McQuaid Jesuit
Coaches Handbook
2016-2017

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McQuaid Jesuit admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. McQuaid Jesuit does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
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McQuaid Jesuit: History, Mission, and Philosophy

A. History

McQuaid Jesuit, named for the first Catholic bishop of Rochester, the Most Reverend Bernard J. McQuaid, D.D., is a private, Jesuit college preparatory school for young men in grades 6 to 12. It is located at the southeast corner of Clinton Avenue and Elmwood Avenue in Brighton.

Ground was broken for the 32-acre campus on June 23, 1953, and the building was completed by September 1955. The total cost exceeded two and one-half million dollars. While the new school was under construction, temporary quarters were found in the former St. Andrew’s Seminary building in Rochester. Here, the first class of McQuaid Jesuit (196 students) was admitted on September 8, 1954. That group of young men, together with the new first year class, started the school’s second year in the new complex on September 7, 1955.

Today, McQuaid Jesuit alumni number more than 7,000 and can be found in virtually every field of endeavor and in virtually every state of the nation.

As a Jesuit school, McQuaid Jesuit shares in a network of 55 Jesuit secondary schools in the United States and almost 4,000 educational institutions sponsored by the Jesuits throughout the world. In the Jesuit tradition, there is no life without learning, no learning without love and no love without God. Everything at McQuaid Jesuit is based on this belief. McQuaid Jesuit students are invited—indeed challenged—to become “Men for Others,” dedicated to serving God and humanity and guided by a profound sense of justice.

McQuaid Jesuit is accredited by The Middle States Association of Colleges and Schools, and The New York State Association of Independent Schools (NYSAIS), and is a member of the Jesuit Secondary Educational Associations (JSEA) and the National Catholic Education Association (NCEA).

B. Mission of McQuaid Jesuit

Mission Statement

McQuaid Jesuit is a Catholic, Jesuit, college-preparatory school that inspires young men to realize their God-given gifts through the pursuit of excellence in all things, service to others, and a life-long commitment to justice.
Core Values

- The inclusive message of Jesus Christ empowers us to find God in all things and in all people.
- The challenge of the Gospel and the life of St. Ignatius guide us toward Magis, the selfless pursuit of universal good.
- All students have the capacity for profound intellectual growth and academic excellence when they realize the intrinsic value of learning.
- Empathetic awareness of those who are marginalized motivates us to serve others while seeking justice in all our endeavors.
- All students are called to be leaders within our school and beyond, guided by sound conscience and grounded in humility.
- The diversity of the McQuaid Jesuit community unites and strengthens all of us in gratitude for our many shared gifts.

C. Profile of the Graduate

During his seven, six, or four years at McQuaid Jesuit, a student should grow in a personal relationship with Jesus Christ. He should come to realize he is invited to follow Jesus and work with Him to build God's kingdom on earth. Just as the motto of all Jesuits is "For the Greater Glory of God," the students should come to the same orientation of making choices that honor God by doing the greater or better good. Specifically, the student should be marked by a number of characteristics.

Intellectually Competent

A McQuaid Jesuit graduate is highly educated in a wide spectrum of academic disciplines. He is trained in powers of reasoning, imagination, expression, freedom of choice and value formation, and sensitive and appreciative of aesthetics. With this background, he is beginning to become both confident of success and capable as a leader in service to others.

Loving

A McQuaid Jesuit graduate is able to move beyond self-interest or self-centeredness in his relationship with others. His relationships deepen as he accepts and cherishes other people, and he begins to integrate his concerns, feelings, and sexuality into his whole personality.

Religious

A McQuaid Jesuit graduate is motivated by love of God and others in such a way that his decisions in life are being made more for the glory of God and service to his community than for his own perceived needs.
**Open to Growth**

A McQuaid Jesuit graduate understands the Jesuit credo that it is more important to learn how to learn, to desire to go on learning through life, and to come to a deeper appreciation of the richness of God and his creation. Consequently, he strives for an ongoing development of imagination, feelings, conscience and intellect, and he recognizes new experiences as opportunities to further his growth.

**Committed to Justice**

A McQuaid Jesuit graduate understands Jesuit education teaches that the ultimate goal in developing one's talents - the gifts from God - is not self-gain but the good of the human community. In light of this realization, he is developing the attitude of mind that sees service to others as more self-fulfilling than success.

**McQuaid Jesuit Athletics: Mission Statement**

An interscholastic athletic program as a co-curricular activity is an integral part of the total education and growth experience at a Jesuit school. Athletics are designed to affirm and promote the Ignatian values as stated in the Profile of the Graduate at Graduation and engage student-student athletes fully in mind, body, and spirit. Student athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which those Ignatian values can be revealed, tested, and proven relevant both to participants and the entire school community.

Through participation in athletics at McQuaid Jesuit, students will mature physically, emotionally, socially, and spiritually. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity, and commitment. Athletics provide the opportunity for the student-student athlete to exhibit a progression of physical skills and knowledge of a particular sport, enabling him to apply these skills and knowledge to new situations and a variety of learning formats. Through participation in athletics, the student athlete learns that God is active in all things and that individual and liturgical prayer will bring him closer to God. The student-student athlete comes to trust that he is known and loved by God: that love invites a personal response, which is an expression of movement within the human heart beyond self-interest. The student athlete is called to be conscious of the call to be a leader in service and to acknowledge his active commitment toward fostering a just society. Every member of the McQuaid Jesuit community must seek to encourage, instill, and foster such growth and development in all student athletes.

**Athletic Office**

The McQuaid Jesuit Athletic Office consists of the Director of Athletics, the Athletics Administrative Assistant, the Athletics Trainer, and the Strength and Conditioning Coach.
Contact Information:

Matt Thomas ‘96                      Amy Sheffer
Director of Athletics               Administrative Assistant Athletics
mthomas@mcquaid.org                 asheffer@mcquaid.org
585/256-6174                         585/256-6147

Matthew Krempholtz
Athletics Trainer
Matthew_Krempholtz@urmc.rochester.edu
585/261-8035

Jon Matt, ‘02
Strength and Conditioning Coach
585/738-9841
jon@pcxsports.com

Program Governance
All McQuaid Jesuit athletic programs are governed by the rules and regulations of the New York State Public High School Athletics Association (NYSPHSAA), which may be found in the NYSPHSAA handbook. It is the responsibility of each coach, and especially each Head Varsity Coach, to see that all rules and regulations are followed at all times. Any questions or concerns regarding NYSPHSAA policies should be brought to the attention of the Director of Athletics as soon as possible.

McQuaid Jesuit Athletic Program Expectations:

The McQuaid Jesuit Coach
McQuaid Jesuit will seek to hire experienced coaches whenever possible and will first look to the hiring of faculty/staff coaches and second to the hiring of an outside coach. An outside coach is defined as any coach whose primary employer is not McQuaid Jesuit.

