

**MCQUAID**



**JESUIT**

*2018-2019*

*Academic Handbook & Conduct Code*

## 2018-2019 McQuaid Jesuit Student Handbook

### Contents

<b>Mission, Core Values, History &amp; Profile of the Graduate at Graduation</b>		4 - 5
<b>Academic Policies and Practices</b>		5 - 16
Grading and Honors Policies		5 - 7
Required Courses, Remediation, Ineligibility, Academic Probation,		
Participation in Commencement, Grading System, Honors,		
Class Ranking, Academic Year		
Academic Policies		7 - 11
Academic Letters, Course Changes, Flex Period,		
High School Program, Middle School Program, Homework,		
National Honor Society, Schoology, Testing Limits, Textbooks		
Middle School Philosophy and Approach, Academic Policies		11
Students who Learn Differently		12 - 14
Learning Disabilities, Documentation, Accommodations,		
Accommodations McQuaid Jesuit Can Provide,		
Other Accommodations, Accommodations Not Provided		
Miscellaneous		14 - 16
Counseling, Facilities, Finances, Health & Medications,		
Parents' Mini-Class Night, Parent-Teacher Conferences,		
Snow Closing, Student-Parent-School Communications,		
Transportation, Video/Photo/Information Release		
<b>Student Conduct Code</b>		16 - 32
Introduction and General Behavior Guidelines		16
McQuaid Jesuit Honor Code		17
Attendance Policies		17 - 19
Absence, All Appointments, Class Attendance,		
College Visitation Absence, Dentist/Doctor Appointments,		
Planned Absence, Semester Exam Absence Tardiness, Truancy,		
Teacher Absence		
JUG		19 - 20
Transfer of JUG		
Dress Code		20 - 22
Hairstyles, Hats, Jewelry, Dress Code, Dress Down,		
Varsity Letter Sweaters		
Behavior		22 - 24
Anti-Harassment Policy, Classroom Discipline,		
Conduct of Fans and Athletes at School Athletic Events,		
Conduct on School Busses, Extracurricular Activities		
General Procedures		24 - 27
Backpacks, Eating, I.D. Cards, Lockers/Locks,		
Lost & Found, Off-Limit Areas, Parking Regulations, Textbooks,		
Traffic Guidelines, Visits to Counselor/Nurse		
Electronic		27 - 28
Cell Phones, Video/Audio Recordings, iPads, Social Media and		
Student Digital Behavior		
Serious Misconduct		29 - 32
Alcohol/Drugs/Substances, Cheating & Academic Integrity,		
Photos and Video, Smoking/Tobacco Products/E-Cigarettes,		

**2018-2019 McQuaid Jesuit Student Handbook**

Disciplinary Warning, Probationary Warning		
Suspension,		
Probation & Expulsion		31 - 32
Probation, Permanent Probation, Expulsion,		
<b>Spiritual Life</b>		32 - 37
Campus Ministry		32 -33
Liturgical Life		33
Community Liturgies, Rosary Group, Sacramental Preparation,		
Sacramental Reconciliation, Weekday Eucharistic Liturgies,		
Weekday Examens		
Retreats		33 - 34
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grade Retreats, InVia Retreat, Magis, Retreats,		
Emmaus Retreats, Kairos Retreats, Campus Ministry Board Retreat		
Christian Service		34 - 36
Definition, High School Requirement, Documentation of Hours,		
Middle School Requirement		
Service Immersion Trip		36
Christian Service Conduct		36
Social Justice		36 - 37
Arrupe Society, Knights for Life		
Community		37
Campus Ministry Board, Middle School Campus Ministry Board		
<b>Athletics</b>		37 - 39
Listing of Sports Teams		38
Standards of Participation		38 - 39
Interscholastic Athletic Policy on Drugs/Alcohol		39
<b>Technology</b>		39 - 41
Network and Internet Policy		39 – 40
Policy for Student Internet Use		40 - 41
<b>Faculty Listing</b>		41 -42
<b>Office Directory</b>		42 - 44
<b>Index</b>		45

## **2018-2019 McQuaid Jesuit Student Handbook**

### **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.*

### **Our Core Values**

***A Faith that Includes:*** The message of the Gospel and the life of Saint Ignatius Loyola empower us to find God in all things and in all people.

***A Life of Learning:*** The pursuit, excellence, and the development of critical thinking skills lead us to actively engage the complexities of our world.

***A Spirit of Empathy:*** Service with and for others fosters a spirit of empathy and a desire for reconciliation and justice.

***A Call to Leadership:*** Students are called to be leaders within our school and in their communities, guided by sound conscience and grounded in humility.

***An Appreciation of Diversity:*** The diversity of the McQuaid Jesuit experience inspires gratitude in our students and prepares them to excel in a global community.

### **History**

If Bishop McQuaid had had his way, McQuaid Jesuit would now be more than 140 years old. As early as the late 1870's, the first Bishop of Rochester (1868-1909) had tried to convince the Jesuits to found an institution of learning in his diocese. He'd admired them as teachers since his own student days at St. Joseph's Seminary on the campus of Fordham University. However, during the bishop's regular ad Limina visit to the pope in 1879, Henry Edward Cardinal Manning of London scuttled all hopes of a Jesuit high school in Rochester for at least a half century more.

It wasn't until 1954 that Bishop McQuaid's idea and hope of a Jesuit institution in Rochester would become a reality when McQuaid Jesuit High School opened its doors to 129 young men who exemplified the Jesuit ideal of leaders in service both personally and professionally.

Ground was broken for the 33-acre campus June 23, 1953, and the building was completed by September 1955. The total cost exceeded \$2.5 million. 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 September 8, 1954. That group of young men, together with the new first year class, started the school's second year in the current complex September 7, 1955.

In 1967, McQuaid started an eighth grade; in 1993 a seventh grade; and in 2012 a sixth grade. McQuaid Jesuit has been in continual operation since 1954, and continues to thrive today as a Jesuit, Catholic, independent college preparatory school.

### **Profile of the Graduate at Graduation**

During his time as a student at McQuaid Jesuit, a young man 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

## **2018-2019 McQuaid Jesuit Student Handbook**

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 is sensitive and appreciative of aesthetics. With this background, he is beginning to become both confident of success in the world around him and, more important, 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.

### **GRADING AND HONORS POLICIES FOR GRADES 9 – 12**

The credits required for graduation are as follows:

<b>Subject</b>	<b>Credits</b>	<b>Subject</b>	<b>Credits</b>
English	4	Foreign Language	3*
Lab Science	3	Mathematics	3
Fine Arts	1	Social Studies	4
Physical Education	2**	Theology	4
Electives	6	Health	½

\*We require three credits or the third year course of the same language.

\*\*Students take a 1/2 credit course in Physical Education each year.

Normally, students must take a full schedule of courses each year and must pass all courses, required and elective, to be eligible for promotion or graduation. Students enrolled in three or more Advanced Placement courses may forgo a full elective credit and substitute an open period in their schedules. At the school's discretion, some students may be enrolled in a resource/study skills period in place of their elective credit.

The limit on Advanced Placement course enrollment for any student is three. Any student wishing to enroll in four or more AP courses must obtain permission from their parent or guardian, their counselor, and the Assistant Principal for Academics. The counselor and assistant principal will employ a holistic approach to any such approval, considering factors that include past academic performance, scores on previous standardized/AP testing, and level of extra-curricular involvement.

## 2018-2019 McQuaid Jesuit Student Handbook

### **Remediation**

A Semester Failure is remediated by achieving a high enough grade in the other semester so that the student achieves at least a 70 for the course. Students with first semester failures may be required by their teacher to attend remediation, review classes, or mandatory study hall.

Failures in one-credit courses can only be remediated in summer school. Summer school in New York State is limited to two subjects during the six weeks of school. Therefore, students with three or more failures in June are generally not allowed to return to McQuaid Jesuit the following September. Seniors who do not pass or remediate all subjects do not graduate.

Remediation for Theology and half-credit courses occurs through the successful completion of the work assigned by those respective departments. Any course not remediated will prevent a student from graduating and must be rectified in summer school.

### **Ineligibility**

Students who fail two or more subjects in any of the four marking periods are ineligible to participate in organized school activities after the distribution of report cards. The list of ineligible students is not posted, but a copy is distributed to appropriate school personnel. Once a student's name appears on the list, it can only be removed by the assistant principal for academics.

A student may petition the assistant principal for academics for restoration of eligibility 10 class days after the distribution of report cards (three weeks into the new marking period). The student must obtain the Eligibility Form from his counselor, have it signed by his counselor and all of his teachers, and then present it to the assistant principal for academics for review. All activities are affected by this policy. The assistant principal for academics examines the evaluations, decides, and will reinstate eligibility given a satisfactory report.

### **Academic Probation**

A student with two full-year failures at the end of the academic year will be placed on Academic Probation for the following year. Aside from the necessary requirement to remediate the failures in summer school, a student on academic probation must not have more than one failure at the end of the first or second semesters during the succeeding academic year. A student on academic probation with more than a single failure normally will be required to withdraw from McQuaid Jesuit.

### **Participation in Commencement**

All seniors are normally invited to participate in commencement exercises at the Eastman Theater. However, seniors who finish the year with three or more course failures may not join the class for commencement. Course failures include any full-year failures, any unremediated first semester failures, or theology semester failures. A senior must successfully complete his Christian service requirements in order to receive a McQuaid Jesuit diploma.

### **Grading**

	100 – 95	Excellent
	94 – 90	Very Good
	89 – 85	Good
	84 – 80	Average
S	79 – 75	Satisfactory
U	74 – 70	Unsatisfactory
U*	70*	Passed after remediation
F	69 – 0	Failure

## 2018-2019 McQuaid Jesuit Student Handbook

Each semester exam accounts for 25% of the semester grade. The final grade is based on 50% of the first semester grade and 50% of the second semester grade. Each senior theology course must be passed independently of the other three courses.

Once remediated, a course failure will be replaced with a grade of 70\*. A 70 will be averaged in all future computations of GPA.

### **Honors**

Each marking period, students will be recognized for honors based on their grade-point average. Below are the minimum requirements for each of our three honors categories:

*First Honors with Distinction:* Average of 95, no numeric grade below 70 and no grades of F, U, or INC  
*First Honors:* Average of 90, no numeric grade below 70 and no grades of F, U, or INC  
*Second Honors:* Average of 85, no numeric grade below 70 and no grades of F, U, or INC

### **Class Ranking**

McQuaid Jesuit does not rank its students for internal or external reporting. Class rank was eliminated after January 2001.

### **Academic Year**

The school year consists of two semesters, each of which consists of two marking periods. Four times a year, at the end of each marking period, teachers submit a marking period grade for each student. At the end of each semester there is a four- or five-day exam period, during which comprehensive semester examinations are given for some courses.

McQuaid Jesuit utilizes Schoology, an Internet-based learning management system. Accordingly, students and parents will have timely information on academic progress at any point during a marking period.

## **ACADEMIC POLICIES**

### **Academic Letters**

Students may earn Academic Letters or bars by earning points for averages over 85. The Academic Letter is awarded for 39 points achieved from September to June by semester averages:

<i>Average</i>	<i>Most Courses</i>	<i>AP Courses*</i>
95 – 100	3 pts.	4 pts.
90 – 94	2 pts.	3 pts.
85 – 89	1 pt.	2 pts.
80 – 84	0 pt.	1 pt.

\*AP Biology, AP Calculus, AP Chemistry, AP English Composition, AP Computer Science, AP English, AP Environmental Science, AP European History, AP English Literature, AP Macroeconomics and Microeconomics, AP Music Theory, AP Physics, AP Psychology, AP Spanish, AP Statistics, AP U.S. History, AP World History.

