to act in conflict with their basic religious beliefs.

Exclusion from Participation

It is recognized that opinions differ concerning the appropriateness of courses of instruction. Occasionally parents/guardians may find a topic in the health class in conflict with their religious/personal views. In these circumstances the student may be excused from participation in the program.

In notifying the principal, the parents/guardians shall abide by the following:

- The notice shall be in writing;
- The objection shall be based on religious/personal beliefs;
- The objection shall state which activities violate their religious/personal beliefs;

- The objection shall state a proposed alternate activity or study. The principal shall have sole discretion in determining an alternative activity or study for the students.

State standard 12.5(6) *"Physical education and health courses exemption. A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs."*

Health Class and Substance Abuse Education

A substance education program is one component of the wellness program. It includes basic student education reinforcing activities/events, family education, and utilization of appropriate community agencies.

Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will assign homework in accord with the age of students. Parents/guardians should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate. Students may expect a grade level appropriate amount of homework assigned per day; in elementary school this is typically 15-60 minutes; whereas in high school, this may be 90-180 minutes.

VII. General Policies/Programs

Acceptable Use Policy

[Policy 1005: Acceptable Use Policy](#)

	<p align="center">Acceptable Use Policy</p> <p align="center"><i>Board Approved: July 2024</i></p>	<p align="center">Policy Number 1005 <i>Students</i></p>
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The Acceptable Use Policy (AUP) is intended to promote responsible use and to protect students and the school from liability from any misuse of the school-issued device and/or Chromebook. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Xavier Catholic Schools. Teachers may set additional requirements and expectations for use and supervision in their respective classes.

The device remains the property of Xavier Catholic Schools at all times. Therefore, there is no assumption of privacy. Xavier Catholic Schools reserves the right to inspect student devices and school used online accounts at any time during the school year. Misuse of the student device will result in disciplinary action up to and including dismissal, as stated in the following policy and the Xavier Catholic Schools Parent/Student Handbook.

Above all, the technology program at Xavier Catholic Schools is an academic program, and the

policies of governing the use of the student device support its academic use. To maintain the integrity of the technology program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

I. Use, Distribution, and Care

- A. The devices issued to students are the property of Xavier Catholic Schools and are made available as learning tools.
- B. Any devices issued at the beginning of the year that are taken home by students are to be returned at the end of each academic year for updates and routine maintenance (or on the last day of attendance).
 - 1. In this case, students are responsible for bringing their student device to class each day. Students must have a charged device to be academically compliant.
 - 2. Devices must never be left in an unlocked car or any other unsupervised area. Devices must go home each night to be charged. Failure to charge the device may result in losing the “take-home” privilege.
 - 3. If a student needs to check out a charger if their battery is low, they need to seek guidance from the main office.
 - 4. If the device is lost or stolen, the student must report the incident to the appropriate personnel or a teacher as soon as possible. In the case of theft, the student must also file a police report. Depending upon the location, the students/parents may be responsible for the deductible cost to replace the device.
 - 5. Students/parents are not permitted to repair, alter, modify, or replace devices without express authorization from Xavier Catholic Schools. Under no circumstances will Xavier Catholic Schools replace or repair a student device without the required insurance payments from the student/parent.
- C. Students are responsible for knowing how to properly operate and protect the device. This includes not leaving the device in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, and anti-static cloth.
- D. Students/parents are responsible for the care and security of student devices.
- E. Devices and device cases must remain free of any writing, drawing, stickers, or labels, with the exception of the name tag and asset tag.

II. General Expectations

- A. Students are responsible for understanding and adhering to this device Acceptable Use Policy, as well as all regulations in the student handbook.
- B. Students may not remove or circumvent the management system installed on each device. This includes removing restrictions or “jailbreaking” the device.
- C. Students may only connect to the Internet via the wireless network provided by each Xavier Catholic School while on campus.
- D. For students who take their device home:
 - 1. Students are required to take the device home (unless privileges have been revoked). Students are expected to have their charged devices at school daily.
- E. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- F. Devices must always be within the protective cases.
- G. Students may not remove or alter the “asset tag” or name tag located on the device.

- H. The “Find My” function must be on at all times.
- III. Apps, Files, Etc.
- A. Students are expected to back up all educational work using online sources such as Google Docs, PowerSchool Learning, Google Classroom, and email. Xavier Catholic Schools does not take responsibility for any lost data.
 - B. In an effort to be good stewards to our environment, printers are available for limited student use as directed by a teacher.
 - C. During the school day, earphones may be worn only when given permission by a classroom teacher or supervisor.
 - D. Educational Apps will be provided by Xavier Catholic Schools. The software/apps originally installed by Xavier Catholic Schools must remain on the device and be easily accessible at all times. The schools may add software applications throughout the year.
 - E. Students are not permitted to add any Apps or unapproved files.
 - F. Music may be stored on the devices for educational and project purposes, but it must contain appropriate ratings and adhere to the mission and philosophy of Xavier Catholic Schools.
 - G. The device camera and voice recorder may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email, or share images and/or videos of other students, personnel, or campus beyond the scope of the assignment. Photos, videos, or voice recordings taken with the device for academic assignments must conform to the mission and philosophy of Xavier Catholic Schools.
- IV. Prohibitive Use
- A. Exchanging devices or using another student's device.
 - B. Allowing other students to retain or remove the device from their presence.
 - C. Copying certain Internet materials or reproducing or transmitting materials without the permission of the author or other right-holder.
 - D. Plagiarizing academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights.
 - E. Using the device for any action that violates existing school rules or public law.
 - F. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission or philosophy.
 - G. Use of chat rooms, messaging services, or social media not authorized by the teacher for academic use.
 - H. Accessing sites selling term papers, book reports, and other forms of student work.
 - I. Spamming: sending mass or inappropriate emails.
 - J. Gaining access to other students' accounts, files, and/or data.
 - K. Bypassing the Xavier Catholic Schools web filter through a web proxy.
 - L. Sharing passwords, addresses, or other personal information without the authorization of a parent or school representative.
 - M. Using or possessing hacking software.
 - N. Syncing device to any computer, unless directed by a staff member

V. Precautions

- A. In consideration for receiving the device from Xavier Catholic Schools, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Xavier Catholic Schools, as well as their respective employees, personnel, staff, volunteers, affiliates and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the device furnished by Xavier Catholic Schools to the student.
- B. This device Acceptable Use Policy applies to Xavier Catholic Schools students at all times, whether or not the students are on campus. Regis students are school representatives at all times.
- C. This device Acceptable Use Policy will be reviewed periodically.
- D. The school administrator, school staff, and central office personnel will enforce this device Acceptable Use Policy in concert with the Xavier Catholic Schools Student/Parent-Guardian Handbook Discipline Code.

Acceptable Use Policy Violations

Any violation of the Acceptable Use Policy will be documented as a behavior referral. Each violation may have varying levels of severity, and therein, responses. The most common “minor” AUP violations are as follows:

- Forgetting to bring the device to school
- Device battery completely drained
- Off task/misuse of apps/camera use without permission/use of games without permission
- Mishandling of device
- Possession of another student’s device/login/user info
- Use of headphones/audio without teacher permission
- Inappropriate searches (severity of violation will vary depending upon search words and search frequency)

For incidents such as the above, the following procedures will be followed:

- Three violations per quarter (or six violations per semester) will result in loss of “take-home privileges” for one week
- Six violations per quarter (or 12 violates per semester) will result in office time due and loss of take-home privileges for the remainder of the quarter
- Any student who reaches 12 cumulative AUP Violations in one school year will be placed on a behavior contract for the remainder of the school year with further consequences outlined

In some cases of AUP Violations, other school rules may also be in violation. For example, a student who uses school technology for the purposes of bullying behavior is also subject to not only technology violations but also is subject to the consequences of disciplinary action related to bullying behavior. The above violations are outlined to demonstrate the minimum consequences for AUP violations. Some violations may be more severe and the consequences for such behavior will be in accordance with the actions. Technology is an ever-changing world, and the items listed above are not exclusive. With changes in technology come changes in inappropriate behavior, and students are expected to act appropriately at all times.

Please report any accidental damage as soon as it happens. Any repair/replacement costs due to non accidental damage that does incur on the device will be assessed to the student's family. This device will be solely used for academics. Failure to use this device for anything other than academics could result in the loss of privileges of device use during the 2024-2025 school year.

_____	_____
Student	Date
_____	_____
Parent/Guardian	Date

Automobiles

Parking Permits

Students who drive to Xavier High School must register their vehicles and have a parking hangtag hung from their rearview mirror. Designated parking spots are selected by students when purchasing their parking permit. Students are expected to park in their designated parking spot during school hours. A \$40.00 parking fee per year will be assessed to each student who drives to school. The purpose of this fee is to defer the cost of maintaining and repairing the parking lot. Students who park improperly, do not register their vehicles, or fail to display their permits in the proper location will be fined \$10.00 and/or have their cars towed at their expense. These fines must be paid through the business office.

A student who loses his/her parking permit must purchase a replacement permit for \$5.00

School permits are not permitted at Regis or LaSalle Middle School.

Bicycles/Motorized Scooters

Students are permitted to ride bikes/motorized scooters to school. The school accepts no responsibility for bikes/motorized scooters parked on school property.

Cheating - ACSB #6170.1

Xavier Catholic Schools are committed to helping students become involved Catholics, active citizens of their community and life-long learners. Two components of this commitment are developing a student's sense of morality and ethics as they pertain to dishonest academic practices.

A "dishonest academic practice" would be defined as practices including, but not limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas off in class as one's own.

Definitions

1. **Cheating** - Within a school setting is defined as, “doing something dishonest or using misrepresentation.” (World Book Dictionary, Vol. 1, pg. 347)
2. **Copying** - To make an exact, or nearly exact, duplicate of another’s work and pass it off as your own. It is also copying if the student uses some type of electronic/digital device to complete his/her work and turns it in as his/her own.
3. **Plagiarize** - “Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking. You may certainly use other person’s words and thoughts, but the borrowed material must not appear to be your creation. In your writing then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas.” (*MLA Style Manual and Guide to Scholarly Publishing* by Joseph Gibaldi. New York, The Modern Language Association of America, 1998.)

Education Examples of Academic Dishonesty (These examples below are only a small sample of possible academic standards violations)

1. Allowing another student to copy your work and turn it in as his/her own.
2. Copying someone else’s homework and turning it in as your work.
3. Downloading sections of or an entire term paper from the Internet and turning it in as your own work.
4. Looking at someone’s test and copying his/her answer(s).
5. Secreting possible test information on one’s person or using an unapproved “crib sheet” to try and gain an advantage.
6. Translation software in any format is used to do homework without prior teacher permission.
7. Having someone else do your daily homework or research assignments and turn it in as your own work.
8. Having someone else take a test for you.
9. Use of any electronic/digital device to gain access to information to gain an unfair advantage.
10. Accessing any electronic/digital devices during an exam or formal assessment.
11. Turning a paper in to one class and then turning that **same** paper in for a different class without prior teacher approval.
12. Copying a piece of published music or computer software.
13. Copying a paragraph and claiming it as your own work.
14. Copying a picture from a clip art website and using it for public distribution.
15. Removing a paper from someone else’s folder on the school network and passing it off as your own.

16. Signaling in some way what answers to test questions might be.

It is the responsibility of each student to avoid cheating, copying, copyright violations and plagiarism while meeting requirements of any assignment.

Class Rank

Xavier Catholic Schools, but specifically Xavier High School, does not rank students. Xavier will not calculate class rank for students or parents. Should a class rank be required for admission, scholarship or entry into a specific college program, the institution or organization may contact the Xavier High School student services office.

Classroom Procedures

Each teacher will provide students with his/her classroom rules, regulations, and expectations at the beginning of the year, in addition to reminders throughout the school year.

Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (ACSB Policy #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability.

Counseling/Guidance Office

Our counseling program complements the curricular offerings by offering support to students in a number of areas. Majority of the Xavier Catholic Schools have a dedicated guidance counselor available to students and families as needed.

- St. Pius - Mrs. McGrath
- St. Matthew - Mrs. Staudacher
- LaSalle Elementary - Mr. Coleman
- St. Joseph - Mrs. Tucker
- LaSalle Middle - Mrs. Sterling
- Regis - Ms. Ruff
- Xavier - Mrs. Hamilton, Mr. Winterhof

The Counseling Office's main goal is to support students academically, socially/emotionally, and with future planning. Students can come to the counseling office on their own, or may be referred by teachers or their families.

The School Counselor is also available to collaborate with staff and families regarding student concerns. Confidentiality is a top priority in the counseling office and the staff strive to maintain strict confidentiality for all students, families, and staff.

Below is a basic outline of services provided in the counseling office:

1. **Small Groups:** The School Counselor will create small groups regarding certain topics as she/he sees fit to meet the needs of the students. Small groups will typically meet on a weekly basis for approximately 30 minutes.
2. **Individual Counseling:** The School Counselor will meet with students regarding concerns with academics, peers, depression and anxiety, eating disorders, and other issues.
3. **Crisis Management:** The School Counselor will assist with any crisis situations that may arise. Additionally, the School Counselor will follow up with necessary stakeholders and help create safety plans to ensure the safety of staff and students.
4. **Classroom Lessons (elementary):** The School Counselor will create and present lessons on relevant topics to middle school students. Topics may include: friendship, bullying, peer pressure, self-esteem, time management, and coping skills.
5. **Testing:** Each student participates in tests of achievement, aptitude, interest, and intelligence throughout the three years.
 - a. Any state-mandated testing as required by the Iowa Department of Education.
 - b. Psychological Tests are given through the Counseling Office when recommended by the GWAEA school psychologist, social worker, or speech therapist.
 - c. Other tests may be given as needed, such as career interest tests, personality questionnaires, etc. Parents will be informed of the type of test(s) and the purpose of the test(s).

A well-planned guidance program is fundamental to the school philosophy of education and assures the students a well-rounded formation. It is the aim of guidance staff to assist the students in educational, vocational, and occupational choices. Students are encouraged to utilize the Xavier Catholic Schools student services office and all local school counseling offices for personal counseling as well.

Digital Hall Passes

When applicable, a student must use the e-hall pass system to be permitted in any corridor during the school day with permission from a teacher/counselor/administrator except during a passing period.

Dress Code

The dress code for Xavier Catholic School strives to reflect good taste, neatness, cleanliness and Christian modesty while avoiding trends and fads. Students reflect pride in themselves and their school by the way they dress and act. It is expected that parents/guardians, working with the school, will require their students to leave home dressed in accordance with these regulations. The administration reserves the right to interpret dress code. Its decisions are final. Our goal is to have in place a dress code that is understandable for students, parents and faculty.