Certification as an Ignatian Coach
Within one year of the date of hire, or the implementation of the program for current staff, a coach must complete his/her certification as an Ignatian Coach. Coaches must complete the “Bishop’s Charter on Creating a Safe Environment” and attend McQuaid Jesuit’s Coaches’ Orientation Evening.

All coaches and athletic teams will abide by the guidelines established with regard to sportsmanship and personal behavior established by the school. As a Catholic and Jesuit
school, the role of religious activities, such as a team mass and/or retreat, the opportunity to pray before or after a game, or participation in a team service project, should be the norm.

1) Ongoing professional and personal development

All faculty and staff at McQuaid Jesuit participate in opportunities for professional and personal development. The expectation of a coach at a Jesuit school is that he/she not only engages in professional development with regard to athletics and his/her particular sport, but will also, when possible, participate with the entire school community in ongoing training in Ignatian thought and spirituality.

2) Background Check/Information Sheet

All faculty, staff, and coaches will undergo a criminal background check at the time of hire. The Director of Athletics will provide a release for coaches to sign in order for us to begin the process. All coaches should also have a completed New Coaches Packet and an executed annual contract on file in the Director of Athletics’ office.

The purpose of these steps is to provide a screen for any possible history of sexual abuse of minors and to be able to assure the diocese that we have done so. The diocese has contracted this process to the Rochester Business Alliance, which will be conducting the background check for all diocesan employees, including grammar school faculties and staffs, as well as for private Catholic school faculties and staffs. The form will be distributed at the final interview and the paperwork should be returned to the Director of Athletics as soon as possible. Aside from the standard legal requirements of confidentiality, you should be aware that the reports that come back do not become part of a personnel file, nor are they shared with the diocese. You retain your right to view a copy of the report. The signed background forms and information will be kept in a separate file in the office of Human Resources. McQuaid Jesuit is required to report the names of all our employees to the diocese.

Professionalism

All coaches will be expected to adhere to the following standards:

- Should have a fair and mature relationship toward players.
- Should teach student athletes to win through legitimate means only.
- Should work to foster an atmosphere of respect among the players, modeling that respect in all interactions with student athletes, coaches and officials.
- Should have a clearly established program for tryouts and cuts available at the beginning of each season.
- Should hold a team/parent meeting at the beginning of each season.
- Should have a schedule for practices and games/matches available at the beginning of each season; changes should be communicated to student athletes and parents as soon as possible.
- Should have a clearly established communications policy for both parents and student athletes; a school email account (accessible via the web) is highly recommended.
- Should not discourage student athletes from participating in other sports or programs out of season, nor may they hold this against students who try out for
the team. Coaches may not require students to participate in travel teams, practices, etc…out of season.

- Will not recruit student athletes. McQuaid Jesuit does not recruit for athletics. Recruiting on the part of any coach or by others on his/her behalf is grounds for dismissal.

**Practices and Game Commitment**

- Teams will not hold practices, meetings or open gyms on Sundays, unless absolutely necessary; this day should be left open as a family day and a day of worship for students. When at all possible, Sunday matches should be avoided.
- Scheduling for athletic facilities at McQuaid Jesuit should be handled through the Director of Athletics office. All sports teams should put facilities requests through the varsity head coach of their sport who will then reserve the facility through the Director of Athletics office. Please do not presume permission to use a space.
- Practices should average 2 hours on school days and students should never be held beyond 8:30 pm.

**Development of a Student athlete**

- Should train and play to win through legitimate means only.
- Should treat their coaches, teammates, opponents, referees and fans with respect.
- Should not engage in any action or course of conduct that would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
- Should develop the self-control necessary for best performance in competition and life; loss of temper and consequent fighting or abusive language is considered a failure in this regard.
- Should communicate thoughts and ideas, concerns and issues to the coaching staff and the Director of Athletics.
- Should remember that they are student athletes: academics first, sports second.
- Should be familiar with the policies on academic ineligibility and participation in athletics as contained in the Student Code of Conduct.
- Must abide by the Interscholastic Policy on Drugs/Alcohol.
- May not use the gym, field house, weight room, fields or other athletic facilities without adult supervision.

**Multiple Sport Student athletes**

At no time should a McQuaid Jesuit coach discourage student athletes from participating in other sports or programs out of season, nor may they hold this against student athletes who try out for the team. Coaches may not require students to participate in travel teams, practices, etc…out of season. All McQuaid Jesuit student athletes, parents and coaches should understand the importance of the multiple-sport student athlete to our program and support, encourage, and allow students to participate in one, two or three seasons as they so choose. It should also be understood that student athletes who are finishing one
athletic season while tryouts are in progress for another season will be given special consideration and opportunity for a delayed tryout. It is the duty of the student athlete to discuss this with his coaches well in advance.

**Competitive Goal and Approach**

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

**McQuaid Jesuit Athletic Program Procedures:**

**Coaching Levels**

McQuaid Jesuit has established a system whereby one coach is the Head Coach and he/she has the responsibility for the overall program in the sport. All Varsity Assistants, Junior Varsity, Freshmen and Modified Coaches and volunteers are accountable to the Varsity Head Coach in the design and operation of their programs. The Head Coach in turn is responsible to the Director of Athletics for the execution of all programs in his sport.

Experience and expertise will vary among coaches who are hired. It should be understood that it is shared responsibility of the Varsity Head Coach and Director of Athletics to ensure that all is being done to support the assistant coaches in their program at all levels in areas of safety and instruction. The head coach evaluates each level of his or her sport and reports to the Director of Athletics on a regular basis. No change in the coaching staff may take place without the approval of the Director of Athletics.

**Supervision**

Coaches are responsible for the student athletes under their supervision and should be present and in control of the activities taking place while student athletes are under their jurisdiction. The coach’s responsibility and jurisdiction starts at the time when the student athletes have been instructed to arrive before an activity and continues until each participant has left the practice or game site. Special consideration must be given to the Middle School student athlete. It is the coach’s duty to see that Middle School student athletes are under direct supervision until they are picked up from practices and games. If an emergency arises, the coach should see that another coach assumes responsibility.
Communication

All head coaches at each level are required to give to the Athletic Office a copy of all practice dates and times. It is imperative that the Director of Athletics receives copies of letters either handed out or sent home to student athletes and parents, especially when they include information such as practice dates and time, cost of equipment, camps, special trips, and expectations of the student athlete. These dates and times should be communicated to parents at a team parent meeting at the beginning of the season.

Announcements are read at the beginning and end of each day. Coaches may wish to communicate with a large number of students by submitting an announcement. Announcement forms are available on the counter in the Main Office and a box for completed forms is also located there.

McQuaid Jesuit also offers information pertaining to athletic schedules at the school website: www.mcquaid.org. Athletic contest dates and schedules are available at www.rcacathletics.org. The Athletic Office’s policy is to try to make daily updates before 10 a.m. and to make weather-related decisions by 2 p.m.

Practice information is relayed from the coach to the team. Student athletes will be notified as early as possible so they may notify their parents. It is the student athlete’s responsibility to convey the information to his parents.