## **2018-2019 McQuaid Jesuit Student Handbook**

1 point each for:       85 or better in Theology semester average;  
                                  85 or better in Fine Arts/Computer Science elective  
                                  S semester average in Physical Education.

Courses with letter grades do not count for vertical averages or GPAs, but they do count for honors and the Academic Letter.

### **Course Change**

If a schedule change is initiated by a student or his parents after June 1, permission for the change must be obtained by the student from his counselor and the instructors involved. Course changes are not permitted after the tenth full day of classes in September.

### **Flex Period**

On regular schedule days, a 35-minute period is designated “Flex Time.” The expectation is each student will be working on an approved task. Students not engaged in acceptable activity or in an acceptable location may be given JUG.

The following claim priority during Flex time in the order given:

- Any all-school assembly, liturgy or other gathering
- Any class year assembly, liturgy or other gathering
- Science labs
- Any extended class period, if required by a teacher
- Meetings with counselors
- Private study or work in the Academic Center, computer center, or available classroom
- Any academic consultation with particular teachers
- Intramurals
- Clubs and activities, when organized by a moderator

Please note that a teacher may require a student to attend Flex for extra help or make-up work. A student who does not attend a required consultation may receive JUG.

High School students who are not subject to any of the priorities above may gather to socialize in the Cafeteria or the common areas of the Wegman Center; Middle School students may gather in the Middle School Atrium on the second floor. The Field House may only be used by approved groups with adult supervision.

Students who have failed any course in the previous marking period may not be in the cafeteria during Flex. Students who are on academic probation or ineligible may be subject to disciplinary action if they are found not utilizing Flex for academic improvement. Middle School students who have earned three Blue Sheets or a failing course grade for the quarter are required to be in Mandatory Study Hall (MSH) for Flex period. MSH schedules are posted in the Middle School office.

Privileges may be granted to seniors regarding Flex in consultation with the dean of students and the principal. Students may not leave the school building during Flex without the expressed permission of the dean of students.

### **High School Program of Study**

- English is required in all years. Those who qualify may take AP English as a junior and/or senior.
- A total of three years of study in a foreign language sequence is required of all students; we offer French, German, Italian, Latin, and Spanish, subject to staffing and student interest. If numbers

## **2018-2019 McQuaid Jesuit Student Handbook**

allow, advanced study of a language at levels 4 and AP is scheduled. Advanced standing can be given to a qualified entering student who successfully completes a McQuaid Jesuit examination.

- All students take Theology each year.
- Students are required to take three years of Mathematics (Algebra, Geometry and Algebra II/Trigonometry). Advanced levels (Pre-Calculus, Introduction to Calculus, Calculus, AP Calculus, Statistics, AP Statistics and College Algebra) are offered for those who have completed the requirement.
- A Laboratory Science is required for three years. Sciences offered include Earth Science, Biology, Chemistry, Physics, Forensic Science, AP Chemistry, AP Physics, AP Biology and AP Environmental Science.
- Social Studies is required for each of the four years with survey courses in Global Studies, American History, Government and Law, and Economics and Finance forming the basis for this requirement. Advanced Placement courses in World, U.S. and European History and in Economics can be taken.
- Physical education is required for all four years.
- A full credit in Fine Arts (Art, Band, Chorus, Drama or Music) is required.
- Additional elective courses are offered in Computer Science, Fine Arts, Language and Social Studies.

### **The Middle School Program of Study**

<b>Sixth Grade Curriculum</b>	<b>Seventh Grade Curriculum</b>	<b>Eighth Grade Curriculum</b>
ELA	English	English
Literature	Mathematics	Mathematics – Pre-Algebra
Mathematics	Life Science	Science – CPS
Science	Social Studies	Social Studies
Theology	Introduction to Language 7	Foreign Language (1 HS credit)
Social Studies	Theology	Theology
Fine Arts (Music & Art)	Fine Arts	Fine Arts or Computer Science
Physical Education*	Physical Education*	Physical Education*
Computer Technology*	Computer Technology*	

\*(indicates ½ credit course)

We offer accelerated classes in Math, Science, and Foreign Language for Middle School students.

### **Homework**

Homework is a regular component of the learning process and is expected on a daily basis in each class. While each student works at his own pace and spends time based on his need in a given subject, sufficient time should be allowed each day to complete homework assignments.

### **National Honor Society**

McQuaid Jesuit sponsors a chapter of the National Honor Society. Students are first eligible to be considered for membership after the first semester of their junior year. A second consideration is made at the beginning of senior year. Selection is based upon a student's documentation that he has demonstrated the four characteristics specified by the National Association: character, leadership, scholarship, and service. A McQuaid Jesuit student must have a cumulative GPA of 90.00 to be invited to apply for membership. Since occasional questions arise about the nature of "service," it should be noted that the committee looks for a student's true commitment to service through frequent and sustained activity in church, school and community.

## **Schoology**

McQuaid Jesuit utilizes Schoology, a powerful learning management software system. Schoology is designed to share course materials, communicate with students and parents, and extend the classroom with online assignments and discussions. Schoology also serves as a platform for students and parents to track academic progress online. Students and parents new to McQuaid receive log-on credentials for Schoology in late summer.

Teachers are required to post course materials, grading policies, and expectations on Schoology for the duration of the course. Further, they are required to maintain an up-to-date assignment calendar.

It is important to note that a snapshot of current marking period grades on Schoology may not be exact, and might not reflect pending grades not yet entered. Teachers are required to update Schoology grades minimally once per week.

Recommendations to parents/guardians regarding Schoology use:

1. Be moderate in checking on your son's progress. The goal is for him to become his own monitor and self-advocate. As a general rule, we recommend checking your son's gradebook at most every few days to once per week. Daily monitoring can serve to increase an unhealthy grade-consciousness and anxiety.
2. Check with your son prior to checking with his teacher if there is any question about a grade or assignment.
3. Keep in mind that grading and providing feedback to students takes time. A reasonable expectation for return of graded assignments and assessments is a day or two for quizzes and a week for longer assignments and tests.

## **Testing Limits**

Ideally, a student should have no more than two full-period assessments on any school day. Where that is not possible, a student will not be required to take more than three full-period assessments on any class day.

- There will still be the occasional conflict. A student who has a fourth exam will bring that to the attention of the teacher when it is announced. Noblesse oblige applies: the teacher who announced last will either shift his or her exam or allow the student the option to take it on another day.
- Assessments covered by this policy include any type that lasts more than half the class period and takes into consideration whether or not a student knew the question(s) that would be asked. The rationale concerns both the preparation needed for assessments and the concentration and pressure involved in completing any assessment.
- Teachers may give quizzes of five or ten minutes every day in every class without violating the testing policy.
- A student may take more than three exams if he is willing.
- Re-scheduling the fourth exam for individuals is a mutual matter. Students may not miss class to take a make-up; teachers will be flexible concerning previously scheduled events.

## **Textbooks**

In accordance with New York State law, home school districts allow McQuaid Jesuit to purchase textbooks on behalf of the student. These books are purchased with state monies and remain the property of the public schools that provided them. These books are labeled with the district name and McQuaid Jesuit identification number unique to each textbook. There is no writing allowed in these textbooks.

## **2018-2019 McQuaid Jesuit Student Handbook**

Textbooks will have the assigned student name and student ID number inside the front cover. State Textbooks assigned to a student are the responsibility of that student. Any damage to these books beyond ordinary wear and tear will incur a fine for the student at the end of the year. Lost destroyed books will be billed at the replacement cost.

The State Textbook program does not provide all textbooks needed for the school year. Any book with religious content must be purchased by the student. Novels, workbooks, paperbacks, and many advanced level elective course books are also purchased by the student.

All textbooks must be returned by the specified due date (during midterm/finals week). Student records will be held for books not returned. Questions regarding State Textbooks should be addressed to Mrs. Jennifer Roxstrom.

### **Middle School Philosophy and Approach**

The McQuaid Jesuit Middle School strikes an ideal balance: we are integral to McQuaid Jesuit yet maintain our own unique middle level approach. We offer a challenging and nurturing environment for our students and are dedicated to beginning their formation as ‘men for others’.

The Ignatian hallmark of *cura personalis* is the cornerstone of the middle school. We acknowledge the dignity and worth of each individual as demonstrated in his or her unique God-given talents. We strive to value one another in our conduct and attitudes; respect governs all of our interactions and behaviors.

The middle school faculty excels in the education of adolescent boys. Our curriculum and teaching methodology focus on the unique ways boys learn, capitalizing on the competition, rivalry, hands-on learning, and energy that characterize successful boys' education. In addition, the middle school adheres to a team approach. Teaming is an essential factor in creating higher achievement and a vibrant school climate. Our team of middle school teachers is unified by our common educational philosophy and meets on a regular basis to ensure the consistent and successful application of that philosophy throughout the middle school community.

### **Academic Policies Specific to the Middle School**

- Students will be required to fill out an accountability sheet, or “Blue Sheet”, for each missed homework assignment. When a student has accumulated three blue sheets within a marking period (two blue sheets for Art, Computers, Drama, and Music), they will be turned in to the middle school office and emailed home, along with a letter from the dean of the middle school.
- If a student compiles a third set of blue sheets in a single semester or fails a course for the marking period, he will be assigned to Mandatory Study Hall (MSH) during Flex. The student will be placed in MSH for a minimum of two weeks, and he will sign a contract that stipulates the guidelines of MSH and underscores the student’s commitment to reverse the present trend. A designated homeroom teacher will oversee Mandatory Study Hall.
- Teachers will write all homework and long-term assignments on the side board for student viewing. Teachers also will post all assignments on Schoology. However, the use of Schoology does not supersede the student’s responsibility for accurate record keeping in his agenda.
- Teachers will provide a written explanation of his/her grading system and other policies to the students and the parents during the first weeks of classes.

## **Students Who Learn Differently**

McQuaid Jesuit is a college preparatory school supported by tuition and voluntary donations. Its educational mission is limited by the former and its ability to provide specialized services by the latter. McQuaid Jesuit realizes that there are a number of students who have specialized learning needs, arising from diagnosed learning disabilities. While McQuaid Jesuit does not diagnose learning disabilities or have a specialized program for students with learning disabilities, it does provide such assistance as it is able for students who can successfully complete its college prep curriculum. The following pages detail the school's understanding of the issues and provide its policy in addressing students with special needs.

### *Learning Disabilities*

The definitions of these change constantly, and the term is not in itself helpful, since it comes as a "negative" definition. We know, or have heard, of many of these disabilities. They range from the purely physical (e.g., a student with a broken writing hand) to more complex disorders (e.g., ADHD). In some cases, the disabilities are such that they can be compensated for completely in the long or short term (a broken hand heals, certain disorders can be controlled by medication). In other cases, the disabilities are such that an individual must learn to work around them in a world not designed for them (e.g., "lefties" deal with an environment designed primarily for "righties").

The fact is that a functioning adult is the one best able to understand the nature of any disability he or she might have, as well as his or her own best advocate at making accommodations to compensate for the difficulty. Children, of course, need help in identifying and learning compensatory skills.

### *Documentation*

If a student requires accommodations to meet a specific learning disability, then proper documentation needs to be submitted to the school. Such documentation may be of three types:

- An active I.E.P. provided by the student's home school district to be transferred to the Brighton school district;
- An active 504 plan provided through a school district, with the supporting educational testing and documentation;
- Documentation from an educational psychologist or a qualified professional. Following the guidelines in use for the PSAT and SAT exams, such documentation must fit/include this criteria:
  - diagnosis is clearly stated;
  - information is current;
  - educational, developmental, and medical history;
  - the diagnosis is supported;
  - the functional limitation is described;
  - recommended accommodations are justified; and
  - evaluator's professional credentials are established.