To view the dress codes for each individual school, please visit

<https://crxaviercatholicschools.org/parent-portal>

Drugs on Campus: Canine Unit

Xavier Catholic Schools, specifically Xavier High School, will from time to time invite the Canine Unit of the Cedar Rapids Police Department and/or Linn County Sheriff's Department to conduct training at the school. These "drug dogs" may search all lockers, automobiles and book bags on the school grounds. In the event this training results in the discovering of illegal drugs, parents will be notified, and charges will be filed by the school.

Electronic Devices

Cell Phones

Cell phones are not permitted during class time unless permission is granted by the teacher. Cell phones must be placed in classroom cell phone holders upon entering a classroom to be stored during class time. During an assembly, Mass or other event, cell phones are to be put away and out of sight. Cell phones are permitted during passing periods and lunch. Earbuds during the school day are only permitted in a classroom with teacher permission.

Other Electronic Devices

Electronic devices including, but not limited to pagers, laser points, personal tablets or laptops, and devices intended to play music, video or games may not be displayed or be used in the building during school hours. Including but not limited smart watches must be set aside during assessments or as instructed by the teacher during class time. *An exception is that students may use their school-issued iPad for educational purposes.*

Violation

A student found to be in violation of this policy will have their devices confiscated. Students may retrieve confiscated cell phones or other confiscated device at the end of the day. After an electronic device has been confiscated from a student on three occasions, only a parent/guardian will be permitted to retrieve the device.

Eligibility: Co-Curricular Activities

Also found in [Section XI · Extracurricular Activities](#)

End of Semester Eligibility

A Student involved in co-curricular activities is also subject to the Iowa Department of Education “Scholarship Rule” 36.15(2). In accordance with “Scholarship Rule” 36.15 (2), if a student involved in interscholastic and/or co-curricular activities (i.e. athletics, fine arts, etc.) fails a class at the end of the first or second semester, he/she will be ineligible to participate in games, competitions, performances, etc. in the current or next activity he/she participates in for a period of twenty calendar days once grades have been officially certified and the next reporting period has begun.

Information on “Scholarship Rule” 36.15(2) can be found on the Iowa Department of Education Website (www.educateiowa.gov)

End of Semester Incomplete: Any student with an incomplete at the end of a grading period has two weeks to complete course requirements. After that two week period grades and eligibility rules for failing grades apply.

Field Trips/Off-site Educational Experiences

Field trips and other off-site educational experiences aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.) Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

Food and Beverages

Food and beverages are allowed only in designated areas. **No food or drink (other than water in a spill-proof, sealable, and shatterproof container) will be allowed in the academic areas of the school.** Demerits are issued for all infractions. Students are expected to keep all school areas clean at all times.

Gambling / Card Playing

Card playing is not permitted during the school day. Gambling is never permitted.

Human Sexuality Program - ACSB #6141.11

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time. Please refer to ACSB Policy #6141.11 for specific details.

Late Arrivals Wednesdays (Xavier High School ONLY)

Classes will begin on Wednesdays at 8:50am. Teachers will be spending time in professional development. Teachers will not be available for academic help during this time, however students who have made prior arrangements with their teacher may take any assessments missed due to absence or illness.

Locker Use: Bags and Backpacks

Backpacks, lunch bags, purses and large bags may be brought into school but are to be stored in student lockers. These bags are not to be brought into classrooms during the regular school day. Large duffle bags only may be stored above a student's locker. Pencil cases may be used and should be no bigger than the size of a student iPad.

Media Center/Library

Each Xavier Catholic School has its own library and media center procedures, often open during the school day with the possibility of extended hours before and/or after school.

- **Destiny** - online catalog for the Xavier LMC. This can be accessed 24/7 from home or school at the following address: <https://xavier.follettdestiny.com/>
- **Grant Wood Databases** - web resources provided by Grant Wood and are all educationally approved sites available at <https://www.gwaea.org/educators/online-resources>
User ID: 1053xavi Password: aea10

Multicultural/Gender Fair/Global Education - ACSB #6144.2

Xavier Catholic Schools offers a global, multicultural, gender fair approach to the educational program. Xavier Catholic Schools are committed "to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society." (ACSB Policy #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

Rationale

State standard 12.5 (8) *"Multicultural and gender fair approaches to the educational program.* Multicultural and gender fair approaches to the educational program. The board shall establish a policy to ensure that students are free from discriminatory practices in the educational program as required by Iowa Code § 256.11. In developing or revising the policy, parents, students, instructional and non-instructional staff, and community members shall be involved. Each school or school district shall incorporate multicultural and gender fair goals for the educational program into its comprehensive school improvement plan. Incorporation shall include the following:

1. Multicultural approaches to the educational program. These shall be defined as approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, gender, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities shall be included in the program.
2. Gender fair approaches to the educational program. These shall be defined as approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men and shall provide equal opportunity to both sexes."

School Assemblies

All school assemblies and liturgies are a part of our school program. When any person is before the assembly to address the group, students are to behave in a respectful and attentive manner that is reflective of the mission and values of Xavier Catholic Schools and the Catholic church.

School Day

Xavier Catholic School hours are as follows:

- St. Joseph: begins at 7:45AM and dismissal is at 2:40PM
- St. Pius X: begins at 8:15AM and dismissal is at 3:15PM
- St. Matthew: begins at 8:15AM and dismissal is at 3:15PM
- All Saints: begins at 8:15AM and dismissal is at 3:15PM
- LaSalle Elem & Middle: begins at 8:00AM and dismissal is at 3:00PM
- Regis: begins at 8:00AM and dismissal is at 3:00PM
- Xavier: begins at 7:50AM and dismissal is at 2:50PM

School Parties and Invitations

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be

passed and shared. After school parties are the responsibility of parents/guardians. Invitations to after school parties should only be passed at school if all members of the class are invited.

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through GrantWood AEA. Requests for these services are made by parents/guardians, or by teachers in agreement with parents and the school principal through the Child Support Team at school. All parental rights are strictly maintained.

1. When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are: The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individualized education plan).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

State Assessments

Through a planned program of testing throughout the educational years, a student is guided through the educational process. Each student participates in tests of achievement, aptitude, interest and intelligence throughout their school years.

Students in grades 3-11 take the Iowa Statewide Assessment of Academic Progress (ISASP). When test results have been returned and analyzed, parents/guardians will receive appropriate information; the initial student analysis is provided in the

spring of the administration year, followed by a more detailed analysis to follow in the upcoming fall.

Students in grades K-8 take the Formative Assessment System for Teachers (FAST) assessment three times throughout the school year; fall, winter, and spring. FAST is administered as a way to screen students, identify skill gaps, and offer proven recommendations for reading and math. Results reported to families upon completion of each testing administration.

Personal conferences are available with parents to go over any of the assessment results in more detail. Parents are encouraged to set up appointments if they wish for more information.

College Admittance Examinations

Information regarding all tests required for college admittance is also available. Most of these tests are administered by various national organizations and different tests are required by different colleges. The student must begin early to plan which tests should be taken and make the necessary application for these tests. A fee is usually charged. Many of these tests are given locally and the dates are listed on the Xavier calendar.

1. Preliminary Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying Test (NMQT) This test is usually given to juniors and serves both as practice for the SAT, which is required by many colleges, and as a test to determine National Merit qualifications. The test is similar in difficulty and format to the SAT. Sophomores may take the exam for practice only.
2. The American College Testing Program (ACT) This test is used by most colleges for admission, placement and scholarships. It is open to all students. Any student who plans to attend college should take this test in the spring/summer of his/her junior year or in the fall of his/her senior year.
3. The Scholastic Aptitude Test (SAT) and Achievement Tests. These tests are used by eastern and western colleges and universities for admission, placement and scholarships. Unlike the SAT, which measures more general abilities, achievement tests measure a student's knowledge of particular subjects and ability to apply that knowledge. A student should check the requirements of the college where he/she might apply before deciding which tests to take.

Student Visitors

1. Students who request to have a visitor attend school with them should receive permission from the principal and inform their teachers at least one day in advance.

2. On the day of the visit, a pass must be issued and signed by the school office. This pass must be shown to each teacher before class begins and the visitor is introduced to the teacher.
3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education through parent meetings and information sent home, and utilization of appropriate community agencies.

Technology

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the internet and related technologies by all employees, volunteers and students. (ACSB Policy #2511, ACSB Policy #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Visiting Classes

Parents/guardians are welcome to visit school, as we welcome your interest and support. Duration is determined based on need in coordination with the principal. Please contact the school office to request a visit.

Volunteers

Volunteers are an integral part of our school program. Volunteers provide valuable support to classroom teachers, students, and the school as a whole. Regular volunteers must take safe environment training and have a background check. For more information on volunteering, please contact the school office.

VIII. Communication

Absence

As a reminder, parents/guardians are required to communicate with the school the day a student will be absent (by 9:30AM the day of the absence), along with the reason for the absence. If a student will be absent for an extended time, parents/guardians should inform the school office as soon as possible.

Academic Reporting: Parents/Guardians and Students

Report Cards are issued to parents/guardians at the end of each quarter/semester of the school year. Report Cards will be made available online and notification will be sent via email. The report cards will indicate grade achieved for each class, teacher comments and grade point average, when applicable.

The purpose of progress reporting is to communicate a student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate communication, and quality progress reporting.

Progress reports for each school vary with timing communicated in electronic communications. Progress reports are based on the priority learning standards from the Iowa Academic Standards.

For Xavier Catholic Schools students, progress reports are available the first Wednesday of every month.

- A progress report grade is a snapshot in time.
- It is not recorded permanently and is not a part of GPA.

Academic Reporting: Powerschool and Canvas

- **PowerSchool** is a web-based school information system to maintain student demographics, class schedules, attendance, and final grades (report cards). Parents and students should contact the school for PowerSchool access.
- **Canvas** is a web-based learning management system used by Xavier Catholic Schools to maintain student assignments and grades during the semester. Parents and students should contact Beth Ziser (beth.ziser@crxcs.org) for Canvas support.
- **Google Classroom** is a web-based learning management system to maintain student assignments, classwork, and homework assignments during the course of the school year. Parents and students should contact Beth Ziser (beth.ziser@crxcs.org) for Google Classroom support.

Calendar

The Xavier Catholic Schools school year calendar is available on the homepage of the Xavier Catholic Schools website (<https://crxavercatholicschools.org/parent-portal>). The calendar is subject to change. It is important that students and parents check it frequently.

Complaints

The following policies of the Archdiocesan Catholic School Board (ACSB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, school board chairperson, or the Office of Catholic Schools:

Instructional Materials and Activities, ACSB Policy #1312

Complaints Against Teacher, ACSB Policy #4119.4g

Complaints Against Administrator, ACSB Policy #4119.4h

Complaints Against Board Members, ACSB Policy #8252

Dual Parent Reporting- Divorced/Separated Parents - ACSB #5124

According to ACSB Policy #5124, in the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.

Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

Access to Educational Information

Unless otherwise decreed in the Order, information commonly made available to the parent/guardian of any student in attendance, (i.e., notices of school functions, report cards, appointments for parent/guardian-teacher conferences, et cetera.) will be provided to all parents/guardians.

Access to the Student

The school does not allow "visitation" on its premises during operational hours. By exception, the parents/guardians responsible for the child's physical care may, with permission of the principal, have access to the child during the program hours for such things as doctor or dental appointments.

The following procedures further clarify the above:

Custody of a child, either solely or jointly, establishes the right to access to educational information regarding the child and the right to participate in decisions affecting the child's education.

In cases where a step-parent/guardian or other adult seeks to act on behalf of a natural parent/guardian, authorization signed by the natural parent/guardian for whom the step-parent/guardian or other adult acts is required.

In the case of conflicting instruction, or requests that the school is not clearly authorized to honor, the school may request both parents/guardians to seek appropriate court instructions for the school program.

The school program will respect and comply with lawful court orders.

Rationale

1. Iowa Code 598.41 "Custody of Children" (Upon Dissolution of Marriage)
2. 20 USCS 1232g "Family Educational and Privacy Rights Act"

The mandate to provide parent/guardian access to the child's educational records is very clearly stated in both provisions.

In Iowa, both sole and joint custody awards are permitted, with joint custody enjoying a preference. Iowa law no longer speaks in terms of “physical custody” but of “physical care.” Custody relates to a parent/guardian’s rights and responsibilities in raising the child; physical care deals with the maintenance of the principal home of the child and providing for the child’s day-to-day routine care. While an award of physical care may have the effect of somewhat limiting the custodial rights of the other parent/guardian, under the current statute, physical custody given to one parent/guardian does not affect the other parent/guardian’s rights and responsibilities as a joint legal custodian of the child. In fact, Iowa Code 5983.41, subparagraph 5 states:

- Joint legal custody does not require joint physical care. When the court determines such action would be in the best interest of the child, physical care may be given to one joint custodial parent/guardian and not to the other. If one joint custodial parent/guardian is awarded physical care, the court shall hold that parent/guardian responsible for providing for the best interest of the child. However, physical care given to one parent/guardian does not affect the other parent/guardian’s rights and responsibilities as a legal custodian of the child. Rights and responsibilities as legal custodian of the child include, but are not limited to, equal participation in decisions affecting the child’s legal status, medical care, education, extracurricular activities and religious instructions. (Emphasis added) Forms indicating authorizing access to information for divorced parents/guardians are available in the main office.

Early Dismissals, School Closings, and Late Start Procedures

Xavier Catholic Schools will make decisions regarding school closings due to inclement weather. These decisions will be made in concert with local public and non-public schools, including but not limited to Cedar Rapids Public, Linn-Mar, College Community, etc. Please check local news stations for the most up-to-date information.

Each school will also share any updates to the school day plan through electronic communications.

Parent/Guardian School Communications

Adequate and clear communication between school and home is essential for the success of the children. A partnership is essential for the success of students within our educational environment; two-way communication is necessary to facilitate this collaboration.

Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. Additionally, staff will reach out to families as needed throughout the school year. Staff will operate within local policy regarding response times, typically not to exceed 2 working days.

We ask that the following process be used when a concern arises:

1. Encourage the student to visit with the teacher, coach, moderator, or director.
2. Parent visits with the teacher, coach, moderator or director.
3. Parent visits with the school counselor, associate/assistant principal, building facilitator, or activities director.
4. Parent visits with the principal.
5. Parent visits with the president.