It is our hope that by providing guidelines for parental participation, frustration and miscommunication can be avoided and each student athlete will enjoy a positive learning experience. As parents are the primary role models for their children, their modeling of good sportsmanship and leadership will positively impact each child’s experience.

Chain of communication: the proper channels of communication when concerns arise

1) The student athlete should contact the coach in an attempt to obtain answers to questions or resolve a situation. The student athlete should make an appointment to meet with the coach. This meeting should provide clarification of the issue(s) at hand and will provide an important educational opportunity for the student athlete as he advocates for himself in his conversation with his coach.
2) If questions persist and/or a resolution is not reached, the parent is to contact the coach to set up a meeting between parent, student athlete and coach.
3) If resolution is still not obtained, the parent should contact the Director of Athletics to set an appointment with the parent, coach and Director of Athletics.
4) If this meeting still produces no resolution, the Director of Athletics will arrange a meeting of the parent, coach, Director of Athletics and principal. At this meeting, the next appropriate step can be determined.

*We ask that parents and coaches refrain from meeting before or after a practice or game/contest, as meetings of this nature do not result in reasonable discussion or resolution.
Athletic Contests: Scheduling
The Director of Athletics, with the cooperation of the coaching staff, schedules all athletic contests involving McQuaid Jesuit teams. Under no circumstances is a coach permitted to alter a league or non-league scheduled contest without first consulting with the Director of Athletics. At this point the Director of Athletics will be in charge of making any necessary changes and will in turn notify that coach if those changes have been made. If a problem exists between any coach and the opposing school, the coach must communicate this problem to the Director of Athletics. No coach is permitted to contact the Director of Athletics or Principal of another school, or the league, or the Section to register a complaint without first informing the Director of Athletics.

All requests for early dismissals from school must be given to the Director of Athletics. The Director of Athletics will coordinate with the Principal’s Office to ensure a list is posted on the teachers’ bulletin board in the Principal’s office and a copy is given to the Attendance Office.

With the understanding that game re-scheduling can make early notice difficult, all such dismissals should be approved by the Athletic Director as early as possible. Once approved, an absence list should be posted in the main office.

Standards and Procedures for Athletic Participation

1. Student athlete must be academically eligible. A student athlete who has failed two or more subjects is automatically ineligible for participation in a practice session or a contest for the period of time set forth by the principal.

2. Student athletes must have submitted to the school nurse prior to each sport’s season a properly signed permission/parents/legal guardian consent/drug contract form.

3. Each participant must pass a yearly physical examination, proof of which must be submitted to the school nurse before beginning the first practice session.

4. Prior to each sport season, a participant must see the school nurse regarding recertification of his physical eligibility.

5. Student athletes sustaining injuries or significant illness must be cleared with the school nurse before returning to participation. A student athlete missing five or more days of practice for any reason must requalify by participating in one-half of the required number of practice sessions set forth by the NYPHSSAA for that respective sport.

6. Students must arrive to school by 9:00 (the end of first period) in order to participate that day in team/individual practices, games, or other extra-curricular activities. The coach/activity moderator is responsible for checking attendance in order to determine whether or not a student may participate. A student must
present a parent note and verification from a doctor or dentist’s office if he arrives late due to a scheduled appointment. These and other late arrivals that are special in nature will be reviewed by the Dean to determine athletic/extra-curricular eligibility on days in question.

7. Students who are absent on a school day preceding a non-school day contest must present to the coach a signed note from the parents indicating that, in their judgment, their son is healthy enough to participate. Failure by the student to present such a note makes the coach/activity moderator responsible for deciding whether or not a student may participate. A student who uses duplicity in order to participate will incur disciplinary penalties. All coaches and moderators are required to follow this policy.

8. Student athletes are expected to take physical education classes. Failure to attend will result in no participation in practice or game that day.

9. If a student athlete or the student athlete’s parents wish to discuss anything relating to participation on a school team, the procedure is to talk to the Coach first, then to the Director of Athletics. If needed, the Principal may be contacted next.

Health Clearance/Eligibility
Student athletes are required to have the following information on file in the nurse’s office prior to participating in any practice, tryout, or contest:

- Health History Review (also known as triplicate form), required for each sport.
- Health Appraisal Form
- Current Physical, which is valid for one calendar year.

*Student athletes are required to turn these forms into the nurse’s office; forms should not be turned into coaches or the athletics office.

Further details regarding “requirements for participation in a sport” can be found on our website (www.mcquaid.org). From our Homepage, go to “Offices and Services” then to the “School Nurse” site. From this spot, you can also download required sports forms.

McQuaid Jesuit has a full-time athletic trainer on staff and available for athletic medical needs. We encourage you to inform our Director of Athletics and your coach as soon as an injury occurs, so appropriate treatment may commence immediately. They will inform the athletic trainer and nurse if the trainer and nurse are off duty at the time of the injury. McQuaid Jesuit has an accident report form that must be completed by the coaches and delivered to the nurses immediately following an accident or injury.

When a student athlete has had a significant illness or sustained an injury and is under the care of the trainer or a physician, the student may not return to practice or competition without authorization from that person and our school nurse. A final clearance from the school nurse is required before returning to sports participation. An student athlete missing five or more days of practice for any reason must requalify by participating in one-half of the required number of practice sessions set forth by the NYPHSAA for that respective sport.
Our school nurses can be reached at 256-6126. Our school nurses are Christine Jones, R.N., B.S.N.
Pat McDonnell, R.N., M.S.N.

First Aid and Injury

All coaches are required to complete First Aid for Coaches, CPR and AED training as mandated by New York State. A copy of the current certification cards must be given to the Director of Athletics.

It is the responsibility of each coach to see that a stocked emergency first aid kit, ice and drinking water are available at all times. First aid kits may be checked out from the training room. Coaches are responsible for bringing kits to the training room should they need restocking. Coaches should have their medical kits at all practices and competitions and should return them to the head trainer the day after the last competition.

It is the responsibility of the coach to see his student athletes have access to water. Water bottles may be used at practices or games, but it is still the responsibility of the coach should a student athlete not remember to bring a bottle. Water breaks should be given at least every 20 minutes, or sooner if a student athlete communicates a need.

Automatic External Defibrillators (AED’s) are located in the nurses’ office and in the gymnasium hallway near the entrance to the residence. AEDs are available to the coaches during all events, both home and away.

Coaches should speak directly to an athletic trainer, should they have any questions regarding the injury status of one of their student athletes.

Rosters
Each coach must supply the Athletics Office with a list of students who are on a team beginning with the first day and updated every time there is a change. Once the team has been selected and finalized, please provide a copy of a typed roster to the Director of Athletics’ office as soon as possible. A downloadable form is available at under the “Forms” tab under “Athletics” at www.mcquaid.org. Please fill that out and email to the Director of Athletics.

Team and Individual Pictures
Team photos are taken at the beginning of the fall, winter, and spring seasons. Team and individual photographs are taken at specific times in order to meet deadlines for tournament entries, which may require photos at the time of entry.