## **2018-2019 McQuaid Jesuit Student Handbook**

- More information for specific disabilities can be found [here](#).

Please note that a medical diagnosis of ADHD cannot replace required educational testing.

When submitting documentation, parents and the student must also sign a permission form allowing McQuaid Jesuit to share the evaluation and recommendations with teachers and outside agencies (e.g., The College Board) as necessary.

### *Accommodations*

The current legal understanding, mostly based on the Americans with Disabilities Act (ADA) and the Individuals with Disabilities in Education Act (IDEA), is that “reasonable accommodations” must be provided for individuals with disabilities in the public sector. The working assumption at McQuaid Jesuit, as a private school, is that “reasonable accommodations” are limited to what the private school deems “reasonable.” For us, that means whether or not an accommodation can be made without compromising a competitive program at a college preparatory school. “Reasonable” also pertains to what the institution can afford to provide from a limited budget not supported by public funds.

### *Accommodations McQuaid Jesuit Can Provide*

With proper documentation, McQuaid Jesuit agrees that qualified students may be allowed:

- Extended time on semester and final exams;
- On a case by case basis, with specific administrative approval, accommodations that extend throughout a student’s career (e.g., permission for a district-supplied scribe for a blind student who meets all of our academic qualifications)
- Administrative help in applying for accommodations from outside agencies (e.g., documentation for extended time on SAT exams)

### *Other Accommodations*

Other accommodations might be provided on a case by case basis. The provision would generally be based on the ease with which it can be provided and the amount of disruption it would cause. The following lists are not meant to be exhaustive, but an indication of the kinds of things that are not “reasonable” for McQuaid Jesuit and things which might be provided:

### *Accommodations Not Provided*

- Extended time on in-class exams
- Written evaluations and updates beyond our normal grade-reporting times
- Permission to take exams with a tutor or outside the normal classroom setting
- Permission to miss classes in order to work with a tutor

The assistant principal for academics is the school official who reviews requests for specific accommodations in consultation with teachers, counselors, and other administrators. McQuaid Jesuit will consider requests for accommodations not normally provided to see if they are reasonable. In granting or

## **2018-2019 McQuaid Jesuit Student Handbook**

denying the request, the issue is not whether or not a student is entitled to the accommodation, but whether or not it is an accommodation that can be provided without disrupting or compromising classroom learning.

### **MISCELLANEOUS**

#### **Counseling**

There is a Director of Counseling, five school counselors, two college counselors (one of whom also serves as director of counseling) and a Counseling Office Coordinator on staff, all of whom are listed at the end of this handbook. The Department will make referrals to other professionals on an individual basis.

Recognizing that McQuaid Jesuit is a college preparatory school, various programs are offered during the school year for parents aimed at familiarizing them with the college selection process and financial aid. Group and individual counseling (including college information) are offered on a regular basis. Approximately one hundred colleges visit the Counseling Office at McQuaid Jesuit each fall.

The Counseling Office contains access to a variety of up-to-date material to aid students in their growth and development.

#### **Facilities**

- The bookstore has required books and supplies. It is open according to the posted schedule.
- Each student is assigned a locker. The lockers are property of the school and should be treated with care.
- The cafeteria is the only area of the school where eating may take place. No food or drink may be taken out of the cafeteria. Food and drink are available for purchase in the cafeteria before school, during recess and during lunch periods. Students may also bring their lunches from home to eat in the cafeteria. There is a microwave available for student use.

#### **Finances**

Tuition accounts must be in good standing. Final grade reports and beginning class schedules will not be sent if tuition is in arrears or if any other obligation to the school is outstanding. This includes unreturned textbooks, Cafeteria debt, Bookstore debt, unreturned enrollment contracts and advance deposits, unpaid bus fees, and/or uncompleted locker clean-outs.

Our two major fund-raising activities during the year are the Annual Fund and the dinner-auction BASH (Building a Scholastic Heritage), which is typically held in the spring.

#### **Health & Medications**

If medications must be administered to a student during school hours, the school nurse will store the medication and provide this service once she has received signed authorization from the physician telling the name of the medication, the dosage and the duration of time(s) involved and a signed statement from the parent asking that the medication be so given and waiving all claims that might arise because of the administration of these drugs. Please date all signatures.

#### **Parents' Mini-Class Night**

At the beginning of the school year, a parents' mini-class night is held, which is open to parents of all students. The parent follows a shortened version of the student's schedule to become acquainted with the

## **2018-2019 McQuaid Jesuit Student Handbook**

sequence of courses, the teachers and the teachers' plans for the courses. Refreshments follow in the school cafeteria.

### **Parent-Teacher Conferences**

Following the first marking period and following the end of the first semester, individual parent-teacher conferences are held. Each teacher has a table along the perimeter of a common waiting area, so that waiting is kept to a minimum. Counselors are available as well.

The primary intent of these evenings is to provide consultations about students who are failing, near failing, or in other kinds of academic difficulty. Parents whose sons are doing well may come to say hello to teachers. They are asked to limit their remarks so that teachers may be more available to parents who need detailed advice or information. Parents also may request individual conferences with a counselor or teacher at any time, in accordance with the Student-Teacher-School Communication protocol below.

### **Snow Closings**

In the event of weather-related closing of school, please check the McQuaid Jesuit web site, McQuaid Jesuit social media accounts, or listen for McQuaid Jesuit by name on radio or television. Additionally, those families who have opted in to the SchoolMessenger reverse text service will receive an automated text message announcing the closing. For those following on local radio and television, note that the phrase "Rochester Catholic Schools" does not refer to McQuaid Jesuit, but to the area's parochial, elementary, and junior high schools.

If an X or Y day be cancelled unexpectedly by weather or any other cause, the subsequent 1 day will be replaced by either the forfeited X or Y day. If both X and Y days are cancelled consecutively, we would continue with the regularly scheduled cycle, presumably on a 1 day.

### **Student-Parent-School Communication**

In the interest of promoting openness and trust throughout the entire McQuaid Jesuit community, we strive to have clear and direct communication. Given the scope of human interaction that takes place and myriad of decisions made daily in a vibrant and dynamic community, disagreements occasionally arise.

Developing self-advocacy skills is an integral and important element in the growth of a young man toward independence and adulthood. Accordingly, students who have concerns over situations involving any school employee should first speak directly with that individual faculty or staff member, coach, or moderator. Counselors can provide additional support and assistance regarding how to navigate the situation. Such action usually brings resolution. If this is not the case, we then encourage the parent to communicate directly with the same individual.

If this direct conversation does not result in a satisfactory outcome, parents can then bring their concerns to the attention of the immediate supervisor. Coaches report to the Athletic Director, club moderators report to the Dean of Students, teachers report to their Department Chair, Department Chairs report to the Assistant Principal for Academics, and the Assistant Principal reports to the Principal.

Put simply, the protocol for communication is as follows:

1. Student speaks directly with faculty or staff member, coach, or moderator.

If unsatisfactory:

2. Student and parent/guardian then speak with faculty or staff member, coach, or moderator.

If unsatisfactory:

## **2018-2019 McQuaid Jesuit Student Handbook**

3. Student and parent/guardian then speak with appropriate supervisor (see above).

In the spirit of being open to growth and improvement as a school community, we welcome and seek input. As a matter of policy, however, McQuaid Jesuit does not act on anonymous communication.

### **Transportation**

Students are bused to McQuaid Jesuit from various school districts in the greater Rochester area. Arrangements for such bussing should be made by each student, who should pick up a bus transportation request form from the Dean of Students' Office. These requests for the following school year must be received by the public school district by April 1 of each year.

### **Video/Photo/Information Permission**

McQuaid Jesuit frequently uses video, photos or other information concerning current students in marketing, publicity and admissions materials. If a parent does not wish his/her son's photo or information released or posted, written notification should be sent to Mr. Sean Mullen, Director of Communications by September 14, 2018.

## **STUDENT CONDUCT CODE**

McQuaid Jesuit sees as its fundamental obligation the education of its students in the principles of good behavior as they are based in the goals and philosophy of Jesuit education. The hallmarks of discipline in Jesuit education – respect, cooperation and self-control - are virtues that build a foundation for both academic success and solid character in a student. Inside and outside school hours, a McQuaid Jesuit student should conduct himself as a gentleman striving to grow ever more intellectually competent, loving, religious, open to growth, and committed to justice.

### **General Behavior Guidelines**

We trust that a McQuaid Jesuit student will not compartmentalize his behavior but integrate character and virtue in class, at athletic events, activities and dances, in working at a part-time job and in all other endeavors. That stated, McQuaid Jesuit reserves the right to take appropriate action in safeguarding its good name and the welfare of its community. The school will respond as it deems fit to the misbehavior of its students, even if those actions take place outside of school hours and away from school activities. This would include any activity that results in police intervention. All aspects of a student's conduct –his speech, manners, personal grooming – should reflect a respect for himself and for the sensibilities and property of others. A student who shows disrespect for another will be subject to disciplinary consequences.

The registration of a student is considered an agreement on his part, his parents or guardians, and the administration, faculty and staff of McQuaid Jesuit that they will work cooperatively to promote an environment that is vibrant both academically and spiritually. By enrolling their sons at McQuaid Jesuit, parents agree to abide by the regulations stated here and to recognize the school's right to regulate student behavior and enforce those regulations. In forging this cooperative bond, we trust that a student may reach his full potential and strive to manifest the virtues articulated in our Profile of the Graduate. This Conduct Code addresses how such an environment may be realized and sustained. It is important to note, however, that no set of guidelines can be exhaustive to the degree that it addresses all possible infractions and associated consequences. Furthermore, as the administration reviews matters of student conduct and discipline it is important to note that all disciplinary decisions are final and may not be appealed.

Note: For the remainder of the Student Conduct Code, "dean" refers to the dean of students for students in grades 9-12. For students in grades 6-8, "dean" refers to the dean of the middle school.

## 2018-2019 McQuaid Jesuit Student Handbook

### **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 each other.

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

### **Attendance Policies**

#### *Absence*

High School parents should call (not e-mail) the dean's office (256-6114) before 9 a.m. on each day your son is absent. Failure to call in an absence on the day it occurs will result in Jug for the student upon his return. Furthermore, when returning from an absence, a student must present a note written in ink, dated and signed by his parent or legal guardian. Included in this note should be the days and dates of absence as well as a reason for the absence. If a student returns from an absence without this required note, he will receive Jug each day until the note is provided, including weekend days. Middle school parents should call the middle school office (256-6175) and return absence notes to same.

E-mail cannot be accepted as correspondence for student attendance matters, as a parent or guardian signature is required by law. Faxed notes, however, are acceptable.

Middle School Fax- 256-6175

High School Fax- 256-6171

#### *All Appointments*

If a student leaves for an appointment before 11:00 a.m. and does not return to school by last period of that school day, he is not eligible to participate in athletics or extracurriculars unless prior approval is granted by dean or the athletic director respectively.

#### *Class Attendance*

Regular class attendance is an essential part and expectation of a student's experience at McQuaid Jesuit. A student who is absent from class misses a significant portion of academic discussion and personal interaction with the teacher and other students, and this cannot be replaced through make-up work. Regular class attendance allows for sequential learning and individual assistance.