Parent-Student-Teacher Conferences

Individual conferences are held twice a year. Either parents/guardians or teachers can schedule other conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

Publications

Each Xavier Catholic School will have its own form of communications to keep families informed; however, all of which will be electronically sent or accessed.

- **Website** - The Xavier Catholic Schools website is www.crxaviercatholicschools.org. This is an excellent site to keep up to date on events, news, etc. You may also check each individual school's website for school specific information.
- **Saintly Insights** - this will be electronically delivered on approximately the 15th of each month and contain updates and information for all of Xavier Catholic Schools.
- **Newsletters** - each elementary and middle school will send an electronic newsletter each Friday. For Xavier Catholic Schools, the following communication schedule will be followed:
 - **ONE** weekly "**NAVIGATOR**": Sent **on Sunday evenings** with important information to help families navigate the week and beyond. This will replace the multiple "Xavier Updates" sent throughout the week in the past. Navigator emails will be available/archived on the Parent Portal page at XavierSaints.org/Parent for on-demand reading, just as our parent updates have been in the past.
 - **ONE** weekly "**GOOD NEWS**": Sent **on Thursdays** featuring highlights of the great things happening at Xavier.

Note: Xavier Catholic Schools will send special email updates **only** when warranted by critically urgent information that needs to be shared with families. Parents will also continue to receive text alerts as they relate to school delays/cancellations or emergency situations (if that option was selected in PowerSchool).

Release of Students' Records and Information – ACSB #2463.1

A copy of the permanent record **shall** be sent to the officials of the receiving school when the student transfers to another school *Chapter 11.3(10)*. A record may not be withheld due to unpaid accounts.

A copy of the cumulative record **may** be sent to the officials of the receiving school at the time the pupil is transferred if the pupil or pupil's parent/guardian requests the transfer of such records. *Chapter 11.3(11)*

Student records shall be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information." (*Iowa Code § 22.7.*)

Where parental/guardian consent is required, the consent must 1) be written, 2) specify the records sought, 3) state the reason for the disclosure, and 4) state to whom the records are to be released. A copy of the records released must also be given to the parent/guardian and if desired by the parent/guardian, to the student as well. *20 USCS § 1232g(2)(A)*.

School officials within an educational institution may obtain student records without the necessary parent/guardian consent, but it must first have been determined by such agency or institution to have "legitimate educational interests, including the educational interest of the child from whom consent would otherwise be required."

Parent/guardian consent is not needed when the student records are being transferred to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parent/guardian be notified of the transfer and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record." *20 USCS § 1232g(1)(B)*.

Catholic Schools and Catechetical Programs

Directory information may be released by the principal or C/DRE to the public without parent/guardian consent, keeping in mind student dignity and privacy rights, unless a parent/guardian has previously requested otherwise.

The Family Education Rights and Privacy Act defines "directory information" as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major **field** of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. *Family Education Rights and Privacy Act of 1974 (The Act)*

Relocation and Reunification

In the event of students being relocated due to an emergency, parents/guardians will be contacted by the emergency messaging system to give details and location of the designated reunification site.

Student Records Privacy Act - ACSB #5125

In conformity with the Student Privacy Act and ACSB Policy #5125, Xavier Catholic Schools does not send out student/graduate information to outside unauthorized organizations without written authorization of the student/graduate.

A permanent record of each student is kept on file at school in accord with ACSB Policy #5125. These records are available to be reviewed by parents/guardians and students by making a request to the school office. Copies are only given when it is not possible for a parent/guardian to review the records in person due to special circumstances. Records will be shared when lawfully requested by a subpoena.

Accessibility and confidentiality of pupils' records will comply with provisions of the federal Family Educational Rights and Privacy Act of 1974, as amended and Iowa Code Chapter 22.

1. Parents/guardians have access to educational records of their children.
2. Parents/guardians sign a consent form before the school/catechetical program may release
3. Personally-identifiable information (e.g., social security number, photo).
4. Parents/guardians are annually notified of these rights.
5. These rights transfer to students at certain points.
6. An office and review board is established to investigate complaints.

Not included in these terms and therefore not available to parents/guardians:

1. Records kept in the sole possession of the maker of the records.
2. Records of a law enforcement unit of the school/catechetical program.
3. Records of an individual employed by the school/catechetical program.
4. Records that only contain information about an individual after he/she is no longer a student at this school.

Rationale

State Standard 12.3(4) *Student records* "The board shall adopt a policy concerning the accessibility and confidentiality of student records that complies with the provisions of the federal Family Educational Rights and Privacy Act of 1974 and Iowa Code Chapter 22." .

IX. Diversity

Diversity recognizes the difference between people and includes different factors, such as religion, political orientation, age, race, ethnicity, language, socio-economic status, intellectual ability, sexual orientation, gender identity, and family structure. Our Catholic faith inspires us to respect all people, regardless of

their differences. Therefore, we respond by making strong efforts to promote a climate rich in respect, equality, diversity, and inclusion that aligns with Catholic teaching.

Students in our school will be taught about respecting diversity in light of Catholic social teaching and other teachings of the Church. Our school desires a strong partnership with parents/guardians to help teach these lessons to children.

X. Discipline Code

Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support and guidance of administrators and teachers who aid them by setting consistent direction and limits in accord with the established rules and regulations.

Guidelines are prepared and set by teachers in their classrooms in agreement with the whole school policies and procedures. To assure adequate development and concern for each student, frequent two-way communication between teachers and parents/guardians is encouraged. All procedures are based on the premises that parents/guardians and teachers must work together and support each other's efforts.

The knowledge of the rules and expectations are the responsibility and obligation of each Xavier Catholic School student. Neither ignorance nor lack of understanding of the rules will release a student or parent/guardian from responsibility to follow them. All Archdiocesan policies, State of Iowa education laws, and school rules as they apply to Xavier Catholic Schools, are to be respected and followed.

Misbehavior or rule breaking of any kind can disrupt the learning environment. Teachers and staff will address misbehavior regularly and consistently. It is expected that children will need reminders and discussion to mold their behavior. When misbehavior is a pattern, parents/guardians will be notified.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of staff members or other students, demonstrates defiance, or breaks the law must be sent to the office.

Authority: Faculty and Staff of Xavier Catholic Schools

Members of the faculty have the specific right, responsibility and obligation of implementing and enforcing the regulations of the school. In doing so, teachers may require specific regulations in their classes and activities for legitimate educational purposes. Also, many types of situations arise daily which demand the immediate action of a staff member for the good of the school. Unless students have serious moral reservations about directions, they are expected to obey all teacher and staff directions promptly and courteously. Requests or directions that cause moral reservations must be reported to the principal immediately. Other disputes and disagreements will be settled with the help of the administration after directions have been carried out.

The Principal, associate/assistant Principal, and Activities Director are empowered and obligated by the Xavier Catholic Schools School Board to ensure that the policies of the Board are carried out. In that capacity, they establish procedures and are granted discretionary authority which promotes student growth and an orderly and safe learning environment for both students and staff. No student handbook could ever list all of the potential situations which the administrators must deal with and the specific examples listed are not exclusionary.

Bullying/Harassment of Students - ACSB #5144.3

Purpose

Xavier Catholic Schools, The Archdiocese of Dubuque and the State of Iowa are committed to providing all students with a safe educational environment in which all students of the community are treated with dignity and respect. A safe educational environment is necessary for students to learn and achieve at high levels. Harassing and bullying behavior can seriously disrupt the ability of employees and volunteers to maintain a safe environment, and the ability of students to learn and succeed.

Policy

It is the policy of the Archdiocesan Catholic School Board and Xavier Catholic Schools to maintain a learning environment that is free from any type of bullying/harassment. No individual within the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

Definitions

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates

an objectively hostile school environment that meets one or more of the following conditions:

- 1) places the student in reasonable fear of harm to the student's person or property,
- 2) has a substantially detrimental effect on the student's physical or mental health,
- 3) has the effect of substantially interfering with a student's academic performance,
- 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

It includes, but is not limited to:

- 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
- 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and
- 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes, but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Standard

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Prevention

Prevention is the best tool for the elimination of harassment. An educational program governed by the AFFC/ACSB will maintain an environment free of harassment/bullying. Harassing/bullying conduct may be challenged even if the complaining person is not the intended target of the conduct. Xavier Catholic Schools includes a curriculum in guidance classes at each grade to identify harassment and promote prosocial and Christian behavior. The curriculum focuses on identifying behaviors consistent with harassment, the consistency of the behavior, the impact of the behavior as defined by law and that all forms of harassment are immoral. The faculty and staff of Xavier Catholic Schools are provided an in-service on harassment each year, both in the recognition of behaviors and implementation of the harassment curriculum.

Procedures

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the administrator or the Archdiocesan Office of Catholic Schools. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

A Xavier employee, volunteer, student, or student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy, to the appropriate school/parish employee shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Sanctions

A substantiated charge against a student in any program governed by the AFFC/ACSB will subject that student to disciplinary action up to and including suspension or expulsion. (See also AFFC/ACSB 5144.1) A substantiated charge against a student will also be considered a violation of the Xavier High School Good Conduct Code and the student may be suspended from activities. A substantiated charge against an employee or a volunteer will subject that individual to disciplinary action, up to and including discharge.

Notifications

Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all educational programs governed by the AFFC/ACSB. School programs are required to develop and maintain a system to collect harassment and bullying incidence data. This information is to be reported annually to the local community as part of its Comprehensive School Improvement Plan.

In the case of a student who threatens physical harm to another student for any reason, a “no tolerance” stance will be taken. The perpetrator may be suspended from school immediately. Reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

The filing of a complaint or otherwise reporting of harassment or bullying will not reflect upon the complainant’s status nor will it affect future employment or work assignments. Program employees, volunteers, and students shall not engage in retaliation, reprisal, or false accusation against a complainant, victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible. Confidentiality may be sacrificed, however, in light of the necessity to investigate allegations of misconduct and to take corrective action when such conduct is found to have occurred.

The Xavier Catholic Schools Principal, Associate Principal, or Building Facilitator shall investigate a complaint to determine if, under the totality of the circumstances presented, the conduct in question objectively constitutes harassment or bullying under this policy. A written summary of the investigation and its findings will be developed. If charges are substantiated, the investigator should contact the Office of Faith Formation and Education for counsel.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and ACSB Policy #2515.1, #2515.11, #5144.3.

Conduct: Discipline Code

Discipline policies described below are intended to create, for all Xavier Catholic School students, a learning environment which is positive, safe, respectful and productive. These guidelines are meant to assist students in developing, maintaining and expanding upon appropriate behavior.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each Xavier Catholic Schools student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Xavier Catholic Schools, are to be respected and followed.

The associate/assistant principal, building facilitator, and/or principal has the authority to place a student on probation or to suspend a student temporarily. There is no appeal of the associate/assistant principal's, building facilitator's, or principal's decision. A Discipline Committee for Xavier Catholic Schools, appointed by the President, shall have the authority to expel a student. The Discipline Committee is comprised of six teachers.

Discipline Committee

- Teacher from St. Joseph (6-8)
- Teacher from St. Pius
- Teacher from LaSalle (K-5)
- Teacher from St. Matthew
- Teacher from Regis
- Teacher from Xavier

Discipline Review Committee

- Two School Board Representatives
- Two Administrators (one of these individuals would serve as the chairperson)
- Two Teachers: One from All Saints and one from LaSalle (6-8)
- One pastor

The decision of the Discipline Committee may be appealed to a Disciplinary Review Board appointed by the school board president or his/her designee. The Disciplinary Review Board shall have the authority to affirm, reverse or modify the decision of the Discipline Committee.

Conduct: Discipline Committee Hearing Procedures

1. When the principal determines that long-term suspension is not an adequate discipline, he/she shall place the student on long-term suspension while recommending to the Discipline Committee that expulsion be considered. A copy of the recommendation shall be mailed to the parent/guardian of the student. This recommendation shall include a brief statement of the essential elements which form the basis of the charge.
2. The Discipline Committee shall schedule a hearing; a notice of the time and place shall be sent to the parent/guardian in advance of the hearing. The notice shall also advise the parent/guardian of his/her right to be represented at the hearing, to question any evidence and testimony presented and to present witnesses and other evidence on the student's behalf.
3. Every effort shall be made to ensure the presence at the hearing of persons having knowledge of the facts concerning the charges. Such persons shall state their understanding of the facts at the hearing.

4. The student, his/her parent/guardian, or their representative shall have the right to question the evidence and testimony provided. The student and his/her parent/guardian may present witnesses or other evidence.
5. The chairperson of the Discipline Committee shall conduct the hearing in an orderly fashion and further, shall be responsible for determining the sufficiency of the evidence. The chairperson shall not be bound by either standard rules of evidence or courtroom procedure.
6. An accurate non-verbatim record of the proceedings shall be made.
7. The Discipline Committee shall render a written opinion, as soon as reasonably possible, stating its decision and the reasons therefore, a copy of which shall be mailed to the parent/guardian. The Discipline Committee may either adopt, modify, or reject the recommendation of the principal. The student remains suspended pending the results of the Disciplinary Committee's hearing.
8. The decision of the Discipline Committee may be appealed by the student or parent/guardian to the Disciplinary Review Board by a formal written request stating the grounds or basis for the appeal. Said request must be filed with the president of the Board of Education within ten (10) days of receipt of the decision of the Discipline Committee. The Disciplinary Review Board will schedule and conduct a hearing using the same procedures as described above for the Discipline Committee. The Disciplinary Board may either adopt, modify or reject the decision of the Discipline Committee. The student remains suspended pending the results of the Disciplinary Committee's hearing.
9. The student, parent/guardian have the right to waive their rights to a hearing before the Discipline Committee by written statement to the principal of the school. The parent/guardian shall be deemed to have waived their right to appeal the decision of the Discipline Committee to the Disciplinary Review Board by failing to file a written request within ten (10) days as noted above.

Conduct: Disruptive Behavior

Severe misbehavior which seriously disrupts the learning environment, possibly threatens the well-being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office along with student referral information from the teacher.

Unacceptable student behaviors include (but are not limited to):

- Use of drugs, alcohol, tobacco
- Personal injury (bullying, fighting, calling names)
- Refusal to comply with a direct teacher command
- Inappropriate bus behavior
- Possession of a dangerous weapon
- Truancy or repeated tardiness

- Repetitive unacceptable classroom behavior
- Habitual late/incomplete assignments
- Vandalism
- Bullying/Harassment

Consequences include, but are not limited to:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting
- Removal from activity/event
- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB Policy #5144.I.