Each coach is expected to work in a cooperative manner with the Director of Athletics when scheduling team photos and to ensure that student athletes and coaches dress and act appropriately. At the time the picture is taken it is the head coach’s responsibility to see that the student athletes and coaches are properly dressed and arranged in a way to
give good representation of the school. As many parents appreciate the opportunity the school provides for purchasing individual and/or team pictures, each coach should allow enough time for student athletes to have individual pictures taken.

**Team Celebrations and Recognition**

**Banquets**

- All McQuaid Jesuit sports banquets are held in the school cafeteria and are either catered by Sage Dining Services, comparably priced catering services, or are ‘pot luck’ by design. Banquets may be held on the weekends (Saturday or Sunday) or during the week, within the confines of the school’s availability (M-F until 9:30 pm, Sat 5:30 am – 5:00 pm, Sun 10 am –2:30 pm). Banquets held on a weeknight should take into consideration the academic workload of the students. Student athletes (and their families) are not obligated to attend any athletic banquet.
- Middle School teams are honored at a celebration during the school day, once for each sports season (fall, winter, spring).
- Contact the school receptionist to make reservations for facilities such as the cafeteria, the chapel or the auditorium. Please do not presume permission to use a space.

**Senior Night**

- Parents of senior student athletes are honored at the final home game of each season. Please notify the Athletics Office at the beginning of your season what contest will be your senior parent night. In order to prepare for this night, the athletics department must have a roster of the seniors that includes the number of senior student athletes, each of their uniform numbers, and their parents’ names, at least one week in advance of senior night.

**Awards**

The Athletic Department gives the awards listed below at a student assembly at the end of each school year. Nominations for these awards are send out via email to coaches in the spring.

**The Royden Smith Jr. Memorial Award** honors a fine runner from the class of 1984 who died shortly after his graduation. The award is given annually in the form of a $700 tuition reduction to a deserving cross-country runner.

**The Sportsmanship Award** is given to the senior who, through his participation in interscholastic athletics, has demonstrated to coaches and teammates, to visiting players, and to spectators the highest standard of good sportsmanship, ethical conduct and fair play.

**The University Award for Excellence in Academics and Athletics** reads: “By his efforts and accomplishments over four years in academics and athletics, the winner of this award has demonstrated the harmony, value and achievability of excellence in both
physical and mental pursuits. By developing his abilities in cooperation with his teachers, coaches and fellow students, he has realized for himself and exemplified for others the working goals of McQuaid Jesuit High School in the context of unselfish spiritual and moral motivation.”

**Spiritual Life**
- Each varsity team/program will have at least one Mass per season.
- Each team/program will engage in at least one service project per season. (Please contact the Campus Ministry office if you are in need of service opportunities.)
- Teams should pray before each game or match; this prayer may be led by the coach, team captain(s) or a volunteer among the players.
- Mr. Nathan Drahms, Director of Campus Ministry, can assist teams that wish to hold a retreat during the course of the season or the year.

**Facilities**
McQuaid Jesuit Athletic Facilities include a lighted competition playing field (for soccer, lacrosse, rugby, and football), a six-lane all-weather track, a fieldhouse with three courts and track, a gymnasium, a fitness center, a film room, a wrestling room, a training room, two baseball field, five game/practice fields, and four tennis courts.

Safety is of primary concern regarding facilities. Concerns for the safety of a facility should be brought to the attention of the Head Varsity Coach and Director of Athletics immediately in written or e-mail form. Do not continue an activity or modify the activity if an unsafe situation is determined. Only return to full use of a facility once it has been determined to be safe.

The cleanliness of the indoor athletic facilities is the responsibility of the McQuaid Jesuit Housekeeping Department and the outdoor fields are the responsibility of the McQuaid Jesuit Grounds Crew. Concerns about cleanliness of the athletic facilities should be brought to the attention of the Director of Athletics.

Use of these facilities by teams other than for McQuaid Jesuit athletic practices or games is prohibited without authorization from the Director of Athletics.

Any request for facility usage must be scheduled through the Director of Athletics’ Office. Facility usage for sports teams is directed through the varsity head coach of each sport.

**Strength and Conditioning**
Every student athlete, parent, and coach should understand that strength and conditioning work is a primary tool for achieving success in all athletic programs. All student athletes are encouraged to participate in a workout program both in and out of the season of their sports. Workout programs are designed by the McQuaid Jesuit strength and conditioning coach and should be executed in the McQuaid Jesuit Fitness Center, located at the rear of McQuaid Jesuit’s cafeteria, for the most consistent results.
It is necessary for the strength and conditioning staff to provide guidance for the student athletes during their workout, which decreases the risk of injury and ensures that the correct form and technique are being used.

The McQuaid Jesuit strength and conditioning program will follow the guidelines of the NSCA (National Strength and Conditioning Association). The NSCA is a professional organization that continuously researches adolescent strength training and provides functional information that we apply to our program. All strength and conditioning activities are closely supervised and monitored by a scheduled McQuaid Jesuit strength and conditioning staff member or adult. At no time is an individual to work out in the Weight Room without constant, authorized supervision.

McQuaid Jesuit Fitness Center Rules

1. There is absolutely no food, drink, or gum allowed in the room except for water.

2. Proper workout attire must be worn. This includes shorts or workout pants, t-shirt or sweatshirt, socks, and dry sneakers. Jewelry must be removed. No cleats allowed.

3. Do not bring personal belongings (book bag, purses, etc.) into the room. Leave all personal items in a classroom or in a locker. We will not be responsible for items taken or lost.

4. Users of the room must sign in upon arriving and sign out upon leaving in the log booklet. Teachers or coaches who bring their groups in to the room should simply sign the class or team in and out and the number of participants during that time period.

5. Please wipe down equipment after you use it. Disinfectant wipes/spray are provided in the room for this purpose. You may also bring a towel with you if you wish.

6. Absolutely no horseplay is allowed. All behavior must be appropriate and responsible.

7. Performing a proper warm-up and stretching before your workout is highly advised.

8. Use all machines properly and always work with weights that are within your ability. Do not attempt to lift weights that are way too heavy for you. Follow your prescribed weight lifting protocol.
9. Music equipment is available and encouraged to be used during workouts as long as the teacher or coach allows its use. iPod’s and other portable devices are allowed upon the discretion of the supervisor.

10. Absolutely no dirty, muddy or wet sneakers are allowed.

11. Please notify the supervisor if you notice any equipment in need of repair.

12. Always use a spotter when using free weights and be sure pins are securely in place when using machines.

13. Never drop or slam your weights when you are done. Bumper plates are an exception.

14. Always put your weights away to their proper location when you are done using them. Do not leave them on the bars, machines, or leaning against things.

15. Use secure collars when using free weights to prevent weights from sliding.

16. Look around you before you attempt any lift to be sure the area is clear.

17. When using dumbbells, be sure the floor around you is clear of any other weights.

18. There may be a time limit put in place for cardiovascular equipment when people are waiting.

19. Report any injuries immediately to the supervisor.

20. Violations of these rules may result in loss of room privileges.

*Full Rules and Guidelines for Fitness Center use can be found at www.mcquaid.org.