This attendance policy is not intended as a punitive measure but as the school's way of doing all that it can to guarantee that a student takes full advantage of the educational opportunities available at McQuaid

## 2018-2019 McQuaid Jesuit Student Handbook

Jesuit. The policy recognizes the importance of the Retreat Program (necessitating some loss of class time) in the total education of the McQuaid Jesuit student, and days missed during retreat do not count against class attendance. The framework of this policy has flexibility to allow each student to experience and to participate fully in this valuable endeavor. The school's concern is directed toward an accumulation of absences, reaching a point beyond which student class participation is adversely affected.

- Definition of an Absence: An absence is recorded each and every occasion a student is not present for a scheduled class. Absences may result from illness, doctor appointments, family vacations, music lessons, college visitations and any and all other occasions when the student is not in attendance or participating in a scheduled class.
- Parent Communication: Each teacher will keep a daily attendance record for each student enrolled in class. If a point is reached when a student has accumulated one-half of his allowable absences, a letter will be sent to the parents as a notification of his attendance status.
- Maximum Class Absences: The following indicates the maximum class absences allowed per course.

Course	Maximum Class Absences
All 1-credit courses	20
All ½-credit courses	10
Senior Theology Semester	5

- If a student is absent beyond the designated limit for the class, he must petition the principal, assistant principal for academics and academic council for the restoration of academic credit.
- Interpretation: Decisions concerning the application of this policy will be determined by the principal and the deans.

### *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 and extracurricular eligibility.

### *Planned Absence*

Any student planning to be absent on a certain day must notify the Assistant Principal for Academics (high school) or the Dean of the Middle School (middle school). 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 appropriate administrator five school days before the planned day of absence. Failure to notify the administration 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.

## **2018-2019 McQuaid Jesuit Student Handbook**

Teachers will not provide makeup work or allow a student to take a quiz or a test prior to an absence for travel or vacation.

### *Semester Exam Absence*

Any student who misses a semester examination due to illness must submit a written medical excuse, signed and dated by his physician on the day of the absence, to the principal's office before he will be allowed to schedule a make-up exam. Failure to do so may result in a grade of zero for the examination.

### *Tardiness*

Any student who is late to school (after 7:59 a.m.) must report to the dean's office and fill out the "Late Arrival Form." He must give it to the assistant to the dean of students for a "time validation." The student will then be given an "Admit-To-Class" slip. Students must arrive to school by 9 a.m. in order to participate in team/individual practices, games, rehearsals, performances, ceremonies, or other extracurricular 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's 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/extracurricular eligibility on the day in question.

Furthermore, tardiness resulting in a missed class assessment (e.g. quiz, test, paper, presentation, etc.) may result in academic consequences as determined by the classroom teacher and/or the assistant principal for academics.

Students are expected to be on time for the start of school and to make transportation arrangements that will guarantee their punctuality. Oversleeping, missing the bus, traffic, car and carpool problems, or staying home for any questionable reason is an unsatisfactory excuse for being late. Students must leave home early enough to insure arrival at school on time despite weather and traffic problems. Any High School student who is late to class must report to the dean's office to receive an "Admit-To-Class" slip. The normal penalty for being late to school or to class is detention (JUG).

### *Truancy*

If a student is absent from school and there is no communication from the student's parent(s)/guardian(s), then the student is considered truant and will receive ten days of JUG. If a student has multiple instances of truancy during his McQuaid Jesuit career, he is subject to Disciplinary Probation and/or expulsion.

### *Teacher Absence*

If an occasion arises when a teacher is not in the classroom at the beginning of the period, all students are to remain in the classroom. One student should go to the dean's office and report the teacher's absence. The remainder of the class is to wait quietly in the classroom until instructions from the dean's office are received.

## **JUG**

The traditional Jesuit term for school detention is JUG, derived from the Latin *jugum* meaning yoke or burden. Sessions normally begin at 2:50 p.m. and ordinarily end at 3:30 p.m., but may last longer. Schedule changes may alter these JUG times. The type of penalty, length of JUG, number of days of JUG, etc. are dependent upon the offense, circumstances and discretion of the dean. After-school JUG is to be served on the day it is received and therefore takes priority over any other activity, including school activities, car pools, employment, etc. Students who are receiving tutoring after school must have the

## **2018-2019 McQuaid Jesuit Student Handbook**

teacher write a note indicating the time the tutoring session starts and ends. Whether the JUG is served that day or is postponed is at the discretion of the dean.

### *Transfer of JUG*

For good reason the dean may, at his discretion, transfer the day or time that JUG is served. Failure to ask for the transfer of JUG will be interpreted as cutting JUG. This will result in a penalty of two or more additional days of JUG.

### **Dress Code**

McQuaid Jesuit students are to be neatly attired and groomed. By maintaining a neat appearance, students symbolically demonstrate cooperation, respect and self-control – all hallmarks of discipline within Jesuit schools. Furthermore, a neat appearance reflects the importance of and value placed on a serious learning environment.

Students are to arrive at and to depart from McQuaid Jesuit dressed in appropriate dress pants, a dress shirt and socks. Dress shoes, ties and suit coats may be left in lockers during non-school hours. Students arriving to school before homeroom or waiting to leave school in the afternoon must keep their shirts tucked in and buttoned. Students arriving or departing with a sloppy appearance are subject to JUG.

Dress shoes, suit coats, and ties are to be worn during the entire school day (entrance into homeroom until the end of afternoon announcements). All clothing must be clean, well kept, properly fitted and properly worn. Technical fulfillment of the dress code with a sloppy appearance is unacceptable. Determination of “sloppy” appearance is reserved to the dean. Students out of the building during the school day will maintain dress code for any school-affiliated event, unless given permission for alternate dress by the dean or teacher supervising the activity.

### *Hairstyles*

Hairstyles should be well groomed and evenly trimmed. Determination of appropriate hair length is reserved to the dean. However, as a general guideline, hair should not be long enough so that it touches the shirt collar, nor should it be taller than two and a half inches from the top of the head. Shaving any portion of the head above the natural hairline, fad hair styles (e.g., mohawks, faux hawks, cornrows, ponytails, dreadlocks) and dying of the hair are not permitted. Beards, moustaches, long sideburns and the like are not permitted. All students are to be clean-shaven each day they attend school. Students arriving at school with dyed hair or any of the aforementioned infractions are subject to suspension from school until they comply with acceptable standards. They will also receive five days of Jug.

Extreme fashions in clothing or hairstyles are unacceptable. The dean will determine what constitutes “extreme.” If there are questions concerning the dress code or appropriateness of a hairstyle, students should consult the dean **before** acting.

### *Hats*

Hats are not to be worn in the building and are to remain in the students' lockers. Students who do not adhere to this rule may receive JUG and have their hats confiscated and held by the dean. In addition, students are not to wear or to carry their outerwear coats in the building during the course of the normal school day.

### *Jewelry*

Earrings of any kind are not to be worn at any time during a school day or any time when a student is representing McQuaid Jesuit in an official or approved activity. Because students will not be allowed to

## 2018-2019 McQuaid Jesuit Student Handbook

wear an earring in school at any time, they are not to have their ears pierced during the school year. Students who arrive at school with earrings that cannot easily be removed are subject to suspension from school until they comply with acceptable standards. They will also receive five days of Jug.

Pocket chains, fabric key holders and wallet chains are inappropriate dress wear and are not to be worn.

Students with dress code violations or a sloppy appearance are subject to JUG. Students who are given JUG should report to the dean's office immediately to obtain a dress code pass. Serious and/or repeated violations of the dress code will result in a parent-administrator conference and possible probation for the student.

### **Dress Code (entrance into homeroom through dismissal from last class)**

	Appropriate	Inappropriate
Tie	Dress neck-tie or bow tie, worn at the top of the shirt collar	String tie (bolo) or ties with inappropriate sayings or logos
Jacket	Suit coat, sport coat	Everything else
Shirt	Business-type shirt designed to be worn with a tie. Shirts should be solid-colored, have thin vertical stripes or be thin-checked (as a guideline, the size of the square in the checkered pattern should not exceed ½" x ½"). Shirts may be long or short sleeved. The shirts should be fully tucked in at the waist, and all buttons should be fastened.	Sport shirts, golf shirts, Hawaiian shirts, flannel shirts, plaid shirts, knit shirts, denim shirts, rugby shirts, shirts with cartoony, floral or other such designs. Any shirt not designed to be worn with a tie.
Pants	Plain colored dress pants, casual wear pants (e.g., Dockers). Pants should be accompanied by a dress-style belt or suspenders.	Jeans, painter pants, flares, faux leather pants, corduroy pants, "skinny"/tight fitting pants, "floods", cargo pants, camouflage pants, pants with metals rivets or pants with multiple seams, pockets, loops or zippers. Excessively baggy pants or pants that are ripped or frayed; pants with coarse, canvas-like material; pants not meant to be worn with a belt.
Shoes	Traditional dress shoes, or medium-dress shoes such as Bass, Dexter, Rockport, etc. ( <i>Note: Not all styles of these brands are acceptable. Students should check with the Dean of Students.</i> )	Sneakers, work shoes, boat shoes, non-leather fabric shoes, outdoor shoes, sandals, slippers, hiking shoes, work boots, dress boots, shoes with no back (slip-ons) or athletic shoes of any kind. Also, footwear with athletic treads or soles.
	Appropriate	Inappropriate
Sweater	Rounded neck or V-Neck type sweater that keeps the top part of a student's tie visible. Long- or short-sleeved vest, pullover or button down; school-approved Varsity Letter Sweater.	Sweaters that cover the top part of a student's tie, such as turtlenecks or other sweaters with high necks. Sweat shirts, fleece pullovers, outdoor jackets, outdoor vests or athletic warm-up jackets.
Jewelry and Misc.	Traditional analog and digital watches, rings, plain bracelets, a Cross. Only lapel pins or buttons that are McQuaid Jesuit specific and have been issued by McQuaid Jesuit.	Wearable tech watches (e.g., Apple Watch, Fitbit, Jawbone, etc.), neck chains or beads, earrings, pocket or wallet chains, fabric key holders, spiked or studded bracelets or belts, nail polish, make-up. Any and all other buttons, pins, etc., not specifically issued by McQuaid Jesuit.

If a student has a tattoo, it must be fully covered during the school day and during any time the student is representing the school in either an official or unofficial capacity. A student with a tattoo visible during any of the above mentioned times may be sent home and subject to suspension and further disciplinary consequences.

**All final dress code interpretations/decisions are at the discretion of the dean.**

## **2018-2019 McQuaid Jesuit Student Handbook**

### *Dress Down*

On certain school days, the dean of students may grant “dress down” to the McQuaid Jesuit student body for any number of reasons, e.g., fund-raising reward, spirit day for athletic teams, etc. Below are some guidelines governing dress down if granted:

- If wearing shorts, Bermuda Style Shorts – No cut-offs, bathing shorts or “short shorts.” Pajama Bottoms are also not allowed. During regular dress-down, shoes or sneakers and socks must be worn. No stained, torn or dirty attire of any kind.
- No tank tops without undershirts.
- No shirts with inappropriate sayings or logos (including foul-language, alcohol or drug content or innuendo, or recognizable misspellings, e.g., FCKU). No sleeveless shirts.
- No low-slung pants – keep clothing waistline at “50-50.”
- No hats, earrings or other normally prohibited jewelry.
- Students must be clean-shaven.
- On designated “McQuaid Jesuit Spirit Days,” students must adhere to the above guidelines and wear some sort of McQuaid Jesuit apparel, preferably upper-wear, i.e., shirt or sweatshirt.