Conduct: Expulsion

Expulsion is the removal of a student from the school program, and possibly the denial of future access to the program. The expulsion of a student from a Catholic school is such a serious punishment that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her. The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as a referral to guidance personnel, a physician or the parish priest.

Ordinarily, expulsion will not be the first punishment invoked against a pupil. His/her record should normally show that many and serious conferences have been held, including conferences with parents/guardians to discuss the student's problems. The record should normally show that at one time or another he/she has been on probation or has been suspended so that he/she is fully aware of the consequences of subsequent infractions.

Upon recommendation of the principal, the Discipline Committee of the school may expel a student. The decision of the Discipline Committee may be appealed to a Disciplinary Review Board made up of representatives of the following groups: the board of education, school administration, faculty, pastor(s) and parent/guardian. (The representative for parent/guardian shall not be the parent/guardian of the student being disciplined. Faculty members who serve on the Discipline Committee are not eligible to serve on the Disciplinary Review Board which considers the appeal of that same case.) The principal shall provide necessary administrative services to the functioning of the Disciplinary Review Board.

Conduct: Good Conduct Code for All Students

Use of Alcohol and Other Illegal Drugs

Chemical use, abuse, and dependency are major health problems in our society. Xavier Catholic Schools believes the use and abuse of alcohol and other illicit drugs by our students must be prevented. The school is committed to working with families and health organizations in the community to assist the students to control substance abuse when it occurs.

Use of Alcohol or Other Illegal Drugs on School Grounds or at School Functions

Any student who attends school or school functions under the influence of alcohol or any other illegal drug will be automatically suspended by the administration for up to five days, in addition to the penalties listed below. Any student who is in possession of any illegal drug (including look-a-likes), in possession of alcohol, or furnishes or sells alcohol or other drugs (including look-a-likes) on school grounds or at a school function will be automatically suspended pending a Discipline Committee hearing. The administration will recommend the penalty for such a violation, which may include expulsion. Procedures for the Discipline Committee hearing are found in the [Section X • Discipline, Discipline Code](#) of the student handbook.

Use of Alcohol or Other Illegal Drugs not on School Grounds or at School Functions

Any student who is found to be using, in possession of, or knowingly in the presence of underage alcohol consumption, marijuana use, or use of any other illegal drug (including look-a-likes) as determined and reported to the school by law enforcement personnel, student self-reporting, or parent/guardian reporting their son/daughter, or as witnessed by faculty, staff or administration, is in violation of this policy. This policy is in effect throughout the student's career at Xavier Catholic Schools, including the summer months.

Conduct: Good Conduct Code - Other Inappropriate Behaviors

If a student is in violation of the Iowa Criminal Code, other than minor traffic violations, publicly advocates or acts contrary to the moral teachings of the Catholic Church, or engages in activity which reflects negatively on Xavier Catholic Schools as determined by the administration, the school reserves the right to impose penalties, school board including suspension from activities as per the Good Conduct Code and the administrative behavior matrix.

Conduct: Good Conduct Code Violations and Consequences

First Violation

1. The administration meets with the student.
2. The parents/guardians are notified of the meeting by the administration and are presented with the results of the meeting.
3. If the student has been found to be consuming alcohol or using other illegal drugs, the administration will arrange a meeting between the student and the nurse practitioner. The school will follow the recommendations made by the nurse practitioner for counseling for the student.
4. The student will not be permitted to participate in or attend any Xavier Catholic Schools activities (including, but not limited to prom, athletic contests, dances, fine arts activities, trips, post-prom, intramural activities and social activities of clubs) exclusive of religious activities, for a period of thirty calendar days (the "ineligibility period"), immediately following administrative action, during the school year. This may include graduation exercises at the discretion of the administration. A student may be dismissed from the National Honor Society. However, if the student is a member of a school-sponsored group, he/she must attend that group's public events and practices during his/her thirty calendar day ineligibility period, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. In the event of an infraction during the summer, the ineligibility period will begin on the first day of school or the first day of competition, whichever comes first. Thanksgiving break, Christmas break and Spring break days do not count towards the ineligibility period. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months, beginning with their first competition. For students involved in activities which compete during any break, the ineligibility period will include the days during that break. If the activity has no competitions during the break, the ineligibility period will not include days during that break.

Second Violation

1. The administration meets with the student.
2. The parents/guardians are notified of the meeting by the administration and are presented with the results of the meeting.
3. If the student has been found to be consuming alcohol or using other illegal drugs, the administration will arrange a meeting between the student and the nurse practitioner. The school will follow the recommendations made by the nurse practitioner for counseling for the student.
4. The student will not be permitted to participate in or attend any Xavier Catholic Schools activities (including, but not limited to prom, athletic contests, dances, fine arts activities trips, post-prom, intramural activities and social activities of clubs), exclusive of religious activities, for a period of forty-five calendar days (the "ineligibility period), immediately following administrative action, during the school year. This may include graduation exercises at the discretion of the administration. A student may be dismissed from the National Honor Society. However, if the student is a member of a school-sponsored group, he/she must attend that group's public events and practices during his/her forty-five calendar day ineligibility period, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. In the event of an infraction during the summer, the ineligibility period will begin on the first day of school or the first day of competition, whichever comes first. Thanksgiving break, Christmas break and Spring break days do not count towards the ineligibility period. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months, beginning with their first competition. For students involved in activities which compete during any break, the ineligibility period will include the days during that break. If the activity has no competitions during the break, the ineligibility period will not include days during that break.

The ineligibility period for students who are knowingly in the presence of underage alcohol consumption and/or illegal drugs but do not consume shall be the same as for those students who possess and/or consume such substances.

Third Violation

1. The administration meets with the student.
2. The parents/guardians are notified of the meeting by the administration and are presented with the results of the meeting.

3. If the student has been found to be consuming alcohol or using other illegal drugs, the administration will arrange a meeting between the student and the nurse practitioner. The school will follow the recommendations made by the nurse practitioner for counseling for the student.
4. The student will not be permitted to participate in or attend any Xavier Catholic Schools activities (including, but not limited to prom, athletic contests, dances, fine arts activities, trips, post-prom, intramural activities and social activities of clubs), exclusive of religious activities, for a period of one calendar year (the ineligibility period), immediately following administrative action, during the school year. This may include graduation exercises at the discretion of the administration. A student may be dismissed from National Honor Society. However, if the student is a member of a school-sponsored group, he/she must attend that group's public events and practices during his/her ineligibility period, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. In the event of an infraction during the summer, the ineligibility period will begin on the first day of school or the first day of competition, whichever comes first. Thanksgiving break, Christmas break and Spring break days do not count towards the ineligibility period. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months, beginning with their first competition. For students involved in activities which compete during any break, the ineligibility period will include the days during that break. If the activity has no competitions during the break, the ineligibility period will not include days during that break.

The ineligibility period for students who are knowingly in the presence of underage alcohol consumption and/or other illegal drugs but do not consume shall be the same as for those students who possess and/or consume such substances.

Conduct: Probation

1. Probation is conditional attendance during a trial period. Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parent/guardian, suspension can be avoided. Probation may be imposed by the associate/assistant principal or building facilitator for infractions of school rules which do not warrant the necessity of removal from school. The following procedures shall be followed:

- a. The associate/assistant principal or building facilitator shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status;
 - b. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond;
 - c. If it is necessary to place a student on probation, the parent/guardian shall be notified and a probationary contract drawn up by the associate/assistant principal and signed by the student and his/her parent/guardian. The Chair of the Discipline Committee will receive a copy of the contract.
2. Should the student breach the conditions imposed for probation, the student may be removed from academic or extracurricular privileges or be given more severe penalties, such as suspension. An investigation similar to that for the informal investigation above shall be made to determine whether the condition imposed has been breached.

Conduct: Records

The fact of a student being placed on probation or suspension is indicated in the student's cumulative record but not placed on the permanent record. An expulsion is noted on the permanent record.

Conduct: Suspensions

Suspensions and activities determination of the suspension assignment will be made by the administration, who will consider the severity and frequency of the student behavior in light of the Xavier Behavior Matrix. All suspensions must be successfully completed before the student can re-gain entrance to the regular school program. Suspended students may not attend nor participate in any school activity during the suspension, and may not be on school grounds.

Suspension from School for a Definite Time

1. Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed only when all other available school resources are unable to cope constructively with the student misconduct. Students serving a suspension may not participate in after school activities on the day of any suspension.
2. A student may be suspended for up to five (5) school days by the associate/assistant principal, building facilitator, and/or principal for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The associate/assistant principal may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:

- a. oral or written notice of the allegations against the student;
- b. the factual basis for the charges; and
- c. the opportunity to respond to those charges.

Should the associate/assistant principal find it advisable, the student may be allowed to confront witnesses against him/her, or call witnesses on his/her own behalf.

3. The notice to the student, investigation and informal hearing must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will ordinarily be held within three (3) school days to determine future action. Such a hearing will be conducted in the spirit of the process described above.
4. Notice of the suspension shall be mailed as soon as possible to the student's parent/guardian. Written notice to the parent/guardian shall include a brief statement of the circumstances which led to the suspension.
5. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
6. If practical, efforts shall be made to continue the student's educational program or an alternate program during the time of suspension, so that after the matter has been resolved, there will be a minimum of harm to the student's future.
7. A copy of all in-school and out-of-school suspension notifications shall be given to the chair of the Discipline Committee.

Suspension from School for an Indefinite Period of Time

Suspensions and activities determination of the suspension assignment will be made by the administration, who will consider the severity and frequency of the student behavior in light of the Xavier Behavior Matrix. All suspensions must be successfully completed before the student can re-gain entrance to the regular school program. Suspended students may not attend nor participate in any school activity during the suspension, and may not be on school grounds.

1. When the associate/assistant principal, building facilitator, and/or principal deems it necessary, a suspension from school may be for an indefinite period of time, with reinstatement conditioned upon a conference between school authorities and the parent/guardian, upon the completion of educational or psychological testing and observation. In such instances, prior to the suspension, the associate/assistant principal, building facilitator, and/or principal shall make known to the student the allegations against him/her and allow the opportunity for his/her response. The associate/assistant principal, building facilitator, and/or principal will notify the parent/guardian in a brief written statement of the circumstances involving the student.
2. The parent/guardian of a student suspended shall make an appointment to meet with the associate/assistant principal, building facilitator, and/or principal at the earliest possible time. At the conclusion of such a conference, the associate/assistant principal, building facilitator, and/or principal shall determine whether the student will be reinstated and, if so, under what conditions.
3. If practical, efforts shall be made to continue the educational program during the time of suspension, so that after the matter has been resolved there will be a minimum of harm to the student's future.

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent/guardian.

Demerits

Students may receive demerits from faculty or administration for certain inappropriate behaviors. Demerits are given for being out of dress code, being in an area of the building for which they do not have permission, taking food/beverages into the academic wing of the school, inappropriate language or other behavior deemed inappropriate by a faculty member or administrator. The demerit is logged by the teacher or administrator in PowerSchool and a conversation is had with that student. Students will receive consequences specific to each school.

Fighting

Fighting on school grounds or at school-sponsored activities or initiated on school grounds and moved to another location to avoid being on school grounds is strictly forbidden. Fighting will result in up to a five day suspension for the first offense, five-day suspension for the second offense, and indefinite suspension for the third offense. In each case, a parent/guardian conference is required before a student is readmitted. The suspensions will be enforced when punches are thrown (not necessarily landed) by either party, whether the student is the aggressor or is acting in self-defense. The administration determines any suspensions based upon these criteria. The definition of fighting or punches being thrown will include pushes, swinging at the other person, wrestling, hair pulling or kicking, etc.

Fire Security

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$200.00 and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

Focus Time (FT)

Xavier High School: Prayerful Focus Time

“Life will always seem unfair when we’re focused on the wrong things.”

John R. Wood

Focus Time Definition:

Working to support the intellectual, social and emotional needs of our students, Focus Time will be used to develop students' consistency and growth in these areas. Focus Time provides the opportunity for students to refocus their mind in hopes to improve their behavior and/or their academic performance. Students will be assigned Focus Time under the conditions listed below:

Demerit Reports, Tardy Reports, and Unexcused Absence reports are run weekly. Parents and students will be notified by email and students will have one week from the day they received their notice to serve their time. Students have 2 school days from receiving the email to address any disagreements. This must be done before or after school, not during the school day.

- Tardies: 4th tardy in a given month = 30 min of Focus Time
 - Each additional tardy in the same month = an additional 30 min of Focus Time
- Attendance: any unexcused absence = 30 min of Focus Time
- Demerits: two demerits in a week = 30 min of Focus Time

- Each additional demerit in the same week will result in an additional 30 min of Focus Time
- 2 or more deficiencies for consecutive weeks = 1 hour of Focus Time

Focus Time Offered:

(Students may serve their time any day Focus Time is offered within one week of receiving notification. If a student has more than 30 minutes they may elect to come more than one day)

Focus Time Expectations:

- Time must be served within one week of receiving notice
- Be on time
- Sit quietly working on school work or silent reading
- Students who arrive late or not following expectations will be asked to leave and will need to make up their time another day.

Time not served within one week will result in students being ineligible for extracurricular activities. Students will be eligible the day after their FT is at zero.

Gangs – ACSB # 5133

Youth gangs and gang-related activity are prohibited in educational programs governed by the AFFC & ACSB. Communication will be maintained with the police department and public school officials on all matters related to gang activity within the community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal counsel and law enforcement and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school/program.

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the school/program. 2

If a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.

5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/ Archdiocesan discipline policies.
9. Parents/guardians/students will be held liable and financially responsible for all forms of vandalism.

Related Policies

In order to prevent the onset of gang-related activity the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in this handbook.
2. Discipline policies and consequences as defined in this handbook. (See also AFFC/ACSB 5144)
3. The right of authorities to search lockers, student desks, and, upon request, personal property if suspicion of gang involvement exists. (See also AFFC/ACSB 5145.2)
4. Policies and procedures as defined in this handbook relative to scheduling, supervision, and attendance at school/parish sponsored events, held during the school day, in the evening, or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures as defined in this handbook established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent/guardian cooperation in not permitting children to host/attend unsupervised parties or activities.