Public Relations and Media Reporting

It should be emphasized that positive public relations for sports at McQuaid Jesuit is provided by student athletes, coaches, and the spectators who set good examples for others to see. The school’s sports image is an outgrowth of the attitudes and behaviors we display.

In promoting public relations each coach is responsible for information concerning his/her team. It is the athletic department’s policy for the “home” team to call in game results to the newspapers and television stations immediately after the conclusion of a contest.
Fundraising
No team may engage in any fundraising activities without the prior approval of the Director of Athletics and the Vice President for Advancement.

Transportation and Travel
Transportation:
McQuaid Jesuit parents are often required to provide transportation to athletic practices and contests. Parents will be notified with as much advance notice as possible if their assistance is needed in transporting our student athletes. Student athletes should drive themselves to an event only with the prior approval of the Coach, Head Coach, and/or Director of Athletics.

No student with a learner’s permit may drive a car with other students, even if a parent is present. Students should not drive other students without parental permission. While we cannot be responsible for who rides with whom to and from school, when we require transportation with other students (MAGIS, field trips, athletic practices or games) there needs to be a permission form on file. Transportation consent for athletics is noted on the bottom of the triPLICATE form. Please be aware of those permissions.

Request for transportation for teams needing chartered bus transportation must be approved and scheduled by the Director of Athletics. A Coach of a given team must accompany the team on all trips to and from the school parking lot and is responsible for their safety as well as their conduct.

McQuaid Jesuit reserves the right to discipline students who fail to observe established rules and regulation while traveling as a team on school or charter buses. Students should always behave in a manner consistent with the environment of McQuaid Jesuit while riding the school buses.

Travel:
- The Director of Athletics, the Dean of Students and the Principal must approve all overnight travel involving McQuaid Jesuit student athletes, in advance. Any multi-night travel (for tournaments, etc.) must be approved at least one month in advance (with the exception of Sectional/State Playoffs). A detailed itinerary (hotel, mode of transportation, chaperones, etc.) should be submitted with the request.
- If team travel occurs on a Sunday, provision must be made for the student athletes to attend Mass if they so choose.
- Student athletes may not miss class time for athletic competition without the prior approval of the Dean of Students.
• Coaches may not give permission for student athletes to be late for school or to be absent from school the day after travel or an athletic competition without the prior approval of the Dean of Students.
• Coaches/student athletes may not transport students in their own vehicle without the prior consent of the student athlete’s parents or guardians.
• Coaches or adult chaperones (other than a student athlete’s own parent[s]) are never to share a hotel room with students.
• Bus transportation to and from an event should be encouraged as appropriate. **Coaches must ride the bus to and from an event with his/her team.**

**Van Use and Maintenance**
McQuaid Jesuit has one activity vehicle for activities and athletics use. A coach, moderator or director may reserve vehicles and obtain its keys from the Director of Athletics’ Office. Before reserving a school vehicle you must fill out paperwork with the treasurer’s office to be approved by our insurers. If you are taking the activity vehicle, you will need to see Drew Dennett for a quick tutorial.

DOT requires that all van drivers provide detailed reports EVERY TIME they use the school vans. Van usage forms can be picked up in the athletics office.

The van policy is as follows:
1) Reservations must be logged on a van calendar located in the Director of Athletics’ office.
2) When the key is picked up on the reserved date, a Mandatory DOT Driver Report Form will be issued.
3) Physical check of the vehicle must be made both inside and outside before leaving with the van. Any issues must be logged with the Athletics Department BEFORE you take the van. These issues will be addressed with the person who last had access to the van.
4) If problems are encountered during the trip (problems with brakes, wipers, any caution lights indicating service needed, etc.) they too should be reported. If not, you will be held accountable for any damage, vandalism or disgraceful trashing.
5) Each team should be held accountable for cleaning the van after each use.
6) The van should always be returned with a full tank of gas. Reimbursement for out-of-pocket van gas purchase is obtained from the Treasurer’s Office. Original gas station receipt is required for a petty cash reimbursement.

Note: Privileges for van usage will be suspended or revoked if the procedures are not followed. All coaches are to be considerate of other’s needs. Please return the van on time and in a neat and clean condition. Please check schedule to see that times do not overlap. Failure to do so will result in the suspension of all privileges.

**Uniforms and Equipment**
Uniforms, equipment and supplies are issued directly by coaches to team members. It is the responsibility of the coach not to use equipment if it is faulty or presents a safety problem. Team members are to be instructed in the proper use, care (washing), and
maintenance of their equipment at the time of issue. Equipment should be returned in good condition. This is particularly important for safety equipment. Uniforms may be worn only during practice sessions and interscholastic contests. However, if school policy permits, teams may wear jerseys on game days only. At no time are student athletes to wear school issued uniforms or equipment for gym classes, work, or social events.

It is the responsibility of the coaches to record all equipment and uniforms issued to team members. Coaches are to see that game and practice uniforms and equipment are properly cared for and not abused. Uniforms are to be worn at scheduled times only. Team members must return uniforms, equipment and supplies to respective coaches at the end of each season in a timely fashion. Failure to do so will result in the student reimbursing the school for items damaged, lost, stolen or for whatever reason, not returned. Cost of damaged, lost or stolen uniforms will be charged to the student. No final report cards or transcripts will be mailed until all uniforms and equipment are returned or paid for.

Coaches who are outside the school will not receive the final stipend payment until all inventories are returned to the Director of Athletics.

Security
McQuaid Jesuit has always been a safe environment. However, valuables should never be left unattended and should be locked away at all times. Coaches should remind students on numerous occasions to lock their valuables away and take precautions concerning their personal items.

Locker Rooms
All coaches are to supervise their respective locker rooms following a game or practice. The coach should be the last one to leave the locker room. No coach should leave the building until his/her locker room is empty.

Only players, managers, coaches, Director of Athletics, and administration of McQuaid Jesuit will be permitted in the locker rooms after games. It is the responsibility of the coach to see that all other people are kept out.

Any student tampering with another's locker will receive an appropriate penalty. Even if the tampering was done in jest, it will not alter the case.

Keys
The Director of Athletics issues keys to coaches. These keys are to be used only in the direct execution of duties involved with that sport and by duly authorized personnel. Coaches are directly responsible for all keys placed in their possession. At the conclusion of the sport season, the coach will return the keys immediately. At no time are duplicate keys to be made. Outside Coaches will NOT receive the final stipend payment until keys are returned.

At NO TIME should a coach give his/her athletic keys to a student.
It is the responsibility of the coaches to be sure that equipment, playing fields and athletic area doors by the gym and weight room are secured at the end of all practices and contests. If any other entrances are unlocked for athletics purposes, please be sure that they are secured at the time of departure.

Lost & Found
If a student finds anything, which belongs to another student, he is to turn it in to the Dean of Students immediately. If the school is closed, the items should be given to the coach or Director of Athletics for safekeeping until it can be turned in to the Dean of Students office. Possession of the property of another student or teacher without the expressed permission of that person will be regarded as theft and makes that student liable to expulsion.