During the course of each athletic season or school activity, a team club or activity may request dress code modification to promote spirit and attendance at a game or event. Captains from each athletic team may meet with the dean of students (in advance) and request two dress code modifications of this type, one of which must be for the game designated for senior recognition. Additionally, teams or clubs may request a dress code modification for a “playoff” game or event. Clubs and groups may also meet with the dean (in advance) to discuss the specifics and duration of modified dress.

Absent notification from the dean, adherence to regular dress code is expected of all students each day.

### *Letter Sweaters*

Students in all grades who have earned a McQuaid Jesuit letter (e.g., from a varsity sport, academic letter, letter from an academic team, etc.) may purchase a McQuaid Jesuit varsity letter sweater from the bookstore. The sweater may then be worn in place of a suit coat on normal school days. Students may purchase the varsity letter sweater only after obtaining and completing a permission slip from the dean of students’ office. Once this is completed, the sweater may be ordered from the McQuaid Jesuit Bookstore only. All Students should have a suit coat available for the Mass of the Holy Spirit and the Advent Liturgy.

*Note:* Only seniors may wear non-Varsity Letter Sweaters in lieu of suit coats. All students may wear them under their suit coat.

## **Behavior**

### *Anti-Harassment Policy*

As a Jesuit institution, McQuaid follows an educational tradition that 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.”

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 in school and/or through “CYBER-bullying,” e.g., the misuse of e-mail, other Internet communication, text messages, cell phones or pages. The harassment of others because of Theology, race,

## **2018-2019 McQuaid Jesuit Student Handbook**

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 and 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.

### *Classroom Discipline*

Teachers are in charge of the ordinary discipline within their classrooms. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Students should address disputes or disagreements with teachers or other adults discreetly, respectfully, and not in the presence of other students. Open defiance, disrespect or insubordination to any teacher or staff member could result in suspension or expulsion. Before any such problem might arise, the student should remain courteous toward the teacher. At the end of the period, if need be, he may consult with the dean for mediation of the problem.

In the event that a student is sent out of class by a teacher, the student must report immediately to the dean's office and will be assigned a minimum of one day of JUG. Failure to do so will constitute open defiance and may result in serious disciplinary action.

### *Conduct of Fans and Athletes at School Athletic Events*

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 generated 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.

Athletes are responsible for displaying sportsmanship and representing McQuaid Jesuit in a way that reflects positively on the school community. Accordingly, athletes displaying unsportsmanlike conduct

## **2018-2019 McQuaid Jesuit Student Handbook**

in an interscholastic contest are subject to disciplinary penalties put forth by the dean in addition to penalties imposed by a team or the athletic director.

### *Conduct on School Busses*

Most school districts provide transportation to and from school for McQuaid Jesuit students. Each district has established rules of conduct. McQuaid Jesuit students are to observe these rules at all times. McQuaid Jesuit works in conjunction with district transportation offices and reserves the right to discipline those students who fail to observe these regulations. Students should behave in a manner consistent with the environment of McQuaid Jesuit while riding the school busses.

### *Extracurricular Activities*

Extracurricular activities are an integral part of the McQuaid Jesuit experience. They contribute to our sense of community and project a very visible image to the outside community. Students are expected to conduct themselves in a mature manner at extracurricular activities. Their behavior at such events should be consistent with their behavior during the normal school day. McQuaid Jesuit is a member of the greater community of Rochester. Conduct at extracurricular events or conduct anywhere outside of McQuaid Jesuit that reflects poorly on the name of McQuaid Jesuit is cause for disciplinary action.

The school may hold dances for underclassmen and holds an annual Junior Prom and a Senior Ball. It is especially important (and expected) that McQuaid Jesuit students act in a manner that is both respectful and gentlemanly to their female guests and chaperones at these dances and other extracurricular activities. Failure to do so will warrant disciplinary consequences and may result in serious disciplinary action.

## **General Procedures**

### *Backpacks*

Due to Fire Code evacuation concerns for the safety of our students, backpacks and duffel bags are not to be worn or carried in the school building from 8 a.m. to 2:45 p.m. All are to be kept in students' lockers during the course of the normal school day.

### *Eating*

In order to preserve the appearance of the school, during the school day eating and drinking are only allowed in the cafeteria. If a teacher chooses to allow students to eat or drink in a classroom, the student must receive permission from that teacher ahead of time. Students carrying open containers of food or drink, or eating, drinking, or chewing gum in hallways or other areas are subject to JUG and/or hall cleaning duties. When weather permits, students may eat and drink outside only in designated and approved areas. The determination of these areas is at the discretion of the dean, and students should check for permission before eating or drinking anyplace other than the cafeteria. Indoors and outdoors, students are expected to clean up after themselves, their peers, and others seated with them. Specifically, this means that each student is personally responsible for disposing of refuse, returning trays and cleaning spillage--even if he himself is not directly involved in creating this disarray. Students should dispose of all garbage using the appropriate containers; absolutely nothing is to be thrown in the cafeteria. If a student departs from a littered table or area (even if the litter is not his doing), he may receive JUG. Similarly, any student who is discourteous toward any member of the cafeteria or maintenance staff who is performing his/her prescribed duties is liable to receive JUG.

### *I.D. Cards (McQuaid Gold Card)*

Each student receives a McQuaid Jesuit bar-coded identification card when he is initially enrolled. He must keep his I.D. in his possession at all times during the school day, while riding the bus to and from

## 2018-2019 McQuaid Jesuit Student Handbook

school, and at all extracurricular activities. Students have free admittance to on-campus athletic events upon display of their I.D. card.

The McQuaid Jesuit I.D. card is required for cafeteria purchases and admission to all McQuaid Jesuit dances. It can also be used in the bookstore and all vending machines. When a student's Gold Card goes into the negative in the cafeteria or bookstore, the cashier takes the card and gives it to the Finance Office for the student to retrieve when he can replenish it. There are three ways funds can be put on a Gold Card: using a credit/debit card on the McQuaid Jesuit website under the Parents tab, at the bookstore using cash or check and in the Finance Office using cash or check.

If a student's Gold Card is lost, stolen or damaged, he needs to come to the Finance Office as soon as possible to have his card replaced.

### *Lockers/Locks*

Lockers are the property of McQuaid Jesuit and are on loan to the students during the academic year. The only locks that may be used on the regular student lockers are those supplied by the dean's Office. Only the dean's office may assign or change lockers. Students who switch lockers will receive five days of Jug and then be reassigned to a locker. Each student is to supply his own lock for the gym locker. Lockers are to be kept neat and clean and are subject to inspection, as well as the contents of the lockers, by the dean at any time. NO stickers, posters, pictures or graffiti are to be placed on the outside or inside of lockers. Students should keep their lock combinations confidential. Lockers are to be kept locked at all times when not being used. A fee of \$50.00 will be charged to replace a properly functioning lock because its combination has been learned by others. Any student tampering with another's locker will receive a disciplinary consequence. The fact that this was done in jest will not alter the case. **At the conclusion of final exams, students are required to empty and clean their lockers before noon on the final exam day. Failure to do so will result in Jug, a \$25.00 fee for cleaning the locker, and the withholding of school records.**

Access to gym lockers will be restricted. Students are to check with the physical education teachers regarding locker room accessibility and locker assignment.

### *Lost and Found*

If a student finds anything that belongs to another student, he is to turn it in to the dean's office immediately. All lost and found articles may be reclaimed in the dean's 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. A form is available in the dean's office to assist students in identifying lost articles in hope that they may be recovered. Students are encouraged to have all personal property clearly labeled with their own names. The school is not responsible for items or valuables left in classrooms, hallways, or common areas. At different points during the year, all unclaimed items in lost and found will be donated.

### *Off-Limits Areas*

Students may not leave school grounds during the normal course of the school day without the permission of the dean. Students leaving school grounds without permission during the course of the school day will serve five days of JUG and, if of driving age, may lose driving and parking privileges for the remainder of the school year.

Seniors are granted the privileges of late arrival (8:50 a.m.) in place of Physical Education class first period and of early dismissal in place of Physical Education class last period. Further, seniors may walk during their lunch period to Tops Plaza, or Speedway. To exercise these privileges, seniors must hand in

## **2018-2019 McQuaid Jesuit Student Handbook**

a signed permission slip to the dean. Parents who do not want their son(s) to leave campus for any reason during the school day should contact the dean.

The parking lots are off limits during the school day. Students are not permitted to sit in their automobiles during the school day or before classes begin in the morning.

Use of the elevator and the handicapped-accessible bathrooms opposite the elevator is restricted to faculty and guests and to students with injuries.

Students should not congregate, loiter or recreate in the administrative corridor or in the area of the main entrance during the hours of the normal working day, i.e., 7:30 a.m. - 3:30 p.m.

Ordinarily students may come during their free time to any of the administrative offices for school business. Those wishing to study should use the areas designated for this purpose, e.g., informal gathering spaces and tables throughout the building, and open classrooms.

### *Parking Regulations*

In response to the parking congestion that continually causes us to receive recommendations from the Brighton Fire and Police Departments, the following regulations are in effect:

- Students will receive parking stickers from the dean's office. The student parking fee will be \$50.00 payable in the dean's office.
- A maximum of 100 parking spaces will be available. Once these have been assigned, no further on-campus parking will be allowed.
- Seniors and students who live in outlying districts will be given priority to the available parking spaces after which other eligible drivers will be considered.
- Students are not allowed to park in the circle in front of the building. Students are NOT to park in the spaces designated as faculty, staff and/or visitor parking.
- Cars parked in "no parking" areas (e.g. fire lanes, crosswalks, etc.) or around the circle will be ticketed and subject to towing at the owner's expense. Also, cars parked on campus without parking stickers affixed to the rear window are subject to the same penalties as stated above. The ticket fee will be \$50.00 per ticket payable in the dean's office.
- Failure to pay for parking tickets will result in the loss of parking privileges, five days of Jug and the withholding of student records.
- Students who are observed operating an automobile in a reckless or unsafe manner, whether on or off campus, may have their parking privileges suspended or revoked. A 10-mph speed limit is to be maintained on school property at all times.
- Repeated violations of the parking regulations will result in the car being towed at the owner's expense.
- Automobiles are off limits during the school day.
- Students are advised not to park in lots neighboring McQuaid Jesuit, i.e., Tops and the Medical buildings. Students' cars are subject to towing at the student's expense.

These regulations are aimed at creating an environment that is consistent with local codes and one that allows for the highest degree of safety for the community of McQuaid Jesuit.

### *Textbooks*

Each student must have his own copy of the texts required for enrolled courses. The student's name should be marked on purchased texts, workbooks and novels. State loan texts must be covered, cared for and returned in good condition; students must show respect to loaned property. The student's name should be bar-coded on the inside cover of the text with a label provided by the school. Any writing in or on state-loan textbooks is considered damage. The cost of damaged, lost or stolen state texts will be

## **2018-2019 McQuaid Jesuit Student Handbook**

charged to the student. No final report cards or transcripts will be mailed until all state textbooks are returned and fines paid.

### *Traffic Guidelines for Arrival and Dismissal*

Drivers dropping off students in the morning may use either the South Entrance (by the auditorium), the front circle entrance by the flagpole, or the North Entrance (by the field house). Drivers dropping off should do so quickly in order to allow the flow of traffic to be continuous.

- Drivers picking up students at dismissal time may do so only in the front circle entrance and in the South lot, two lanes nearest Clinton Avenue. The north circle near the field house may be used by drivers for pickup only after buses have departed. By following this guideline, we will be able to use the North circle to handle a good bit of our bus traffic and alleviate congestion at dismissal.
- There is no parking or standing adjacent to any curbs or areas marked “fire lane” or “no parking.”