Definition

- A gang is defined as any non-school/program sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.
- Gang activity includes but is not limited to:
 - Recruitment;
 - Initiation;
 - Manner of grooming, hair style, clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang;

- Displaying gang markings or slogans on school or personal property or clothing;
- Having gang tattoos;
- Possessing literature that indicates gang membership;
- Fighting, assault, hazing;
- Extortion;
- Establishing turf;
- Use of hand signals, gang vocabulary, and nicknames;
- Unexplained possession of and use of beepers or cellular phones on school property;
- Possession of weapons or explosive materials;
- Possession of alcohol, drugs, drug paraphernalia;
- Attendance at functions sponsored by a gang or known gang members;
- Exhibiting behavior fitting police profiles of gang-related drug dealing;
- Being arrested or stopped by police with a known gang member;
- Selling or distributing drugs for a known gang member;
- Helping a known gang member commit a crime; or
- Any other action directly resulting from membership or interest in a gang.

Physical Aggression/Assault

Physical aggression is the intentional behavior that causes or threatens physical harm to another. This can include, but is not limited to hitting, pushing, kicking, biting, and the destruction of property. Throughout the investigative process it is important for administration to understand the motive and intent behind the physical aggression/assault, specifically if it was on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The use of physical aggression on school property will result in the following consequences being assessed.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: One-on-one student meeting and parent contact and diversity teaching, if appropriate

2nd offense: Time in the office with loss of privilege and parent meeting

3rd offense: In-school suspension

4th offense: Out-of-school suspension or further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: In-school suspension and parent meeting and diversity training, if appropriate

2nd+ offense: Out-of-school suspension or further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Racial Slurs

The use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The structure of this tier spans the length of the school year.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member/admin

2nd offense: Student is sent to office for parent phone call and correction of behavior

3rd offense: In-school suspension and parent meeting

4th offense: Out-of-school suspension

5th offense: Further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: Student is sent to office for parent phone call and correction of behavior

2nd offense: In-school suspension and parent meeting

3rd offense: Out-of-school suspension

4th offense: Further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Search and Seizure - ACSB #5145.2

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of Xavier Catholic Schools. ACSB Policy #5145.2 refers to the rules relating to periodic search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes, but is not limited to drugs, narcotics, tobacco, liquor, vaping devices, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment and/or which present a threat to the health and safety of the students and staff.

Breathalyzer

The administration of a breathalyzer test to a student constitutes a search under Iowa law. As per Archdiocesan Policy #5145.2, a Xavier Catholic Schools administrator will administer a breathalyzer test to any student who is suspected of being under the influence of alcohol at school or school-related functions. Additionally, a Xavier Catholic Schools administrator may administer oral strip testing to any student who is suspected of being under the influence of illegal drugs at school or school related functions. Refusal to submit to a breathalyzer or oral strip testing will be considered admission of being under the influence.

Stealing/Theft

Anyone who steals another's property or belongings or steals school property is subject to disciplinary action including but not limited to suspension or expulsion. In addition, students may be required to make restitution and/or perform community service. Students may also be subject to suspension from activities.

Stealing violates the commandments of our faith. If stealing occurs, the following consequences will be assessed. The structure of this tier spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member

2nd offense: Student is sent to office for parent phone call and correction of behavior

3rd offense: Time in the office with loss of privilege and parent meeting

4th offense: In-school suspension

5th offense: Out-of-school suspension or further interventions determined on a case by case basis

Swearing/Profanity/Name Calling

The use of words that can be categorized as swearing, profanity, or name calling are not permitted and will result in the following consequences being assessed. This category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students. The structure of this tier spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member

2nd offense: Student is sent to office for parent phone call and correction of behavior

3rd offense: Time in the office with loss of privilege and parent meeting

4th offense: In-school suspension

5th offense: Out-of-school suspension or further interventions determined on a case by case basis

Use of Anabolic Steroids

Students and parents should be aware of the IHSAA/IGHSAU policy prohibiting the use of anabolic steroids. As per this policy, any student found to use anabolic steroids is ineligible to participate in interscholastic athletics (at any level) for a period of one calendar year.

Use of Tobacco or Other Nicotine Products

Use of any tobacco products, nicotine products, or electronic smoking devices (ESD) at any time while on school property, in school buildings or in school vehicles is strictly prohibited. This policy applies at all times, including school-sponsored and non-school sponsored events.

Tobacco products, whether smoked or smokeless, include, but are not limited to cigarettes, cigars, pipes, chew, snuff and any other form of tobacco or plant material. Nicotine products include, but are not limited to gum, dissolvable liquids, gels, and any other form of nicotine. Electronic Smoking Devices (ESD) are devices designed to transform plant material, liquids, oils, nicotine and other chemicals into a light aerosol (aka: vapor) that may be inhaled by users. Such devices include, but are not limited to e-cigarettes, e-pens, mods, hookah pens, vape pens, personal vaporizers and any other ESD regardless of appearance or name. This policy extends to include **any** substance to be used in ESD or any smoking paraphernalia.

Any student who is found to be using tobacco or any other nicotine products, in any form, at school or at school functions will be fined \$65.00 and will be given an in-school suspension for up to five days by the administration. Repeated violations of this policy will lead to a referral to the Discipline Committee for penalties, which may include expulsion. Procedures for the Discipline Committee hearing are found in the student handbook.

A student who participates in any co-curricular activity offered through Xavier Catholic Schools, including but not limited to athletics, drama, speech, music and clubs, who is found to be using tobacco in any form during the period of participation in the activity, will not be permitted to participate in the activity for a period of ten calendar days, immediately following administrative action, during the school year. If the violation occurs on campus or at a Xavier school function, this penalty will be in addition to those listed in the preceding paragraph. Repeated violations of this policy will lead to a referral to the Discipline Committee for penalties, which may include expulsion. Procedures for the Discipline Committee are found in the student handbook.

Any student who violates this policy will be referred to the Nurse Practitioner for an evaluation. Should the student already be enrolled in a Xavier sponsored smoking cessation program, the co-curricular penalties may be modified by the administration in consultation with the director of the program.

Tobacco, Drinking, Vaping, Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco or vaping devices or paraphernalia on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, at school related activities, or on school buses. Student's possession of tobacco, all forms of non-FDA approved nicotine or drugs, vaping devices and/or alcoholic products in school or at school activities, results in confiscation and discipline. (See also ACSB Policy #5131.6, ACSB Policy #5131.61, ACSB Policy #5144 and/or ACSB Policy #5144.1 concerning Substance Abuse, Tobacco and Discipline).

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Vandalism

Students vandalizing school property, school employee property or any Xavier Catholic Schools student property will be required to clean the area vandalized and make any necessary restitution. The administration may invoke an in-school or out-of-school suspension of no more than five days. Continued acts of vandalism may lead to expulsion.

Violation of Suspension

Should a student attend an event before his/her ineligibility period is complete, the entire ineligibility period will be repeated beginning when the violation of the suspension is discovered. The student may also be subject to additional disciplinary action.

Subsequent Violations

Subsequent violations will be handled per administrative discretion and will involve assessment/treatment programs and penalties.

Weapons and Dangerous Instruments - ACSB #5131.7

It shall be the policy of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board (AFFC & ACSB) that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action.

For the purpose of this policy, a “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, billy clubs, and airsoft guns. For a more complete list of dangerous objects, see ACSB Policy 5131.7.

Notwithstanding, any other policy or regulation to the contrary, students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. For purposes of this policy, the term “firearm” includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas. The administrator, in consultation with the Superintendent of Schools, shall have the authority to recommend modification of the expulsion requirement for a student on a case by case basis. Readmission of the student at the end of the expulsion period will be based on the recommendation of the administrator to the local board of education.

A student expelled under the provisions of this policy shall not be admitted to any Catholic School within the Archdiocese of Dubuque within that twelve-month period, unless the administrator and Disciplinary Review Committee of that school, in consultation with the Office of Faith Formation and Education, meet with and discuss the situation with the administrator and Disciplinary Review Committee of the school from which the student was expelled. To be considered for admission, the burden of proof shall be upon the student to demonstrate a willingness to comply with all school regulations, pose no threat or harm to others, and participate in regular counseling sessions to determine progress. Under no circumstances shall a student expelled from a faith formation/youth program under the provisions of AFFC & ACSB 5131.7b be admitted to the Catholic school serving the same area as the faith formation/youth program from which the student was expelled.

Exceptions to this policy may be granted on a case by case basis by the administrator for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted AFFC and ACSB Policy 5131.7, Edition: 080112 Page 2 of 2 in advance of the display for educational purposes. Administrators shall provide annual in-service of this policy to all students and annual notification to parents.

XI. Extracurricular Activities

Activity options

Xavier Catholic Schools students have the opportunity to participate in many athletic, fine arts, and club activities. A list of all activities is available at each local site.

Students are encouraged to participate in a minimum of 225 minutes of activity per week. Outside of Xavier Catholic Schools athletic and fine arts, some opportunities include intramurals, open gyms and fitness centers.

Xavier Catholic Schools provides a variety of sporting, fine arts, and club activities. Based on specific activity requirements, some of these programs are required to have an annual physical and a signed statement of fitness by a physician, additionally others may require an additional fee. For athletics, it is also mandatory that these same students have some kind of accident insurance coverage.

School work is the primary focus of student learning. Students may be academically ineligible for participation in extracurricular activities if school performance is in need of improvement. Students who display consistent behavior problems will be suspended from activity until the necessary improvement is shown.

Sportsmanship - At activities, students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers that

interfere with the organized cheers of the cheerleaders of either team. We strive to be known for our good sportsmanship.

Athletics

Regis Middle School, LaSalle Middle School, St. Joseph Middle School, and Xavier High School provide organized sports for boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown. An annual Athletic Participation Fee may be required and paid accordingly prior to participation in any sport.

Attendance Requirement

Also found in Section V • Attendance

Students must arrive by 10:00 am and remain in school in order to participate in or attend any co-curricular activity scheduled for the same day. This does not apply to students absent for an appointment as defined by the “medical excused” attendance policy (please be aware of doctor’s note requirement).

*Students serving a suspension may not participate in after school activities on the day of any suspension (in-school or out of school suspension).

Dances

Xavier High School

School dances are to be attended only by students enrolled at Xavier High School. Non-Xavier students may attend Homecoming and Prom only if attending with a Xavier student.

All non-Xavier guests must complete a “Non-Xavier Student Guest” form. These forms are available from the dance moderator or main office. Freshmen from Xavier or any other school may not attend Homecoming or Prom. Sophomores may attend Prom only if their dates are juniors or seniors.

Dances that are designated as “lock-ins” require that a student must arrive within fifteen minutes after the start of a dance and may not leave until fifteen minutes before the end of the dance.

Clothing worn and dance behavior at all dances should reflect Christian modesty and be a reflection of self-respect.

Any code of conduct violation, suspension, within the last 14 days or unexcused absence the week of the dance will disqualify a student from attending a dance.

Dual Season Eligibility

Any student who wishes to participate in a sport sponsored by a governing organization may not participate in that sport either as a member of a team or as an individual in the same season during the school year, unless written approval is given by the principal and activities director before the student may participate. At the conclusion of the school sport season, that is, when the varsity is eliminated from tournament play, a student may then participate on a non-school team without jeopardizing eligibility.

Nothing is construed to prohibit a student from participation in events including, but not limited to, the Iowa Games, or from trying out for the United States Olympic team. A student who desires to participate in the events may compete with the knowledge and consent of the applicable governing organization.

A student who participates in a sport in violation of this policy shall be ineligible to participate on a school-sponsored team in that sport for twelve calendar months from the point of the infraction.

Eligibility: Xavier High School

Academic Deficiency

Students who are placed on academic deficiency may be assigned to work with their teacher during Academic House. Students may be restricted from attending other clubs or meetings during this time. Students on academic deficiency (**D- or below**) in two or more classes for consecutive weeks will be required to attend [Focus Time](#) for a minimum of one hour each week until they are off deficiency.

Academic Eligibility

Also found in [Section IV • Academic Policies/Programs](#)

End of Semester Eligibility

A Student involved in co-curricular activities is also subject to the Iowa Department of Education “Scholarship Rule” 36.15(2). In accordance with “Scholarship Rule” 36.15 (2), if a student involved in interscholastic and/or co-curricular activities (i.e. athletics, fine arts, etc.) fails a class at the end of the first or second semester, he/she will be ineligible to participate in games, competitions, performances, etc. in the current or next activity he/she participates in for a period of thirty calendar days once grades have been officially certified and the next reporting period has begun.

Information on “Scholarship Rule” 36.15(2) can be found on the Iowa Department of Education Website.

End of Semester Incomplete

Any student with an incomplete at the end of a grading period has two weeks to complete course requirements. After that two week period grades and eligibility rules for failing grades apply.

Public Conduct on School Premises

Spectators are not allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities (ACSB Policy #1251).

Sportsmanship

Xavier Catholic Schools takes tremendous pride in its reputation as a Catholic school system. It is the expectation that all fans conduct themselves in a way that exhibits respect for all players, coaches, referees and opponents. Therefore, taunting opponents, yelling in disagreement with officials' calls, chanting unsportsmanlike cheers, or uttering obscenities are not allowed. Students who engage in these unsportsmanlike behaviors will be removed from the event and may be suspended from future activities.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Sunday/Wednesday Evening Policy

Xavier High School

While Xavier High School encourages its students to be involved in a variety of academic and extracurricular activities, it also recognizes the sacredness of Sunday and the need for family/parish based faith experiences. For these reasons, the Xavier administration, faculty, staff, coaches and moderators will keep Sundays (all day) and Wednesday evenings (students must be off campus by 6:30 p.m.) free of school sponsored activities. All exceptions to this policy must be approved by the administrative team and reported to the school board at their regular meetings.

XII. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and ACSB Policy #4116.30a any certified or licensed employee of Xavier Catholic Schools who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Xavier Catholic Schools is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), ACSB Policy #4116.30a & ACSB Policy #4116.30b.

Help for Victims of Sexual Abuse

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call 563-556-1225 or toll free 800-803-6758 or 866-319-4636 to report an allegation or receive assistance. This program is part of the "Policy for the Protection of Minors."

Alcohol/Drug Policy

The Xavier Catholic Schools School Board develops guidelines that are in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

Asbestos

Federal regulations and AFFC/ACSB Policy #7113, require us to inform you that there is asbestos in any of the Catholic School buildings. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. For the most recent inspection, please contact the appropriate school administrator.

Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen virus (HTLV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB Policy #5141.2.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. Chemicals are appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are trained in the safe handling of these chemicals. If you want to know what chemicals are used in the school and where they are stored, please contact the school office.