Budgets
All coordination of budgets and purchasing are the responsibility of the Director of Athletics in conjunction with the Varsity Head Coach. Budget request forms are submitted by the coaches to the Director of Athletics in November for the following school year and are approved in March or April. Adherence to board approved operating budgets is mandatory.

Evaluation of Coaches
The Director of Athletics in accordance with his job description will conduct the evaluation of McQuaid Jesuit Head Coaches. The basic purpose of this evaluation is improving the instruction that our student athletes receive. It will assist in providing information necessary to make an objective assessment of the performance of a coach that will assure that quality coaching is a responsibility that is shared by the entire coaching staff and the Director of Athletics. The Director of Athletics and Head Coach will conduct evaluations of Assistant Coaches. The Coach will have an active part in the evaluation, in that he/she must do a self-evaluation and then attend an evaluation process. This meeting will take place at the end of the season.

Student Discipline:

Standards and Procedures for Athletic Participation
- Students must arrive to school by 9:00 a.m. (the end of first period) in order to participate in team/individual practices, games or other extra curricular activities. The attendance list is emailed each day to coaches. The coach is responsible for checking attendance in order to determine whether or not a student may participate.
- Coaches should be familiar with the Academic Handbook/Student Conduct Code, especially regarding issues of eligibility and the alcohol/drug policy for student-athlete students.

Conduct of Fans and Student athletes at School Athletic Events
McQuaid Jesuit is famous for its tremendous school spirit, a spirit that is noted by anyone who visits the school or attends one of its athletic contests. As the players on the field have a responsibility to do their very best, so also do the fans in the stands. Fan support is best when it is loud and positive; it should also be good-natured and sportsmanlike.

Booing, taunting or riding an opposing player or fan or a game official is unacceptable on any field or in any gym. Cheers, chants, or signs or gestures that are obscene, mocking or derogatory are not reflective of the spirit for which we are famous and should never be heard nor seen from a McQuaid Jesuit cheering section. The Dean will meet with any student when his behavior before, during or after a game serves to discredit or to embarrass the school in any way. Serious offenses can lead to prohibition from future attendance, disciplinary probation and expulsion.

Student athletes are responsible for displaying sportsmanship and representing McQuaid Jesuit in a way that reflects positively on the school community. Accordingly, student athletes displaying unsportsmanlike conduct in an interscholastic contest are subject to disciplinary penalties put forth by the Dean in addition to penalties imposed by a team.

McQuaid Jesuit Emergency Contact Information
Below is a list with the cell phone numbers for all building administrators. In the event of any accident, serious injury, or crisis to a student you should contact the Director of Athletics. If he cannot be reached you should contact a school administrator as soon as possible.

Mr. Adam Baber, Principal 585/370-1916
Mr. Andy Cavacos, Dean of Academics 585/370-5724
Mrs. Janet Dacey, Dean of the Middle School 585/749-1093
Mr. Christopher Parks, Dean of Students 585/739-3106
Mr. Matthew E. Thomas, Athletic Director 585/370-7632
Mr. Drew Dennett, Director of Buildings and Grounds 585/370-9045

A crisis is not limited to major catastrophes, such as a fire, the death of a student on campus, or a major scandal. A crisis is a situation, which requires an immediate and coordinated action. It also is a situation, which will have a significant impact on the operation of the school or affect how its audiences view it. The President/Principal should make the decision that the situation deserves the crisis rating.

All media contacts and public statements should be handled by the appointed spokesperson. All other crisis team members shall refer media to the spokesperson and refrain from public comment.
Class Attendance

College Visitation Absence

Seniors are allowed two days of absence for college visitation. Juniors are allowed one day during the second semester. Prior to the absence a "College Visitation Form" must be completed in the Dean's Office and a note from the student’s parents must be submitted to the Principal's Office. Approved college visitations will not affect a student's perfect attendance record.

Dentist/Doctor Appointments

At times it may be necessary to schedule dental or medical appointments during the school day. If a student arrives at the beginning of the school day and then needs to leave school early, he should bring a parent note to the Dean’s office before homeroom to get permission and a yellow pass releasing him from class. Before leaving the building, the student should sign out at the Dean’s office.

A student returning to school from an appointment must sign in at the Dean’s office. If a student has not been in school at the beginning of the day and is arriving after an appointment, he should submit a parent note and verification of the dentist or doctor appointment, if necessary for athletic eligibility.

Planned Absence

Any student planning to be absent on a certain day must have that absence approved in advance by the Dean of Academics. The request for the planned absence, signed by the student’s parents, must be made in writing (fax or note, not e-mail) to the Dean of Academics five school days before the planned day of absence. Failure to request permission beforehand may result in disciplinary and academic penalties. New York State Education Law restricts the types of approved absences to situations such as illness, death of a relative, etc. Absences for travel, vacation, etc. are unapproved, and teachers are not obligated to provide make-up work for such absences. Teachers will not provide make-up work or allow a student to take a quiz or a test prior to an absence for travel or

Serious Misconduct

Fortunately, serious violations of school rules are relatively rare, and it is neither necessary nor desirable to attempt to list all of them. Some, however, deserve special mention.

Anti-Harassment Policy

As a Jesuit institution, McQuaid Jesuit High School follows an educational tradition, which is based on respect. As stated in Go Forth and Teach: The Characteristics of Jesuit Education, “School policy and school life encourage mutual respect; they promote the
human dignity and human rights of each person, adult and young, in the educational community” (32).

All members of the academic community of McQuaid Jesuit, whether faculty, student or staff, are entitled to an environment where the pursuit of common goals is free from the chilling effects of harassment. The harassment of others because of religion, race, gender, national origin, age, color, physical or mental disabilities, or sexual orientation is a form of discrimination. It creates a hostile, offensive and intimidating environment that interferes with work or study. It contaminates the atmosphere of trust that must exist in a school environment to foster independent, creative learning.

This includes sexual harassment. Sexual harassment is against the law, and McQuaid Jesuit will not tolerate sexual harassment of any student, faculty member or other employee. Sexual harassment includes such behavior as unwelcome physical conduct, sexually explicit language or gestures, which can include uninvited or unwanted sexual advances. It also includes conduct that creates a hostile, intimidating or offensive overall environment, which can include the presence of sexually explicit photographs or other material and the telling of sexual stories.

Students or employees who feel that they have been subjected to any of the above types of harassment should report the matter to the Principal or to a Dean. Any student or employee who is aware of someone else being harassed in any way in the school by another student, a faculty member or other employee should also report the matter to a member of the administration. If a complaint is made, the school will promptly investigate the allegations; and if the facts support the complaint, immediate action will be taken, including, but not limited to, discipline, warning, suspension or dismissal of the offending student or employee. The President of the school will serve as a source of appeal.