### *Visits to Counselor or Nurse*

Students scheduled for meetings with counselors are expected to attend at the specified time. If a student has a conflict during that time (e.g., testing), he should see the counselor as soon as possible to reschedule the meeting. Failure to see a counselor for an appointment is akin to skipping class and may result in a JUG penalty.

Except in emergency situations, all visits to the counselors or to the nurse must be scheduled and approved in advance by these persons. Unscheduled visits during class time will be interpreted as skipping class and result in appropriate disciplinary and/or academic penalties, especially when a test or quiz is being given that period, or an assignment is scheduled to be turned in.

Any student that leaves school through the Nurse’s Office due to illness is NOT ELIGIBLE TO PARTICIPATE in athletics or extracurricular activities that day/evening.

Parents must inform the school nurse and the dean's office in writing of any prescribed medication that their sons must take during the school day.

## **Electronics**

### *Cell Phones*

Cell phones should not be used during class time or between classes during normal school hours (8 a.m. to 2:45 p.m.). Because of the possibility of cell phone misuse, cell phones are to be turned off and concealed while students are in class or in the hallways changing classes. Students breaching this expectation are subject to JUG and will have their cell phones confiscated, held by the dean and returned at the dean’s discretion. Furthermore, if a cell phone is confiscated for any reason, the school reserves the right to have an administrator search the phone’s contents and the student is required to provide any password information necessary to do so.

McQuaid Jesuit makes a distinction between an accidental breach of the cell phone policy (e.g., failing to turn a phone off and having it ring in class) and active, willful misuse such as text-messaging and taking pictures or videos when phones should be off and concealed. The latter type of misuse is a cause for serious concern as it could be a source of academic dishonesty, defamation of a student or faculty member, or a major distraction from persons outside the school. Accordingly, any faculty or staff member or coach may confiscate any electronic device. Furthermore, the dean, as well as any school administrator, reserves the right to confiscate and review the contents of any electronic device. Furthermore, the device will remain in the possession of the school administrator until the school deems it

## **2018-2019 McQuaid Jesuit Student Handbook**

appropriate to return the device. Additionally, the school reserves the right to ban a student from using a cell phone or other electronic device on school grounds for the entire year or a period of time it deems appropriate. We appreciate the cooperation of students and parents in promoting both reasonable etiquette and responsible use of communication technology at McQuaid Jesuit.

Personal electronic devices that play music may be used in school only before 8 a.m. or after 2:45 p.m. with the following exceptions: in art classes, when a classroom teacher permits student use of the wireless network, computer labs or the Academic Center with the permission of the supervising adult. They may not be used during the school day in the hallways, in class or during Flex. Audio should not be heard by others.

### *Video/Audio Recordings*

No student may make a video or audio recording of any teacher, speaker, performance, or other event on campus without the expressed permission of the principal. Students may not take video or audio recordings of another student without that student's expressed permission. Any student in violation of this policy is subject to disciplinary consequences including, but not limited to, probation and expulsion.

Locker rooms are provided for the use of physical education students, athletes, and other groups and individuals and constitute a facility where an individual has a reasonable expectation of privacy. Under no circumstances may a student use a camera, video recorder, cell phone, or other recording device (including the iPad) in the locker room. This policy extends to protecting the privacy of individuals elsewhere in the school facilities where a similar reasonable expectation of privacy exists, such as bathrooms.

### *iPad*

The specific provisions and regulations governing the 1:1 iPad program are documented in the Acceptable Use Agreement disseminated separately. The 1:1 program represents a significant investment by families and the school to enrich and extend education through digital technology and connections. Any student found in possession of another student's iPad without that student's permission will be subject to serious consequences as outlined below.

### *Social Media and Student Digital Behavior*

As noted in the preface to this Student Conduct Code, we believe that a McQuaid Jesuit student must not compartmentalize his behavior, but rather integrate character and virtue throughout all of his endeavors and activities. This includes a student's presence online, and especially on social media platforms through which a young man increasingly navigates his relationships, accesses information, and forms part of his identity.

Student social media behavior is understood to be public, regardless of privacy settings, and ought to conform to the values and ideals of McQuaid Jesuit. Students should be aware that their digital footprints are extensions of themselves; what is inappropriate in the halls of their school is also inappropriate online.

As a Jesuit school, the care for the individual student, *cura personalis*, is at the core of our mission. We understand that a component of our digital age is the need for schools, in partnership with parents, to guide students' evolving understanding of their lives online. At the same time, in a spirit of care and concern for our students, their character, and their respect for and treatment of others both in and outside of our school community, McQuaid Jesuit reserves the right to address digital citizenry and the appropriate use of technology and social media, including the right to impose disciplinary consequences, up to and including probation and expulsion, for digital behavior that the school deems is in direct violation of the code of conduct.

## **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.

### *Alcohol/Drugs/Substances*

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 activities 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/substance policy in season are additionally subject to the athletic policy on drugs and alcohol (p39). Students involved in school activities or drama/music productions are subject to equivalent repercussions as decided by the school administration.

### *Cheating and Academic Integrity*

Cheating or misrepresenting one's work in any form constitutes a breach of trust and is inconsistent with the values of McQuaid Jesuit. Examples of this include, but are not limited to:

- Use of unauthorized materials (notes, text messages, electronic resources) during an assessment or other academic activity
- Soliciting or sharing information (e.g., questions and answers) about an assessment
- Exchanging answers on any graded assignment meant to be completed individually
- Fabricating information or data for use on an assignment
- Forging a signature

## **2018-2019 McQuaid Jesuit Student Handbook**

- Copying answers or allowing another student to copy one's answers
- Acquiring answers or information from the Internet in a manner that goes beyond the scope or expectations of the assignment
- Plagiarism (the use, intentional or not, of another's writing, thoughts, ideas, or other creative work in place of one's own, without proper citation and attribution)

Cheating and similar violations are by definition serious. They damage a student's integrity as well as the integrity of the larger academic community. The school addresses violations in the following, cumulative manner:

- First Offense*
1. Appropriate grading penalty from the teacher
  2. Five days of JUG
  3. After consultation with the teacher, the Assistant Principal for Academics (grades 9-12) or Dean of the Middle School (grades 6-8) sends letter home to parent/guardian indicating first offense and outlining consequences for second and third offenses
  4. Student meets with counselor to clarify the seriousness of this lapse, the consequences of a recurrence, and write a letter to the student's parents.

- Second Offense*
1. Appropriate grading penalty from the teacher
  2. Ten days of JUG
  3. Student and parent/guardian conference with Assistant Principal (grades 9-12) or Dean of the Middle School (grades 6-8) to discuss second offense and clarify consequences for a third offense
  4. Student is placed on Probation and is ineligible for student leadership roles and honors

- Third Offense* A third documented cheating or academic integrity violation will result in mandatory dismissal from McQuaid Jesuit.

### *Photos and Video*

No student may make a video or audio recording of any teacher, speaker, performance, or other event on campus without the expressed permission of the principal. Students may not take video or audio recordings of another student without that student's expressed permission. Any student in violation of this policy will be subject to disciplinary consequences including, but not limited to probation and expulsion.

### *Smoking/Tobacco Products/E-Cigarettes*

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 or possession of tobacco, tobacco products (e.g. chewing tobacco, "Skoal", etc.), E-Cigarettes, "G-pens", "Cloud pens", vapor drops, etc. is similarly prohibited. A student in violation of this policy is immediately subject to ten days of JUG and possible Disciplinary Probation. Furthermore, a student found to be using or in possession of any of the above mentioned products is subject to a mandatory chemical assessment and counseling as directed and determined by the school administration and counseling office.

The sale, distribution or intent to sell or distribute any of the above mentioned products is grounds for immediate expulsion.

*Suspension*

Suspension is a penalty imposed for serious offenses. It is imposed by the dean with the consent of the principal. It is not generally used as punishment, but to separate a student while serious misconduct is under investigation. However, the school may issue a suspension as a punitive measure if it sees fit. During this time the student may neither attend classes or other school functions nor participate in extracurricular activities. The student is, however, still responsible for class work and assignments. The length and type of suspension may vary in accordance with the seriousness of the offense. The student will not be readmitted to regular classes until a conference between the dean and the student's parents has taken place. Suspension may terminate in dismissal. Should suspension not terminate in a student's withdrawal from school, a period of probation may be set by the dean during which time the student's behavior will be monitored and counseling may be required.

*Disciplinary Warning*

Disciplinary Warning is a consequence and designation that may be assigned for any single infraction of the code of conduct, multiple minor infractions of the code of conduct, or a pattern of behavior that the school deems concerning and unrepresentative of the ideals and expectations of McQuaid Jesuit. Disciplinary Warning will and may carry with it any number of days of Jug with the minimum being five. Disciplinary Warning will remain in effect for a student for the minimum of one calendar year and may be longer at the discretion of the dean.

*Probationary Warning*

Probationary Warning is a disciplinary consequence and designation that may be assigned for any single serious infraction of the code of conduct, multiple minor infractions, or a pattern of behavior that the school deems concerning or unrepresentative of the ideals and expectations of McQuaid Jesuit. Probationary Warning carries with it a minimum of ten days of Jug, and the next infraction of the conduct code, however minor, will likely result in the student being placed on Disciplinary Probation.

**Probation and Expulsion**

*Probation*

A student whose behavior exhibits chronic violations of the Student Conduct Code or who has committed a major offense of the conduct code will be placed on disciplinary probation. Such probation is also likely when frequent JUG assignments occur during any marking period, or period of time that the administration deems concerning. The length of the disciplinary probation will be at the discretion of the dean after consultation with other administrators, but will be no less than one calendar year. If a student is placed on probation after the second semester has begun, then the probationary period will extend to the end of the following academic year. Students on disciplinary probation are not eligible to run for or to serve in student leadership roles and are disqualified from consideration for the National Honor Society. Removal from disciplinary probation will occur when the student has met the conditions set forth by the dean.

When a student is placed on disciplinary probation, the dean's office schedules a meeting between the student, parent(s)/guardian(s), and the dean. This meeting will include review of a formal probation letter, which must be signed by the student and his parent(s)/guardian(s) and returned to the dean's office by the date indicated in order for the student to remain enrolled at McQuaid Jesuit. Failure to sign and return the probation letter to the dean's office will result in the student's immediate dismissal.

## **2018-2019 McQuaid Jesuit Student Handbook**

### *Permanent Probation*

In certain cases the dean may place a student on permanent probation (that is, effective until the day after graduation). This means any subsequent serious violation or chronic minor violations of school rules will require his immediate withdrawal from McQuaid Jesuit. In the case of permanent probation, the dean will meet with the student and his parent(s)/guardian(s) in a similar manner to that described under “Probation,” above.

### *Expulsion*

After consultation with the appropriate personnel, the principal may expel a student from McQuaid Jesuit. In cases of infractions that might prompt expulsion, the ordinary procedure of McQuaid Jesuit is as follows:

1. The student will be suspended from school.
2. The student’s parent(s)/guardian(s) will be informed and a meeting arranged at the earliest convenient time.
3. A committee of appropriate administrators, led by the dean, will present information and make recommendations to the principal.
4. The principal will then inform the parents of the result of the deliberations.