Hearing Screenings

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in 4-year-old preschool and any 3-year-olds with an Individualized Education, Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year.

Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319)399-6700.

Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Medication

Dispensing of prescription drugs will be administered by a nurse or staff member with training and with the written consent of parent(s). A physician's signed and dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the student's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. (ACSB Policy #5141)

Safety Drills: Fire and Tornado

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

Smoking/Smoke Free Campus

Xavier Catholic Schools campuses have been designated a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine, including vapes, be permitted within the building or anywhere on school grounds.

Visitors

All guest speakers and visitors must have a visitor's badge clearly visible. All visitors must report to the main office immediately upon arriving at any Xavier Catholic School to sign in and receive their badge.

Any faculty member who sees a visitor in the building without a badge will direct the visitor to the main office. If the visitor refuses to go to the main office, administrators are to be notified immediately.

Students who wish to have other students shadow them should make arrangements at least one day in advance. Students who have guests must introduce them to their teachers at the beginning of each class period. These guests must be registered in the main office and should have a badge indicating that they have registered. If they do not have a badge, they should be sent to the main office.

XIII. Services

Bus

A student living three or more miles from school may apply for bus transportation from the Cedar Rapids Community Schools. If such transportation is not available, the family may apply for reimbursement. Parents/guardians are encouraged to contact their local public school district for further information. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

Dropping Off/Picking Up Students

Parents, guardians and others who drop off students before school or pick up students after school must do so in accordance with local procedures. For Xavier High School, students should never be dropped off or picked up at the activities entrance (east side of the building) nor in the faculty parking lot (west side of the building).

We ask that all parents, guardians and others who pick up students turn off their engines while waiting for students. This will reduce the level of carbon monoxide in areas that students pass through.

Elevator

Elevators, when available, are to be used only by those with physical impairments or to move large or heavy objects under the supervision of an adult. Students found to be using the elevator without permission will be issued demerits.

Food Service

Breakfast and lunch are available through the school nutrition program.

Free and reduced-cost meals are available through the program. Applications are welcome anytime during the school year. For an application, see each local school site.

Xavier High School is a closed campus. Students must eat their lunches in the Commons. Students may either bring their own lunches or purchase lunches from the Commons. Food brought in from an outside vendor is not allowed at any time. Students utilize computerized cards. If students lose or damage their lunch cards, there will be a \$5.00 replacement charge.

Lockers

Student lockers are school property. Students may not place their own padlocks on lockers. Students are advised to keep their lockers locked at all times. Xavier Catholic Schools is not responsible for any items stolen from the lockers. Coats, clothing, books, etc. must be placed in lockers. Only large athletic bags may be placed above lockers.

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Lost and found is available at each local site. Periodically, unclaimed items will be given to the needy.

School Supplies

A listing of school supplies recommended is provided in the spring/summer and available during fall registration days. This can also be found on the school website.

Textbooks/Devices/Supplies

Textbooks, devices, and academic supplies are provided to students. Undue wear, damage, or loss may require payment at the end of the school year.

Tuition Assistance

Tax Credits

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

Tuition Grants: STO

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Our Faith School Tuition Organization (STO)*. Families can apply for local financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB Policy #3240.1)

Education Savings Accounts (ESA)

Education Savings Accounts are available from the State of Iowa. Parents who choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an

education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

Students First ESAs will be available based on the following eligibility:

School Year 2024-25

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 400% of the [2024 Federal Poverty Guidelines](#), \$124,800 for a family of four
- School Year 2025-26
- All K-12 students in Iowa regardless of income

Student Tuition Organization (STO) and Educational Savings Accounts (ESA)

These two organizations allow families the best opportunity to receive the most assistance. It is encouraged that families complete both forms of assistance, if they qualify. Additionally, any funds left over in an ESA account can be used for future tuition costs and/or other eligible expenses.

The infographic is divided into three main sections: 'WHY APPLY FOR BOTH?', 'ESA EDUCATION SAVINGS ACCOUNT', and 'STO SCHOOL TUITION ORGANIZATION'. It includes a photo of a family and a graduation cap icon.

WHY APPLY FOR BOTH?

- Families can and should receive both forms of assistance!
- Applying for both gives your family the best chance at receiving the most assistance.
- Remaining funds in an ESA account can be used for future tuition costs.
- Remaining funds in an ESA account can be used for other eligible educational expenses.

ESA EDUCATION SAVINGS ACCOUNT

- Funded by the State of Iowa
- Administered by the State of Iowa
- Who qualifies? All new families, all Kindergarteners, all families at or below 400% of the Federal Poverty Guidelines, and those who previously received an ESA, even if they apply to the STO
- To apply: <https://iowa-households.withroyseym.com/login/>

STO SCHOOL TUITION ORGANIZATION

- Funded by Private Donors
- Administered by Our Faith STO
- Who qualifies? All families at or below 400% of the Federal Poverty Guidelines, even if they apply for an ESA
- To apply: <https://online.factimgt.com/aid>

XIV. Staff

Central Office Staff

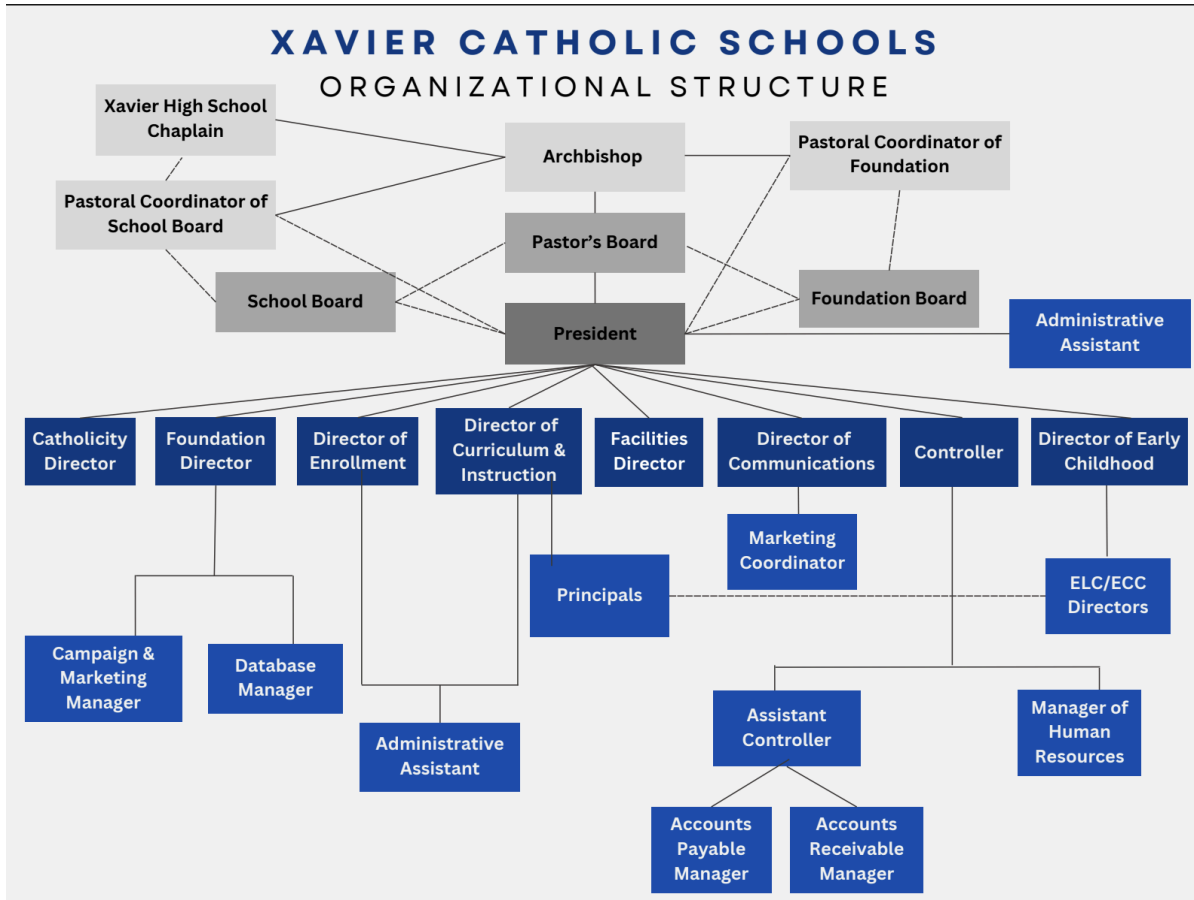
Name	Position	Email
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Melissa Sadilek	Administrative Assistant to the President	melissa.sadilek@crxcs.org
Maddix Stovie	Marketing Coordinator	maddix.stovie@crxcs.org
Mary Harken	Foundation Director	mharken@xavierfoundation.org

Business Office

Name	Position	Email
Angie Calhoun	Controller	angie.calhoun@crxcs.org
Mary Carey	Assistant Controller	mary.carey@crxcs.org
Geri David	Human Resource Manager	geri.david@crxcs.org
Todd Garrison	Accounts Receivable Manager	todd.garrison@crxcs.org
Angie Dvorak	Accounts Payable Manager	angie.dvorak@crxcs.org

Central Office Organizational Chart



School Staff listing

See Xavier Catholic Schools websites for a listing of all faculty and staff.

XV. Practices, Prayers, and Beliefs

The Archdiocese of Dubuque has developed standards and grade level expectations for Catholic school religion courses, including prayers, practices, and beliefs. Prayers in Spanish are listed [here](#). Some prayers in French are listed [here](#).

Prayers

Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Our Father/The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen. (Traditional wording)

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen. (Found in the Liturgy of the Hours)

Angel of God

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

Grace Before a Meal

Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen.

Grace After a Meal

We give thee thanks, for all thy benefits, Almighty God, who live and reign forever. Amen.

Morning Prayer (younger children)

God, my Father, I give you today all that I think and do and say. I'll work hard and study, have fun and pray. Jesus be with me all through the day. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen. (Alternate version from the Rite of Penance)

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of

Thy grace to sin no more and to avoid the near occasion of sin. Amen. (Traditional version)

Jesus Prayer

Lord Jesus Christ, Son of the living God, have mercy on me, a sinner.

Confiteor

I confess to almighty God
and to you, my brothers and sisters,
that I have greatly sinned,
in my thoughts and in my words,
in what I have done
and in what I have failed to do,
through my fault, through my fault,
through my most grievous fault; therefore I ask blessed Mary ever-Virgin,
all the Angels and Saints,
and you, my brothers and sisters,
to pray for me to the Lord our God.

Apostles Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

The Rosary

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

Say three Hail Marys on each of the next three beads. Say the Glory Be.

Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.

Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

After five decades, say the Hail, Holy Queen.

Mysteries of the Rosary

Joyful Mysteries (recited Monday and Saturday)

- The Annunciation
- The Visitation
- The Nativity (birth of Jesus)
- The Presentation
- The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)

- The Baptism of Jesus
- The Wedding Feast of Cana
- The Proclamation of the Kingdom, with the call to Conversion
- The Transfiguration
- The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)

- The Agony in the Garden
- The Scourging at the Pillar
- The Crowning with Thorns
- The Carrying of the Cross
- The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)

- The Resurrection
- The Ascension
- The Descent of the Holy Spirit
- The Assumption
- The Crowning of Mary Queen of Heaven and Earth

Hail, Holy Queen

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy Mother of God. R. That we may be made worthy of the promises of Christ our Lord.

Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

Act of Hope

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

Act of Love

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Angelus

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary

V. Behold the handmaid of the Lord.

R. Be it done to me according to thy word. Hail, Mary

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

V. Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Mary's Prayer (Magnificat)

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever. Glory to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.

Come, Holy Spirit (Prayer to the Holy Spirit)

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

Let us pray: O God, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

Prayer of St. Francis/Prayer for Peace

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

Grant that I may not so much seek

to be consoled as to console,

to be understood as to understand,

to be loved as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
And it is in dying that we are born to eternal life.

Psalm 23

The Lord is my shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake. Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

Additional Prayers

Vocation Prayer (Archdiocese of Dubuque)

Lord Jesus, life is Your gift to us.
Through Baptism You invite us to
share the gift of our lives in service to others.
Give us the courage and generosity
to respond to Your call.
Through the Eucharist You fill us with Your
life-giving presence and strengthen us in holiness.
Give us the grace to make our efforts in Your service
fruitful in Your kingdom.
Through Confirmation You seal us
with the gifts of the Holy Spirit and send us forth.
Give us the strength to proclaim Your Word
and make known Your Will to all the world.
Open our hearts to Your service and
move the hearts of men and women to follow You as
Priests, Deacons, Sisters and Brothers.
Help parents, grandparents and teachers to share their
Catholic faith and to encourage our young people
to explore religious vocations.
Guide all people, Lord, in Your ways
of compassion, truth, and peace,
that we may find joy
in fulfilling our vocation. Amen.

Prayer of Discernment

Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth. Renew us that we might be all that you want us to be, so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

Beliefs and Practices

Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart (or pure of heart), for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.

Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

Communion Regulations

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.

In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.

A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).

A frequent reception of the Sacrament of Penance is encouraged for all.

Communion Fast

We are expected to fast from food or drink for at least one hour prior to the reception of Holy Communion.

Four Gospels

Matthew, Mark, Luke, and John

Holy Days of Obligation

**Note: On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.*

Mary Mother of God - January 1

Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)

The Assumption of Mary - August 15

All Saints Day - November 1

The Immaculate Conception of Mary - December 8

Nativity of our Lord or Christmas - December 25

Liturgical Year

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

Parts of the Mass

Introductory Rites

Gathering Song

Greeting

Penitential Rite (or blessing and sprinkling with holy water)

Glory to God

Opening Prayer

Liturgy of the Word

First Reading (usually from the Old Testament)

Responsorial Psalm

Second Reading (usually from one of the letters of the New Testament)

Gospel Acclamation

Gospel

Homily (an explanation of the readings)

Profession of Faith (Creed)

General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

Preparation and presentation of the gifts
Prayer over gifts
Preface
Holy, Holy, Holy Lord
Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
The Great Amen

Communion Rite

The Lord's Prayer
Sign of Peace
Breaking of the Bread
Lamb of God
Reception of Communion
Prayer after Communion

Concluding Rite

Blessing
Dismissal

Regulations for Fast and Abstinence

Fasting is refraining from food or drink to some degree.

Abstinence is refraining from eating meat.

In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.