The complainant may be requested to submit a written statement describing the specific action or words. No retaliation will be made against an individual who makes a legitimate complaint or against any witness who reports an incident of harassment, regardless of outcome. Confidentiality will be maintained as much as possible. Dissemination of information will be strictly limited to those persons with a need to know in order to protect the identity and the rights of the parties involved.

**Behavior**

McQuaid Jesuit students must be conscious of their behavior and how it affects the school environment. Boisterous behavior, such as pushing and shoving, loud talking, whistling, and similar disturbances, is not consistent with the educational environment at McQuaid Jesuit and is not allowed. Gambling and card playing of any form are prohibited on campus. Throwing snowballs, because of the potential for both physical and property damage, is prohibited on campus. Students are always expected to be respectful of others. This is especially true at school Masses, Penance services, assemblies and other school activities. Fighting and/or harassment on or off school grounds is strictly forbidden. Students who are involved in a dispute should bring the
problem to the Dean of Student for settlement. Causing or engaging in a fight can result in the most serious of disciplinary actions.

**Alcohol & Drugs**

Alcohol and drug abuse are serious societal problems. McQuaid Jesuit believes in educating the whole person and consequently feels obligated to educate the students to the dangers related to alcohol, drug and substance use and abuse.

Any student involved in the distribution and/or sale of alcohol, marijuana, controlled substances, any mood altering chemicals/drugs, tobacco, electronic cigarettes, or associated paraphernalia is subject to immediate expulsion.

Any student using and/or possessing any of these above mentioned substance or paraphernalia or manifesting their effects at school or at any school-related activity will be suspended from classes and/or sent home. The student's parents will be notified, and he will be barred from classes and all school activates until the school administration has deliberated and a parent-administrator conference has taken place. If this is the student's first offense, he will, at a minimum, be placed on Disciplinary Probation, serve ten days of JUG, and a professional screening/evaluation (by an agent approved by McQuaid Jesuit) of his involvement with substances will be required. Any cost associated with this screening/evaluation is the responsibility of the student and his family. Arrangements to complete this screening/evaluation must be made within 10 days of the incident, and release of the result of the screening/evaluation to the school is required. Failure to do so will result in the student’s dismissal from McQuaid Jesuit. Furthermore, the student will be required to adhere to any and all recommendations and treatment from the results of the screen/evaluation, again at his own expense. The adherence to the recommendations of the screening/evaluation is a part of the student’s probation, and any violation or deviation from them is grounds for immediate dismissal from McQuaid Jesuit. Likewise, the student will be subject to locker, vehicle, and personal possession searches at the discretion of the dean for the remainder of time that the student is enrolled in McQuaid Jesuit.

Repeated use, abuse, or possession of alcohol, marijuana, controlled substances, any mood altering chemicals/drugs, tobacco, electronic cigarettes, or associated paraphernalia makes a student liable to expulsion.

The school may require students to submit to a Breathalyzer test if recent use of alcohol is suspected. Failure to submit to the test will invoke the above policy and may result in expulsion.

**Student athletes who violate the alcohol/drug policy in season are also subject to the athletic policy on drugs and alcohol.** See Below.

**Interscholastic Athletic Policy on Drugs/Alcohol**
1. If a student athlete on an interscholastic athletic team is found by a teacher, administrator, coach, or officer of the law to have been in possession of or under the influence of alcohol, mood-altering drugs, or steroids during the season (the season is defined as the first required team practice through the last team practice, game or event), the following sanctions will be invoked:

2. First Offense: The student athlete’s name will be reported to the Athletic Director and the Dean of Students and a letter will be sent home notifying the parents that the student athlete will be suspended from interscholastic competition for a period of no less than 25% of the total season’s competition*, immediately subsequent to the offence. The student athlete must submit to a professional chemical assessment by an accredited agency approved by the school. Release of the results to the school is required.

3. Second Offense: The student athlete’s name will be reported to the Athletic Director and the Dean of Students and a letter will be sent home notifying the parents that the student athlete will be prohibited from participation in interscholastic athletics for one calendar year from the date of the offense.

4. The above athletic sanctions do not supercede or replace penalties that may be imposed via the Student Conduct Code or additional sanctions from an individual coach. McQuaid Jesuit regards involvement with drugs or alcohol to be a serious violation that normally results in penalties including suspension, probation or even expulsion.

5. Any student athlete wishing to appeal an athletic disciplinary action must submit a written request, to the Principal, within one week of the notification of disciplinary action. This request must include the reason(s) why the infraction should not be disciplined as outlined.

6. Any referral initiated by a family member of the student athlete himself will not lead to any athletic disciplinary action as long as the student athlete agrees to cooperate with an appropriate in-school assessment of his situation.

*During the suspension period, a student athlete may attend athletic events, but may not wear team attire or stand/sit with the team.

**APPEAL PROCESS:**
Any student athlete wishing to appeal an Athletic Disciplinary action must submit in writing to the Principal of McQuaid Jesuit, within two days of the notification of the disciplinary action, the reason(s) why his training infraction(s) should not be disciplined as outlined.

**Discipline**
Coaches are in charge of the ordinary discipline of their teams. The student athlete is expected to comply with whatever regulations or disciplinary measures the coach may
impose. Faculty, Staff members and Coaches should always be addressed in a polite and respectful manner. Arguing with a teacher, staff member or a coach in the presence of other students is at variance with the conduct expected of a McQuaid Jesuit student. Open defiance, disrespect or insubordination to any teacher, coach or staff member could result in suspension or expulsion. Before any such problem might arise, the student is to maintain courtesy toward the teacher. At the end of the athletic activity, if need be, he may consult with the Director of Athletics for mediation of the problem.

McQuaid Jesuit reserves the right to discipline students who fail to observe established rules and regulation while traveling as a team on school or charter buses. Students should always behave in a manner consistent with the environment of McQuaid Jesuit while riding the school buses.

The following is a partial list of infractions that make a student liable to be expelled:

A. Stealing anything or "holding" property of another student.
B. Possessing an unauthorized school key.
C. Destruction of school or personal property.
D. Disruption of school activities, e.g., false alarms, smoke bombs, stink bombs.
E. Doing anything that endangers the good name or reputation of McQuaid Jesuit, whether on or off the school premises.
F. Endangering the well being of any person (e.g., bringing any weapon to school, setting off firecrackers).
G. Repeated use or possession of alcohol, marijuana, controlled substances or nonprescription drugs.
H. The sale of controlled substances.
I. Open disrespect, defiance or insubordination to any teacher or staff member.

**Smoking/Tobacco Products**
Monroe County prohibits smoking in public buildings, including schools. In addition we at McQuaid Jesuit are very mindful of the dangers and hazards of smoking. It is our understanding that responsible education includes health education and creating an environment for the same. In order that we might exercise responsible leadership that helps us learn of the dangers of smoking to smokers and non-smokers alike, smoking is not permitted in the school building or within 100 yards of the school boundary at any time. The use of other tobacco products, such as chewing tobacco, "Skoal," etc., is similarly prohibited.