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

- Stealing anything or “holding” property of another student.
- Possessing an unauthorized school key.
- Vandalism or destruction of school, personal, or public property.
- Disruption of school activities, e.g., false fire alarms, smoke bombs, stink bombs.
- Doing anything that damages the name or reputation of McQuaid Jesuit, whether on or off the school premises.
- Endangering the well-being of any person, e.g., bringing a weapon to school, possessing or using on campus any firework or any material which is explosive or otherwise hazardous.
- Repeated use or possession of alcohol, marijuana, controlled substances or nonprescription drugs.
- The sale of controlled substances.
- Open disrespect, defiance, or insubordination (including but not limited to racist, sexist, or elitist comments or actions) to any teacher or member of school personnel.
- Gambling.
- Involvement in criminal activity, on or off campus.
- Interference in the communication between school and parents, such as alteration or records, alteration or interception of correspondence, etc.
- Possessing or providing to others any pornographic material, or any material which violates the Christian norm of respect for human dignity.
- Continuous violations of school policies.
- Fighting (due to the seriousness of fighting, and because of the real risk of permanent injury to the students involved, the students involved, regardless of fault, may be expelled).
- Treating others with disrespect through the use of hateful or disparaging language (e.g. racist, sexist, elitist comments, etc.)
- Multiple instances of truancy.
- Interference, willful or otherwise.

## **SPIRITUAL LIFE**

### **Campus Ministry**

As a Catholic, Jesuit institution, Campus Ministry endeavors to be at the heart of every student’s McQuaid Jesuit experience. This is accomplished by offering dynamic liturgies, powerful retreats,

## **2018-2019 McQuaid Jesuit Student Handbook**

enlightening social justice initiatives, formative Christian service opportunities, and engaging community events. Campus Ministry is student-led and also assisted by adult members of the community.

### **Liturgical Life**

One of the distinguishing characteristics of McQuaid Jesuit is its active liturgical life. For Catholics, the Eucharist is the source and summit of their Christian lives. Therefore, participation in the sacraments is an essential part of being a student at McQuaid Jesuit.

#### *Community Liturgies*

As a Catholic school, McQuaid Jesuit proudly gathers to celebrate the Eucharist on four major occasions throughout the year. These student-led celebrations include the Mass of the Holy Spirit, Advent Liturgy, Easter Liturgy, and Baccalaureate Mass.

#### *Rosary Group*

A student-led Rosary Group meets every cycle to pray for the intentions of the McQuaid Jesuit Community. The Rosary is a traditional form of Catholic prayer which focuses on the life of Christ by meditating on Mary.

#### *Sacramental Preparation*

Each year, McQuaid Jesuit offers sacramental preparation for students interested in celebrating Penance and receiving their First Holy Communion. The school proudly recognizes these students at the Easter Liturgy.

#### *Sacrament of Reconciliation*

Advent and Lenten Penance Services are offered to specific grades. Opportunities to celebrate the Sacrament of Reconciliation are also offered on some retreats.

#### *Weekday Eucharistic Liturgies*

Daily Mass is offered Monday-Friday at 7:30 a.m. in the Fr. Edward F. Salmon, S.J. Chapel and is open to the entire McQuaid Jesuit Community. There also are Masses during the Flex period for individual classes, holy days of obligation, etc.

#### *Weekday Examens*

A daily Examen is offered Monday-Friday at recess in the Fr. Edward F. Salmon, S.J. Chapel and is open to the entire McQuaid Jesuit Community. Examens are led by adult faculty and staff.

### **Retreats**

McQuaid Jesuit believes that retreats are as valuable as a day in the classroom. Therefore, each grade is offered a unique retreat experience. Retreats provide opportunities for personal growth, community building, and servant leadership.

## **2018-2019 McQuaid Jesuit Student Handbook**

### *6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Retreats*

The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades all participate in a separate one day retreat that takes place over the course of a regular school day. The focus of the retreats are to build class unity and encourage students to grow in their understanding of Ignatian principles and the profile of the Grad at Grad.

### *InVia Retreat*

All freshmen are required to attend the *InVia* Retreat. *InVia* means “on the way.” It is a one day experience that takes place over the course of a regular school day. It is designed for McQuaid Jesuit freshmen who find themselves “on the way” to becoming young men of competence, compassion, and conscience. This retreat unites the class through bonding activities, reflection, and discovering what it means to be a McQuaid Jesuit Knight.

### *Magis Retreats*

All freshmen have the opportunity to attend the Magis Retreat. A key element of Ignatian spirituality, *magis* is a Latin word which translates roughly as “the more” or “deeper.” The retreat is a two-day, one-night experience where freshmen focus on growing into young men, their relationship with others and God, and how they can work toward the *magis* in their daily lives.

### *Emmaus Retreats*

All sophomores have the opportunity to attend the Emmaus Retreat. The Emmaus Retreat is an experience based on the story from the Gospel of Luke where the resurrected Jesus encounters two of his disciples on the road to Emmaus. This retreat is a three-day, two-night experience where students are led on a journey of prayer and reflection by exploring their lives and relationships with others and by coming face-to-face with the person of Jesus Christ in the breaking of the bread.

### *Kairos Retreats*

All juniors have the opportunity to attend one of several Kairos Retreats offered throughout the year. Kairos is a Greek word that means “God’s time.” The retreat is a four-day, three-night experience where students get to know themselves, their fellow students, and God on a deeper level. This retreat, as are all of our retreat experiences, is student run and overseen by McQuaid Jesuit faculty and staff. The Kairos Retreat is a unique and life-changing opportunity. All students at McQuaid Jesuit are encouraged to make the Kairos Retreat.

### *Senior Year Retreats*

All seniors have the opportunity to attend the La Storta Retreat. The name of the retreat is derived from a critical moment in the life of St. Ignatius Loyola. On his way to seek the mission for the Society of Jesus from the Holy Father, St. Ignatius stopped at La Storta, a roadside chapel on the way to Rome. There he had a powerful prayer experience that energized the work of the Society of Jesus.

The La Storta Retreat offers seniors an experience of solitude and silence so that they may discern the movement of God in their lives as well as God’s desire for them. Retreatants are accompanied by members of the faculty/staff who have received training as Ignatian spiritual directors. La Storta is a three-day, two-night experience.

Additionally, all seniors have the opportunity to attend a Wilderness Retreat. The retreat takes place in New York’s Adirondack State Park, where students discover God in creation, in silence, and in community with each other. By meditating on scripture and other spiritual works while experiencing the beauty of creation, students are drawn into contemplating the mystery of the Creator. No hiking or

## **2018-2019 McQuaid Jesuit Student Handbook**

camping experience is required, but students should be ready for a rugged outing during the three-day, two-night retreat.

### *Campus Ministry Board Retreat*

Once a year, the Campus Ministry Board makes a retreat to seek out a stronger relationship with God and discern what direction their student-led organization will take in the coming year. The retreat is offered to any student who is a part of the Campus Ministry Board or is interested in joining. The CMB retreat is a two-day, one-night experience.

## **Christian Service**

Modeled after the life of Christ who “did not come to be served but to serve” (Mt 20:28), Christian service is an intrinsic part of the education and formation of students at McQuaid Jesuit. McQuaid Jesuit believes that experiences of service are as valuable as a day in the classroom. Middle school and high school students have yearly service hour requirements. High school student requirements include specific themes related to pillars of Catholic Social Teaching. Students must fulfill these requirements to receive a diploma.

### *What is “Christian service?”*

Christian service involves any work done for the good of others without monetary compensation. Volunteer service is also done when students offer to work without promise of reward or an achievement of rank or status in an organization. Volunteer work can be completed for any individual or organization that has legitimate need and is not a family member. Service for McQuaid Jesuit’s program cannot also be counted for some other requirement such as: Confirmation projects, Eagle Scout projects, Counselor in Training programs, etc.

### *High School Requirement*

All students must complete a minimum of one hundred (100) hours of Christian service during their high school career. Service hours are acquired any time between Freshman and Senior years, from the summer (July 1) preceding Freshman year until the day the Capstone Project is due, typically at the end of May, Senior year. However, the expectation is that each year students will complete the hours designated for that year. This will keep students on track and avoid being caught short in their upper class years. In addition, by completing their service hours year by year, it will help them internalize being “men for and with others.”

Christian service may be done during the school year, on weekends, during summers, etc. Students who perform volunteer work while absent on a regularly scheduled school day will not receive credit for that time.

The following is the expected plan for all students to meet their Christian service requirement. Service hours are divided into yearly “theme” and “non-theme” hours as described below. Theme hours are expected to involve direct contact with the people to be served as much as possible. For instance, in sophomore year, the theme is “The Life and Dignity of the Human Person” and an example is volunteering at a nursing home. That service should involve direct contact with the residents, not cutting the nursing home’s lawn. Non-theme hours include service to others, including McQuaid Jesuit, which do not fit within the themes described below.

**FRESHMEN** will volunteer at least ten (10) theme hours of service during their freshman year or the summer preceding it. The theme is “Care of God's Creation.” Examples of service for this theme include

## **2018-2019 McQuaid Jesuit Student Handbook**

neighborhood clean-up, work with animal shelters or environmental organizations, park beautification, etc.

**SOPHOMORES** will volunteer at least twenty (20) theme hours of service during their sophomore year or the summer preceding it. The theme is “The Life and Dignity of the Human Person.” Fulfilling this thematic requirement can include working to help the elderly, the sick, and the unborn. Examples are volunteering at a hospice, a nursing home, a crisis nursery, walks to support Birthright, research for MS, or breast cancer, the March for Life trip, the annual Break for Life conference, etc.

**JUNIORS** will volunteer at least twenty (20) theme hours of service during their junior year or the summer preceding it. The theme is "Option for the Poor.” Examples of service for this theme include volunteering at soup kitchens, homeless shelters, food banks, inner city neighborhood centers and schools, migrant ministry, and service trips.

**SENIORS** must participate in the Capstone Project. Students will choose an approved not-for-profit agency where they will volunteer a minimum of twenty-five (25) hours of service. The Capstone Project is intended to be the culmination of a student's service learning during his high school career. The Service Director must approve all Capstone Projects. A full description of this program can be found on the Capstone page on the website.

If a senior has completed at least seventy-five hours of service during his high school career (not including any middle school hours) he is only required to complete the twenty-five hours of service through his Capstone Project during senior year. If a senior has not completed seventy-five hours of service during his high school career, he must volunteer enough hours during his senior year to fulfill the one hundred hour service requirement for high school, including the required number of theme hours for each of the preceding three years.

**ALL STUDENTS** are encouraged to continue in the “MAGIS TRADITION” to go beyond the minimum requirements in the spirit of doing “the greater good” for others. Seniors who have gone well above the requirements are acknowledged at the Spring Awards Assembly.

### *Documentation of Hours*

To receive credit for a volunteer activity, students must submit a timesheet to Campus Ministry. Service hours can be submitted on the McQuaid Jesuit website, and timesheets are also available in the Campus Ministry office. All submitted activities are reviewed and confirmed by Campus Ministry. Failure to complete the service requirement and all of its components has the same penalty as failure to complete any school requirement for graduation: a student will not receive a McQuaid Jesuit diploma or graduate until the requirement is met.

### *Middle School Requirement*

The Middle School has a separate requirement of 5 service hours per year for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade. No themes are attached to the service requirements. Students can see the Service Director for suggestions of appropriate volunteer activities.

### **Service Immersion Trips**

Campus Ministry offers a variety of service immersion trips. These are powerful experiences where students, guided by adult chaperones, immerse themselves in a specific culture for an extended period of time. Each trip includes service work, community building, and individual reflection. Current service immersion trips include Camp Koinonia (Middlesex, NY), Homeboy Industries (Los Angeles, CA), Habitat for Humanity (Lebanon, PA), St. Anne’s Mission (Navajo Nation, AZ), Bethlehem Farm (Alderson, WV), and the Center for Working Families (Quito, Ecuador).