The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

Seven Sacraments

Sacraments of Initiation: Baptism, Confirmation, Eucharist

Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick

Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

The Four Cardinal Virtues

- Prudence
- Justice
- Fortitude
- Temperance

The Four Last Things

- Death

- Judgment
- Hell
- Heaven

The Fruits of the Holy Spirit

Charity	Generosity
Joy	Gentleness
Peace	Faithfulness
Patience	Modesty
Kindness	Self-control
Goodness	Chastity

The Gifts of the Holy Spirit

- Wisdom
- Understanding
- Counsel (Right Judgment)
- Fortitude (Courage)
- Knowledge
- Piety (Reverence)
- Fear of the Lord (Wonder and Awe in God's Presence)

The Golden Rule (cf. Mt 7:12)

Do unto others as you would have them do to you.

The Five Precepts of the Church

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

The Seven Capital Sins

Pride	Gluttony
Covetousness	Envy
Lust	Sloth
Anger	

The Stations of the Cross

1. Jesus is condemned to death.
2. Jesus accepts his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.

6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

The Ten Commandments

1. I, The Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet neighbor's goods.

The Three Theological Virtues

- Faith
- Hope
- Charity

The Two Commandments of Love

- You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.
- You shall love your neighbor as yourself. (Matthew 22:37-39)

Works of Mercy

The Seven Corporal Works of Mercy

- Feed the hungry.
- Give drink to the thirsty.
- Clothe the naked.
- Shelter the homeless.
- Visit the sick.
- Visit the imprisoned.
- Bury the dead.

The Seven Spiritual Works of Mercy

- Counsel the doubtful.
- Instruct the ignorant.
- Admonish sinners.

- Comfort the afflicted.
- Forgive offenses.
- Bear wrongs patiently.
- Pray for the living and the dead

Prayers, Beliefs and Practices by Grade Level

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
Kindergarten	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before a Meal ● Our Father/The Lord's Prayer ● Hail Mary 	
1st Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before a Meal ● Our Father/The Lord's Prayer ● Hail Mary 	<ul style="list-style-type: none"> ● Grace After a Meal ● Glory Be ● Morning Prayer ● Angel of God
2nd Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God 	<ul style="list-style-type: none"> ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments
3rd Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments 	<ul style="list-style-type: none"> ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year
4th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be 	<ul style="list-style-type: none"> ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments

	<ul style="list-style-type: none"> ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year 	<ul style="list-style-type: none"> ● Beatitudes ● Mysteries of the Rosary
5th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary 	<ul style="list-style-type: none"> ● The Stations of the Cross ● Morning Offering ● Memorare ● Hail Holy Queen ● The Five Precepts of the Church ● Parts of the Mass
6th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments 	<ul style="list-style-type: none"> ● The Seven Corporal Works of Mercy ● The Seven Spiritual Works of Mercy ● The Fruits of the Holy Spirit ● The Gifts of the Holy Spirit ● Four Gospels ● The Golden Rule ● Holy Days of Obligation

	<ul style="list-style-type: none"> ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary ● The Stations of the Cross ● Morning Offering ● Memorare ● Hail Holy Queen ● The Five Precepts of the Church Parts of the Mass 	
7th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary ● The Stations of the Cross ● Morning Offering ● Memorare 	<ul style="list-style-type: none"> ● Nicene Creed ● Come, Holy Spirit (Prayer to the Holy Spirit) ● Angelus

	<ul style="list-style-type: none"> ● Hail Holy Queen ● The Five Precepts of the Church ● Parts of the Mass ● The Seven Corporal Works of Mercy ● The Seven Spiritual Works of Mercy ● The Fruits of the Holy Spirit ● The Gifts of the Holy Spirit ● Four Gospels ● The Golden Rule 	
8th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Our Father/The Lord's Prayer ● Hail Mary ● Grace Before/After a Meal ● Glory Be ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary ● The Stations of the Cross ● Morning Offering ● Memorare ● Hail Holy Queen ● The Five Precepts of the Church ● Parts of the Mass ● The Seven Corporal Works of Mercy ● The Seven Spiritual Works of Mercy ● The Fruits of the Holy Spirit 	<ul style="list-style-type: none"> ● Prayer of St. Francis ● Mary's Prayer (Magnificat) ● Psalm 23 ● Confiteor ● The Seven Capital Sins ● The Four Last Things

	<ul style="list-style-type: none"> ● The Gifts of the Holy Spirit ● Four Gospels ● The Golden Rule ● Nicene Creed ● Come, Holy Spirit (Prayer to the Holy Spirit) ● Angelus ● Holy Days of Obligation ● Regulations for Fast and Abstinence ● The Three Theological Virtues ● The Four Cardinal Virtues 	
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Appendix A: Xavier Grading

Course Guidelines at Xavier High School

The goals of the Xavier High School Grading Guidelines are to:

- accurately reflect the extent to which students have achieved learning goals
- establish consistency from teacher to teacher

Gradebook Weighting:

Academic Achievement 64%: (Equivalent to 80% of work done throughout the semester)

Academic achievement essentially answers these questions:

- To what extent does the student understand the learning goals of the course?
- How well can he or she demonstrate the skills associated with these goals?

Examples: Tests, quizzes, performances, lab reports, presentations, projects, essays, seminars, lessons

Academic Practice (16%): (Equivalent to 20% of work done throughout the semester)

Those activities by which students practice, get teacher feedback, and then refine their knowledge and skills, usually prior to a quiz, test or other assessment.

Examples: Homework, classwork

Final Semester Assessment (20%):

An assessment of the learning that took place during the first semester.

Examples: Test, project, paper, presentation, report.

Late Work

For Academic Practice items:

Homework and assignments not submitted in class when collected may be submitted for a maximum of 75% credit earned. Example: If a student submits a late assignment that is worth 10 points, the maximum number of points available will be 7.5.

No credit will be given for assignments submitted after the end of the unit.

For Academic Achievement items:

Assessments not performed (e.g. presentations) or submitted (e.g. projects, papers) on the due date may earn a maximum of 75% credit earned. Example: If a student performs or submits an assessment that is worth 10 points, the maximum number of points available for the late work will be 7.5.

For ALL Late Work:

A zero will be entered into the gradebook until the practice or assessment is completed/submitted.

Work Missed Due to Absence: Planned and Unplanned

Planned Absences:

Planned absences include those due to circumstances such as a family vacation, non-emergent surgery, school-sponsored trips or administrative approved absences.

Academic Practice (Planned Absence)

Student must meet with each of their teachers **before** their absence. All academic practice is due the day the student returns to school or as previously arranged with the teacher. If a student fails to meet with a teacher **before** the absence, all assignments receive a maximum of 50% credit.

Academic Achievement (Planned Absence)

Student must meet with each of their teachers **before** their absence. All academic achievement is due or must be taken the day the student returns to school or as previously arranged with the teacher. If a student fails to meet with a teacher **before** the absence, all assignments receive a maximum of 70% credit.

Unplanned Absences

Unplanned absences include those due to unforeseen circumstances such as flu, infection, emergency surgery, family emergency, etc.

Academic Practice (Unplanned Absence):

The student will have two times the number of classes missed to submit the assigned work. If a student fails to submit the assignment on the make-up day, the student will receive a maximum of 50% credit. If not completed by the end of the unit, no credit will be given.

Academic Achievement (Unplanned Absence):

On the day the student returns to class following an absence on a day an assessment was scheduled, the student must meet with the teacher to arrange completing the assessment. The student will have two times the number of classes missed to make-up the missed assessment.

In the case of a “submitted” assessment (e.g. project, essay, video, etc.), the teacher will establish a specific date for the student to submit the assessment.

In the case of a “during class” assessment (e.g. test, presentation), the teacher will establish a specific date for the student to complete the assessment.

If a student fails to schedule a make-up time on the day of return to class or fails to appear at the make-up time will receive a maximum of 70% credit. If the assessment is not performed (e.g. presentations) or submitted (e.g. projects, papers) within five calendar days of the due date or by the end of the semester (whichever is first), no credit will be given.

For ALL Work:

A zero will be entered into the gradebook until the practice or assessment is completed/submitted.

Extra Credit: Extra Credit is not offered.

Grading:

Grade Point Average

Grade point averages are computed using the following scales:

Grade	Level 5	Level 7	AP/ Dual Cr
A+	4.33	4.67	5.00
A	4.00	4.33	4.67
A-	3.67	4.00	4.33
B+	3.33	3.67	4.00
B	3.00	3.33	3.67
B-	2.67	3.00	3.33
C+	2.33	2.67	3.00
C	2.00	2.33	2.67
C-	1.67	2.00	2.33
D+	1.33	1.67	2.00
D	1.00	1.33	1.67
D-	0.67	1.00	1.33
F	0.00	0.00	0.00

Grading Scale: (Students will receive the percent earned NOT rounded to the nearest percent.)

A+	99%	B+	87%	C+	77%	D+	67%	F	Below 60%
A	93%	B	83%	C	73%	D	63%		

Graduation Requirements

The requirements to receive a diploma from Xavier High School are listed below. All students must enroll in eight courses each semester, including five in the core academic areas.

<u>Department</u>	<u>Requirement</u>	<u>Department</u>	<u>Requirement</u>
Theology	40 credits	Fitness	20 credits
English	40 credits	Fine Arts	5 credits
Math	30 credits	Guidance	4 credits
Social Studies	30 credits		
Science	30 credits	<i>Service</i>	<i>45 hours</i>

Total Credits Needed to Graduate: 260

Theology - Four years (40 credits) are required for all Catholics. All non-Catholics are required to take a minimum of two years, choosing from all available Theology classes. All students must complete the Life in Jesus Christ and Sacraments courses.

English - English I, II, and III are required, as is one additional year of electives, which can be taken the junior or senior year.(40 credits total)

Math - Three years (30 credits) are required.

Social Studies - Three years (30 credits) are required. American History is required for all freshmen. World History is required for all juniors. A semester each of Government and Economics is required for all seniors.

Science - Three years (30 credits) are required.

Fitness - Four semesters (20 credits) of a structured Fitness program are required.

Fine Arts - One semester (5 credits) from the art, music or theatre arts electives is required.

Guidance - Four years (4 credits) required. Students meet with Guidance or College counselors: Freshmen during Xperience class, Sophomores and Juniors during Xcel Hour and Seniors meet individually with the counselors.

Stewardship and Service Requirement - Stewardship and Service Requirements for Graduation are in place for all Xavier High School students. The requirements can be found in the Appendix of this handbook and at www.xaviersaints.org/service-requirements/. *Students may not miss school time in order to fulfill service requirements.*

Graduation Requirements: Early Graduation Procedures

No student shall receive a diploma from Xavier High School in advance of his or her normal graduation date as determined by credits, grade level placement and course requirements unless an Application for Early Graduation is submitted to the principal and the principal approves the application.

- For those wishing to graduate at the end of their sixth semester (end of traditional junior year), this application shall be made during the student's sophomore year at the beginning of the scheduling process for junior year (in January) but no later than the end of April.
- For those wishing to graduate at the end of their seventh semester (end of first semester of traditional senior year), this application shall be made during the student's junior year at the beginning of the scheduling process for senior year (in January) but no later than the end of April.

Once approval is granted, students requesting early graduation will meet with a counselor to schedule courses necessary to complete all academic requirements.

All students requesting early graduation must complete all required courses (including Guidance class) and enough total credits which meet graduation requirements by the anticipated date of early graduation.

All students requesting early graduation are required to meet all financial (tuition/fees/fines/etc.) and other obligations (return iPad, books, equipment, uniforms, etc.) before the end of their final semester. Students requesting graduation at the end of first semester shall also return their Xavier High School ID card.

Students requesting graduation after seven semesters must submit a completed Early Graduation Checklist to the Guidance Office.

Diplomas will be distributed at the commencement ceremony at the end of the 2nd semester. December graduates are welcome to participate in this ceremony. Students who graduate in January will not be permitted to take part in any organized school activity (such as athletics, clubs, field trips, dances, etc.) with the exception of Xavier's May commencement ceremony. Students may attend school activities as a member of the public and may attend school dances only as a guest of a currently enrolled student.

Early graduation applications and checklists will be filed in the Guidance Office.

Honors:

Honor Roll

At Xavier we strive to acknowledge academic achievement. In fall of 2016 Xavier honor roll included 71 percent of all students with the majority of those students falling under the High and Distinguished Honor Roll. The distinctions were previously set before Xavier adopted a weighted GPA scale which has increased students' GPAs. To more accurately represent our students' levels of achievement we made the choice to move the High Honor Roll from 3.5 to 3.75 and Distinguished Honor Roll from 3.75 to 4.25.

Outstanding Academic Achievement is recognized with inclusion in one of the following Xavier High School Honor Rolls:

- Distinguished Honors – G.P.A. of 4.25 or higher
- High Honors – G.P.A. of 3.75 – 4.24
- Honors – G.P.A. of 3.25 – 3.74

Students who qualify for Honor Roll in a semester will receive a certificate from the guidance office. Seniors who have been on the Distinguished Honor Roll at least twice in their time at Xavier will receive an academic letter.

Honors: National Honor Society

The application process for National Honor Society begins in late February each year. Sophomores, Juniors, and Seniors who have a cumulative GPA of 3.75 or higher are eligible to apply. All students who meet this requirement are mailed an application. The application requires recommendations from 2 adults (not family members) regarding the student's leadership and character as well as documentation of 25 service hours within the previous 12 months. Once applications are submitted, all applicants undergo a leadership and character screening by the faculty at Xavier. All students who meet the requirements are admitted - it is not a competition.

Appendix B: Xavier Service Requirements

Stewardship and Service Requirements for Graduation

In 2013, as part of the Xavier High School Strategic Plan, the Xavier administrative team implemented service as a graduation requirement. The following Stewardship and Service Requirements for Graduation are in place for Xavier High School students.

Four Year Program

Freshmen: Learn

Freshmen retreat including: service theme, project done during the retreat and orientation with students about Xavier service possibilities (Key Club, food drive, Students About Service, mission trips).

Sophomores: Parish Involvement (15 hours)

Students will volunteer in their own parishes. Service could include, altar serving, lector, music ministry, Eucharistic Minister, Vacation Bible School, Sunday nursery, etc. Students are highly encouraged to continue their commitments to their local parishes after their sophomore year. These hours will not satisfy junior/senior year service requirements.

Juniors & Seniors: Community Involvement (15 hours each year)

Students will volunteer in the local community *or their own parish*.