**Dress Code**

When students are traveling to an away contest either in or out of town, they are expected to dress in an appropriate way as set by the Head Varsity Coach of each program in coordination with the Director of Athletics. Since team members are representing McQuaid Jesuit, each coach will stress the importance of appearance at all athletic contests.
On the day of an interscholastic game (or Friday before a weekend game), student athletes may wear team attire in lieu of suit coats. Team captains should designate which piece of attire will be worn (e.g. jersey, warm-up jacket), and get approval from the Dean of Students at the beginning of the sports season.

**McQuaid Jesuit Honor Code**

The Society of Jesus proclaims that the service of faith through the promotion of justice is the mission that must be integrated into each Jesuit work. As such, it is integral to the McQuaid Jesuit community that a formal honor code be instituted and enforced by the student body. Upholding McQuaid Jesuit’s Honor Code shall be the goal of every student.

- **Honesty**
  McQuaid Jesuit students will embrace honesty in all that they do. Under their Jesuit teachings they will never take part in any form of lying, cheating or stealing.

- **Integrity**
  In all actions McQuaid Jesuit students will maintain honor and pride in their school. They will strive to preserve a reputation consistent with their Jesuit tradition.

- **Brotherhood**
  McQuaid Jesuit students will not undermine their brothers and will continually strive for harmony within their community. They will be “Men for Others” both inside and outside of the school community.

- **Respect**
  McQuaid Jesuit students will foster a community of respect towards their school, teachers, administrators and brothers.

- **Justice**
  McQuaid Jesuit students will strive for fairness and equality in all of their actions.

**Getting to Know Your Student athlete**

**Cura Personalis**, care of the individual, lies at the heart of Jesuit education. The care of individuals begins in the classroom, but extends to all aspects of a student’s participation in the McQuaid Jesuit community. While we expect and trust that adults involved at McQuaid Jesuit are concerned and caring, it is also true that some types of crises call for active intervention and the involvement of additional adults at the school. This memo on policies and procedures attempts to spell out broad categories of student crises and our communal response to those. Unless otherwise indicated, it is expected that all adults at McQuaid Jesuit will understand and follow these procedures when situations arise that require intervention.

**Confidentiality**

Students never lose their right to share information with responsible adults and to have confidential information treated appropriately. Adults may also be informed about conditions and situations affecting students by parents or school officials. Such
information is restricted to personal use in order to aid a student (e.g., the knowledge that a student is subject to epileptic seizures). There are also times when administrators cannot provide an explanation for a student’s absence in light of confidentiality. While there is a necessary gray area to what information can and cannot be shared, we need to treat all personal information carefully. There are three levels of confidentiality, which need some explanation:

a. Information that Cannot be Shared
   When a student is absent for a lengthy period of time it is natural to be concerned about the student. Usually, the reason for the absence can be explained and appropriate concern can be shown (e.g., a death in the family, an operation). In instances when a reason cannot be offered (e.g., an indefinite hospitalization for a non-physical illness), please accept as administrative code any notice that a student is absent “due to serious personal reasons.” If and when further information can be made available, it will be.

b. Information that Cannot Remain Confidential
   Faculty and staff members learn a great deal from students in conversation, from observation, and even from other students. When an adult knows or suspects that a student has been harmed, may be of harm to himself, or may be of harm to others, that information cannot remain private. There are both moral and legal obligations to make such information known to designated school officials. Such information includes a student’s involvement in or suspicion of:
   - Physical or sexual abuse
   - Suicidal tendency
   - A tendency toward violence to others
   - Substance abuse
   Additionally, it is expected that noticeable changes in a student’s behavior or mood would be made known to a guidance counselor, as well as any knowledge of the death of a friend or family member.

c. Student Medical Information
   The school nurses retain medical information. The one exception is the triplicate form. Triplicate forms are filed in the nurse’s office, with the head coaches and with the Director of Athletics. The nurses will provide to the Dean of Academics a list of any known student health concerns, which might impact the aid, a staff member, could or should provide in an emergency (e.g., the fact that a student is a diabetic and might need to eat during a class period). The Dean of Academics will determine which information will be given to counselors and teachers through a confidential memo at the beginning of each academic year. A copy of the list will also be kept by the Dean of Students and the Dean of the Middle School and may be checked against any list of students traveling to a McQuaid Jesuit event.
Specific Crises

a. Suspected Physical or Sexual Abuse
Pursuant to New York State law, McQuaid Jesuit must report all instances of reported abuse to the state for follow-up. A faculty or staff member who has a suspicion or evidence should speak to the appropriate administrator (Dean of the Middle School, Dean of Students, or Principal) as soon as possible. The administrator will ask the student’s counselor for input. After consultation, either the administrator or the faculty/staff member will phone in the report: 800-342-3720. The fact that a report has been made will be communicated to the student’s counselor.

b. Suicidal Ideation or Tendency
The responsible adult who suspects a student is experiencing this sort of crisis should inform the student’s counselor as soon as possible. If a student is actively discussing this with an adult, the adult should escort the student to a counselor.

After ascertaining the condition and intention of the student, the counselor will make the conversation known to an administrator (the Principal, or in his absence, Dean of the Middle School or a Dean). The administrator, together with the counselor, will plan to inform a parent and will determine whether or not a student should be required to seek outside assistance before being allowed to return to McQuaid Jesuit. If it is determined that outside assistance is required, the student may not be released from McQuaid Jesuit except into a parent’s custody.

If it is determined that outside evaluation and/or intervention is required, the student’s parents will provide the Principal with a letter from the outside evaluator clearing the student’s return to school and reporting that he does not currently pose a danger to himself or others.

c. A Tendency Toward Violence to Others
The responsible adult who suspects this in a student should make the suspicion known to the Dean of Students, the Middle School Administrator, or the student’s counselor. The person notified will notify the corresponding counselor or administrator. Depending on the nature of the concern, the counselor and/or administrator will interview the student as soon as possible. A recommendation for action or follow-up will be made to the Principal.

d. Substance Abuse
Distinctions are to be made here among students who appear to be under the influence, students who are rumored or suspected to be providers of illegal substances, and students about whom there is concern of substance abuse away from school grounds. In the first case, the faculty or staff member should bring the student to the Dean of Students or the Middle School Administrator immediately. In the second case, the information should be
brought to the appropriate administrator as soon as possible. In the third case, the information should be brought to the student’s Guidance Counselor.

Sale, possession, or use of illegal substances at school events or on school property is initially a disciplinary concern and will be treated as such. The disciplinary issues will be handled by the Dean of Students or the Dean of the Middle School. At some point in those discussions, the student’s counselor will be brought into the process as the appropriate official to provide support and follow-up for a student in treatment. If a counselor or other official is convinced that a student has a substance abuse issue outside of the school setting, he will share that information with an administrator. Together they will decide whether contact with a student’s parent is required and whether or not outside intervention is recommended.

e. Death or Serious Family Illness
Both because of their impact on a student and because of our Christian obligation to visit the sick and comfort mourners, faculty and staff should be sure to mention serious illness or death of students’ family members to the student’s counselor. The counselor will inform others in the community so that proper support can be provided.