Accountability:

- First Semester: in class discussion/XCEL Hour Check-ins
- Second Semester: written reflection (meeting all standards on the rubric) and discussion.
- Non-Catholics not in second semester theology will do their reflection piece with Campus Ministry

The service and reflection must be completed by April 15th of each year.

Transcript:

Successful completion of 45 hours of stewardship and service and three reflections will be noted on student transcripts as required for graduation.

Guidelines:

- End of the year work reported in Canvas must include at least 15 hours of stewardship or service, a thoughtful and thorough reflection which meets all expectations and a log of hours. Hours should be logged by students in the Canvas course. A diploma will be withheld for any students failing to meet these requirements.
- Students may begin and/or complete their stewardship or service work in the summer prior to the start of the school year.

- Extracurricular volunteer work done for Key Club or NHS *may* meet the criteria for Xavier Service. Please contact these moderators for clarification.
- Service Hours cannot be completed for profit based events or groups (Service hours may not be completed for groups, local businesses, or other events which work to make a profit).
- Service Hours for or in promotion of Xavier Clubs and sporting events do not count for Xavier Service Hours (This includes but is not limited to Xtravaganza, Elementary and Middle School Sports Camps, facilitating Xavier Sporting and Drama events)
- Charity walks and step counting apps do not count towards service hours.
- Volunteer work done on Xavier campus for Xavier Activities or **does not meet criteria for Xavier Service.**
- While doing yard work, chores, and other volunteering for friends and relatives are positive contributions towards society, **they do not count for service hours.** Junior/Senior year service **must be done** through community agencies (e.g Boys and Girls Club, Local Nursing Homes, MCO).

Appendix C: Device Program Manual and Acceptable Use Policy

Introduction

In seeking a digital learning device to enhance learning for all students, as of August of 2013, Xavier High School will implement Apple iPad tablet devices for all students. Research has found the following benefits. Students

- have increased motivation; resulting in increased performance and test scores.
- are empowered in their learning and engage with content in interactive ways.
- experience advanced learning and preparing for jobs that do not yet exist.

The policies, procedures, and information found here apply to all devices (iPads) and related accessories (power cords and charging block) used at Xavier High School, including any other mobile device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

1. Receiving Your Device

1.1 Receiving Your Device

The devices will be distributed in August. Parents and students must sign and return the [Student Use Pledge](#) and [Technology Agreement of Terms](#) before the device can be issued to the student.

1.2 Returning Your Device

Devices in their cases will be returned during the final week of school.

Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Xavier for any other reason must return their devices on or before the date of termination.

The same device that was issued must be returned in good, working condition. Examples of devices not returned in good condition include but are not limited to: broken screens, bent frame, cracked plastic pieces, jailbroken devices or devices with no serial number. It is the sole discretion of Xavier High School to make determinations on device condition.

1.3 Fines/Penalties

Failure to return the device and case will result in a theft report being filed with the local Police Department.

If a student fails to return the device and the charging block/cord at the end of the school year or upon the termination of enrollment at Xavier, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible.

Furthermore, the student will be responsible for any damage to the device. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

2. Caring for Your Device

Students are responsible for the general care of the device they have been issued by Xavier. Lost or broken devices must be reported immediately to beth.zieser@xaviersaints.org and further steps shall be taken by the student for remedy.

2.1 General Precautions

1. Each device is the property of Xavier High School and all users are expected to abide by the policies of the Acceptable Use Policy for technology.
2. Cords and cables must be inserted carefully into the device to prevent damage.
3. Devices must remain free of writing, drawing, stickers, labels, or skins not the property of Xavier High School.
4. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.2 Protective Covers

Students receive a protective case with their device. It is mandatory that devices are used and stored within the case at all times.

2.3 Screen Care

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the device when it is closed.
2. Do not place anything on or near the device that could put pressure on the screen.
3. Do not place anything in the case that will press against the cover.
4. Do not bump the device against lockers, walls, car doors, floors, etc.
5. Clean the screen with a soft dry cloth or anti-static cloth; no cleansers of any kind.
6. Devices are sensitive to weather conditions and should not be stowed in extreme weather conditions such as heat, cold, or rain.

3. Using Your Device

Devices are intended for school use each day. In addition to teacher expectations for device use, school messages, announcements, calendars, Student Handbook and schedules may be accessed using the device. Students are responsible for bringing their devices to all classes unless specifically instructed not to do so by their teacher.

3.1 Not Having Your Device at School

If students fail to bring their devices to school, they are responsible for completing course work as though they had their devices with them.

3.2 Device Maintenance & Repair

Loaner devices, if available, may be issued to students for use during the school day when a device is in the process of being repaired or replaced. Spare devices are located in the Library Media Center.

3.3 Charging Your Device

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Students are responsible for completing course work if their devices run out of battery power throughout the day.

3.4 Screen savers & Background Images

Any media or images deemed inappropriate by Xavier administration may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic material, inappropriate language/symbols, alcohol, drugs, or pictures would result in disciplinary actions.

3.5 Sound, Music, Games, Apps

Students are permitted to use the device for personal use. However, doing so cannot be distracting to the educational setting. During school classroom hours it should be used strictly for educational activities. The device should not include any games, music, or apps that would conflict with the mission and philosophy of Xavier High School. The use of the device in school must be primarily for education.

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Personal Listening Devices (headphones, earbuds) are not permitted to be used with the device during the school day unless permission is obtained from the teacher for instructional purposes.
3. Music is allowed on the device and can be used at the discretion of the teacher.

3.6 Wireless Access

Students are allowed to set up wireless networks on their devices. This will assist them with device use while at home. Printing at home will require an AirPrint capable printer, proper settings on the device, and the correct application.

4. Managing Files & Saving Work

4.1 Saving to the Device / Home Directory

Students may save work on their devices; however, it is recommended that students save files in their iCloud or Google Drive. Storage space is available on the devices—but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

5. Device Software

Any changes to or altering of the device's original operating system including jailbreaking are strictly prohibited. Any case of jailbreaking may result in suspension from classes and financial restitution to the school for damages incurred.

5.1 Originally Installed Software

Software and applications originally installed by Xavier must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices upon completion of the course.

5.2 Additional Software

Students are not allowed to install any additional software on their devices. Xavier is not responsible for any lost software.

5.3 Inspection

Xavier reserves the right to inspect devices on demand. Students may be selected at random to provide their devices for inspection.

Devices are Xavier High School property and will be treated similarly to school lockers. Xavier reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the device will be restored from backup. Xavier does not accept responsibility for the loss of any software or data deleted due to a reformat and/or re-image of a device.

6. Protecting & Storing Your Device

6.1 Device Identification

Student devices will be labeled in the manner specified by Xavier. Devices may be identified with a serial number. iPad nametags are to be kept in the case holder.

6.2 Storing Your Device

When students are not using their devices, they should be stored in a secure place. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at any time. Students in activities are to follow standard activity guidelines regarding securing devices.

6.3 Devices Left in Unsupervised Areas

The primary responsibility for each student is to take care to secure the device whether on or off-campus. Under no circumstances should devices be left unsecured and/or in unsupervised areas. If a device is found in an unsupervised area, it will be taken to the administrative office.

Acceptable Use Policy

Introduction

The use of Xavier High School's technology resources is a privilege, not a right. The privilege of using technology resources provided by Xavier is not transferable by students to people or groups outside Xavier and terminates when a student is no longer enrolled at Xavier High School.

This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. Xavier's procedures in the Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

7. Responsibilities

7.1 Parent/Guardian Responsibilities

1. Talk to your children about values and the standards that your children should follow when using the Internet just as you do on the use of all media information sources such as television, telephone, movies, and radio.
2. Monitor the use of the device and the internet when students are at home.
3. Repair broken devices and replace lost or stolen devices.

7.2 Xavier Responsibilities

1. Provide internet on campus and email access to its students.
2. Provide parents with content filtering options that best fit their family's preferences.
3. Provide staff guidance to aid students in doing research and help assure student compliance with the Acceptable Use Policy.

7.3 Student Responsibilities

1. Use all Xavier technology resources in a responsible and ethical manner.
2. Obey general school rules concerning behavior and communication applicable to technology use.
3. Monitor all activity on their account(s).
4. Use all technology resources in an appropriate manner so as to prevent damage.
5. Turn off and secure devices after they are done working to protect their work and information. Use a lock code on the device and strong passwords on all accounts.
6. Students must keep devices in a safe, secure environment when not in use. This means lockers must be closed and locked appropriately.
7. Return devices along with all other school-issued equipment and hardware at the end of the school year or upon leaving Xavier.
8. Help protect school technology by contacting an administrator about any security problems they may encounter.

9. Contact an administrator immediately if students receive an email containing inappropriate or abusive language or questionable subject matter.

“Damage” includes, but is not limited to, the loss of data resulting from delays, non-delivery, misdelivery, or service interruptions caused by the student’s own negligence, errors, or omissions. The use of any information obtained via Xavier High School’s designated Internet System is done so at the student’s risk. Xavier High School specifically denies any responsibility for the accuracy or quality of information obtained through any of its resources.

7.4 Prohibited Student Activities

1. Illegal installation or transmission of copyrighted materials.
2. Any activity violating archdiocesan or school policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Xavier administration.
4. Use of non-school approved chat rooms; websites selling and other forms of student work; internet/computer games.
5. Changing device operating settings (excluding personal settings such as font size, brightness, etc).
6. Spamming: sending mass or inappropriate emails.
7. Use of anonymous and/or electronic false communications.
8. Gaining access to another student’s accounts, files, and/or data.
9. Use of Xavier’s technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery.
10. Dissemination of personal information to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc.
11. Vandalism of school equipment or any malicious attempt to harm or destroy hardware, software, or data) including but not limited to, uploading or creation of computer viruses, programs that can infiltrate computer systems and/or damage software components.
12. Bypassing the Xavier High School web filter through a web proxy or use of a VPN.
13. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean.
14. Any activity considered contrary to Xavier’s Good Conduct Policy, mission, or philosophy.

7.5 Device Care

Students will be held responsible for maintaining their individual devices and school-supplied accessories while keeping them in good working order.

1. Device batteries must be charged and ready for school each day.
2. Only labels or stickers approved by Xavier administration may be applied to the device or any accessories.
3. Device covers and accessories furnished by Xavier must be returned with normal wear and no alterations to avoid paying a replacement fee.

4. Lost or broken/malfunctioning devices must be reported immediately to ceichhorn@regisroyals.org and further steps shall be taken by the student for remedy. Devices damaged from student misuse, neglect or accidental damage must be repaired. The student will be responsible for up to the full replacement cost of the device.
5. Stolen devices must be reported immediately to the administration and the Police Department. Refer to [8.3 Theft or Loss](#) for more information.

7.6 Legal Propriety

1. Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Please refer to the Xavier Copyright policy in Section IV: *Cheating* of the Student Handbook for specific details; this document can be found on the Xavier website.
2. Plagiarism is a violation of the Archdiocesan Cheating Policy (6170.1). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to Xavier's Good Conduct Policy. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Xavier.

7.7 Student Discipline

If a student is in violation of any part of the policy above, the following disciplinary action will be taken

1. 1st offense – The student and parent/guardian will be given a written warning. The student may have to leave his/her iPad with administration during the school day for up to five school days. The use of the iPad will be granted during the school day only if requested by a teacher. The student may take the iPad home at night to complete school work.
2. 2nd offense – Device privileges will be revoked as in the first offense for a minimum of five school days. Xavier Administration reserves the right to revoke privileges for an extended time period. Students are always responsible for all coursework.
3. 3rd offense – Further device and technology privileges will be revoked as determined by the Xavier administration.
4. Some violations may warrant additional consequences under the Good Conduct Policy.

8. Repairing / Replacing Your Device

8.1 Annual Device Protection Agreement

The device is the property of Xavier High School, and has been purchased by Xavier High School. Protection for physical damage as a result of accidental occurrences may be purchased through Xavier High School's iPad insurance. Xavier High School insurance can be purchased annually to cover accidental physical damage to the device. This does not protect against loss or theft. Xavier High School Insurance must be purchased through Xavier High School prior to the student receiving their iPad.

8.2 Cost of Repairs

Students will be held responsible for all damage to their devices including, but not limited to: broken screens, bent frames, cracked plastic pieces, damage to cases, and unable to be used as intended for academic purposes. If the cost to repair exceeds the cost of purchasing a new device, the student will pay full replacement value.

8.3 Theft or Loss

Xavier High School loans devices to students for school use. The student is ultimately responsible for the device, and as such, is responsible for ensuring that the device is not lost or stolen. In the event that the device is lost or stolen, the family will be responsible for the full replacement cost of the device.

In the case of theft, vandalism or other criminal acts, a police report is required for Xavier High School insurance. A copy of the police report shall be provided to the administration.

APPENDIX D - Student Use Pledge

- 1 I will take good care of my device.
- 2 I will never leave the device unattended and know its location at all times.
- 3 I will never loan out my device to other individuals.
- 4 I will charge my device's battery daily.
- 5 I will keep food and liquids away from my device since they may cause damage to the device.
- 6 I will not disassemble any part of my device or attempt any repairs.
- 7 I will protect my device by only carrying it in the case provided by Xavier.
- 8 I will use my device in ways that are appropriate and meet Xavier and Archdiocesan expectations.
- 9 I will not place decorations (such as stickers, markers, etc.) directly on the device.
- 10 I will not change my device's name in Settings.
- 11 I understand that my device is subject to inspection at any time without notice and remains the property of Xavier High School.
- 12 I will follow the policies outlined in the Acceptable Use Policy and Student Handbook both at school and outside of school.
- 13 I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 14 I will be responsible for all damage or loss.
- 15 I agree to return the school device, case, and power cords in good working condition.
- 16 I will not attempt to bypass content filters or mobile device management put in place by Xavier High School.

I agree with the stipulations set forth in the above documents including the Device Program Manual, Acceptable Use Policy, Device Protection Agreement, and the Student Use Pledge. Xavier devices and accessories must be returned to the Library Media Center at the end of each school year. Students who withdraw, or are suspended or dismissed must return the device, and the charging block/cord on the day enrollment is terminated.

Please indicate that you and your student have read and understood the information contained in this policy and agree to abide by all rules set forth in this agreement by selecting the appropriate box in the Xavier iPad form via PowerSchool Registration.

APPENDIX E - Technology Agreement of Terms

I hereby release Xavier High School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Xavier computer network and any devices owned by Xavier; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at Xavier.

I understand that it is impossible for Xavier to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school.

Please indicate that you and your student have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement by selecting the appropriate box in the Xavier iPad form via PowerSchool Registration.