### **Christian Service Conduct**

Students represent McQuaid Jesuit and its values at all times when they participate in Christian service activities. This must be reflected in their work with staff, students, and people in their agencies. Students must be responsible in the use of their cars. The school is not liable for any infractions that happen during release-time. The school may take action if the infraction reflects on the reputation of McQuaid Jesuit.

### **Social Justice**

Fr. Pedro Arrupe, S.J., former Superior General of the Society of Jesus, called upon Jesuit education institutions to form “men and women for and with others.” Following the example of Jesus and embracing Fr. Arrupe’s call, McQuaid Jesuit works to achieve justice for all people.

#### *Arrupe Society*

The McQuaid Jesuit Arrupe Society is intended to be the focal point for all student social justice activities. Pedro Arrupe, the 28th Superior General of the Society of Jesus, famously said: “Today our prime educational objective must be to form men-and-women-for-others; men and women who will live not for themselves but for God and his Christ—for the God-human who lived and died for all the world; men and women who cannot even conceive of love of God which does not include love for the least of their neighbors; men and women completely convinced that love of God which does not issue in justice for others is a farce.” Arrupe Societies, named in his honor, in secondary schools and colleges and universities around the world have been formed to carry forward this message of Jesus.

The Arrupe Society sponsors the McQuaid Ballers, a jail ministry focusing on mentoring at-risk juveniles, St. Joseph of Arimathea Ministry, a pall bearer service for veterans and men and women who have experienced homelessness, visits to the House of Mercy and St. Joseph’s House of Hospitality, the Annual Thanksgiving Food Drive, etc.

#### *Knights for Life*

The Knights for Life are McQuaid Jesuit’s focal point for all life issues. The Catholic Church teaches that all human life is sacred from the moment of conception until natural death. To support this position, educate their peers, and promote advocacy, the group sponsors the annual Break for Life. This popular conference draws over one hundred students each year and addresses a variety of life issues, including but not limited to abortion, capital punishment, the environment, poverty, and euthanasia.

### **Community**

A central aspect of McQuaid Jesuit is the sense of community shared by students, faculty, and staff. For students, this is commonly referred to as “brotherhood.” Campus Ministry supports this bond shared by community members by bringing a unique, dynamic Catholic approach to a variety of programs.

#### *Campus Ministry Board*

The Campus Ministry Board (CMB) is a student-led organization. The CMB is open to all students in grades 9 through 12. The goal of the organization is to develop the bond of brotherhood among McQuaid Jesuit students, especially by finding God in all things. Along with student involvement, many faculty and staff members give their time in assisting the members of the CMB. The CMB leads a wide range of activities, including school Masses, the Rosary Group, Jar Wars, Thanksgiving Interfaith Prayer Service, McQuaid Madness Charity Tournament, Midterm and Final Exams Study Breaks, etc.

## **2018-2019 McQuaid Jesuit Student Handbook**

### *Middle School Campus Ministry Board*

The Middle School Campus Ministry Board (MSCMB) is a student-led organization. Its main focus is the spiritual growth of the middle school students at McQuaid Jesuit. The MSCMB is open to all students in grades 6 through 8. The goal of the MSCMB is to develop the bond of brotherhood among McQuaid Jesuit students, especially by finding God in all things. The MSCMB leads a wide range of activities, including class Masses, the Middle School Walk for Justice, movie nights, fundraisers, visiting St. Joseph's House of Hospitality, etc.

## **ATHLETICS**

The Athletic Program at McQuaid Jesuit offers inter-scholastic sports programs and the Physical Education Department offers intramural sports programs. Students engaging in interscholastic sports may participate on various levels of team competition depending on their grade level. At the middle school level, McQuaid Jesuit offers modified teams comprised of 7th and 8th graders.

### **Fall Sports**

- Cross country (Modified, JV and Varsity)
- Football (Modified B, Modified A (primarily Freshman), JV and Varsity)
- Soccer (Modified, JV Black, JV Gold, and Varsity)
- Volleyball (Modified, JV and Varsity)
- Crew (Novice and Varsity)
- Sailing
- Martial Arts

### **Winter Sports**

- Alpine Skiing (Varsity)
- Basketball (Modified, Freshman, JV and Varsity)
- Bowling (Modified and Varsity)
- Hockey (JV Black, JV Gold, and Varsity)
- Indoor Track (Modified, JV and Varsity)
- Swimming (Varsity)
- Wrestling (Modified, JV and Varsity)
- Squash

### **Spring Sports**

- Baseball (Modified, JV Black, JV Gold, and Varsity)
- Golf (JV and Varsity)
- Lacrosse (Modified, JV, and Varsity)
- Tennis (JV and Varsity)
- Track (Modified, JV and Varsity)
- Crew (Novice and Varsity)
- Sailing
- Rugby (JV and Varsity)

### **Standards and Procedures for Athletic Participation**

- Students must be academically eligible. A student 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.
- Students must have submitted to the school nurse prior to each sport's season a properly signed permission/parents/legal guardian consent/Interval Health History form (Sports Triplicate form)
- Each participant must pass a yearly physical examination, proof of which must be submitted to the school nurse before beginning the first practice session.

## **2018-2019 McQuaid Jesuit Student Handbook**

- Athletes sustaining injuries or significant illness must be cleared with the school nurse before returning to participation. An 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.
- Students must arrive to school by 9 a.m. 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's or dentist's office if he arrives late due to a scheduled appointment. These and other later arrivals that are special in nature will be reviewed by the dean of students to determine athletic/extra-curricular eligibility on the day in question.
- 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.
- Student athletes are expected to take physical education classes. Failure to attend will forfeit the student-athlete's right to participate in practice or game on that day.

If an athlete or the athlete's parents wish to discuss anything relating to participation on a school team, we ask the student-athlete to first speak directly with the coach. After this conversation, it is now appropriate for the parents to contact the coach. If the issue remains unresolved, the parents and student-athlete may now contact the athletic director. If needed, the principal may be contacted next.

Please consult McQuaid Jesuit's Athletic Handbook for additional information.

### **Interscholastic Athletic Policy on Drugs/Alcohol**

If a student 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, tobacco, electronic cigarettes, 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:

First Offense: The student'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 will be suspended from interscholastic competition for a period of no less than 25% of the total season's competition\*, immediately subsequent to the offense. The student must submit to a professional chemical assessment by an accredited agency approved by the school. Release of the results to the school is required.

Second Offense: The student'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 will be prohibited from participation in interscholastic athletics for one calendar year from the date of the offense.

The above athletic sanctions do not supersede 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 expulsion.

Any student 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.

## **2018-2019 McQuaid Jesuit Student Handbook**

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

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

### **TECHNOLOGY**

#### **Network and Internet Policy**

- Use of the Internet is authorized only to support education and curriculum-related research; all other use is secondary.
- Regarding copyrighted material:
  - Such material received via a computer network is owned by the author or the person holding the copyright, and credit must be given for materials received electronically.
  - Software is protected by copyright laws; copies of software on school computers or the Internet must not be made either by copying them onto diskettes or onto other network computers. The lending, giving, or selling of software copies to others without written permission of the copyright owner is prohibited unless the original software is clearly identified as “shareware” in the public domain. Attributions of authorship will follow the same copyright rules for materials obtained via the Internet or network.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes; using or sharing another student’s login name or password is prohibited.
- Users shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users.
- No use of the network shall serve to disrupt the use of the network by others; hardware, software or documents shall not be destroyed, modified, copied, damaged or abused in any way.
- Malicious use of the Internet or network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system is prohibited.
- Intentional use of the Internet or the network to access or process pornographic material, inappropriate text files, viruses or other files dangerous to the integrity of a computer, the local area network or its users is prohibited.
- Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation, impersonation, and other antisocial behaviors are prohibited over the Internet and the network.
- Users shall not reveal their home or school address or phone numbers or those of others over the Internet. Care must be exercised before revealing a surname over the Internet.
- Students without signed parental permission forms to use the Internet are prohibited from teaming up with those who have permission to use the Internet.
- Users may not install additional software, peripheral components or utilities on any school hardware or make modifications to school software without prior written permission.
- Any use of the Internet or network for commercial, for-profit, or exploitative purposes is prohibited
- Transmission of any material in violation of any U.S., state or local regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- All communication and information accessible via the Internet access should be assumed to be private property, unless otherwise stated.
- The directions of staff concerning the playing of games and use of non-academic programs should be followed at all times. These guidelines are posted in the Instructional Computer Center and are applicable to all school computers regardless of location. Generally, these programs have been limited to afterschool hours; however, guidelines concerning the use of these programs are subject to change at any time.

## **2018-2019 McQuaid Jesuit Student Handbook**

- Exemplary behavior is expected on “virtual” field trips as the user is representing McQuaid Jesuit when visiting locations on the Internet.
- It is understood that each user is responsible for one’s own actions while using the Internet or the network.

### **Policy for Student Internet Use**

The Internet enables McQuaid Jesuit to provide to its students access to ideas, information and commentary from around the world. It can be a valuable component of the body of educational resources available to both teacher and student.

The Internet also is an unregulated medium, and McQuaid Jesuit has an educational obligation to provide some guidance and direction to its students in the proper use of such a resource.

Our role is not simply to make the content of the Internet available to the McQuaid Jesuit student, but to help each of our young men develop effective skills in critical analysis and evaluation of the many sources of data the Internet contains. Such skills would include a developing sense of the appropriate use of the Internet and of the time devoted to its use.

To this end, McQuaid Jesuit maintains a policy governing the use of the Internet during the school day. While we seek to limit the degree of censorship exercised by the school and prefer that each student develop his sense of appropriate use, we recognize our role in the social and moral formation of our students. Hence, the following guidelines:

- Sites dispensing illegal information or consisting in themselves of illegal activity (e.g., pornographic content, gambling sites, sites which promote plagiarism or the infringement of legal copyright) will be filtered. “Illegal” is understood to mean against statutory law or contrary to McQuaid Jesuit’s Conduct Code.
- Sites that traffic in immoral, racist, or grossly offensive information or depictions will be filtered.
- Sites that encourage or offer the opportunity for personal, slanderous, or sexist assaults on groups or individuals will be filtered.
- Sites that compromise the performance of McQuaid Jesuit’s network or that consume unfair amounts of the school’s bandwidth when used by a group of students (e.g., pop-up advertising, streaming video, online gaming) also can be blocked in the event they significantly degrade the performance of the school network, especially at those times when the instructional use of the network is at its peak.

To ensure that the use of filtering itself is appropriate, and to maintain a consistent standard of this restrictive action, the director of technology will be the sole person on staff designated to implement and oversee this policy. A list of sites on the filter is maintained and presented to the technology committee for approval at regular intervals during the school year, to be no less than once each semester.

Finally, McQuaid Jesuit’s Acceptable Use Policy mandates the priority of academic activity on the Internet over other use and also allows faculty and staff to impose additional limitations on non-academic use of the network when necessary or desirable.

# **2018-2019 McQuaid Jesuit Student Handbook**

## **FACULTY**

### **Theology**

Mr. James C. Clar, '78  
Mr. Nathan Drahms  
Ms. Jean Hendrick  
Mr. Andrew K. Hoelperl (Chair)  
Mr. Christopher Hood  
Mr. Joseph Mulholland  
Ms. Marcella Nesbitt  
Ms. Elizabeth Pietropaoli  
Mr. Matthew Whelehan, '96  
Dr. Damian Zynda, Th.D.

### **Computer Science**

Mr. David Demers  
Mr. John Maxwell, '75  
Mr. Scott Simkins, (Chair)  
Mr. David Yendrzeski

### **English**

Mr. Braden Bodensteiner  
Ms. Tracey Bors  
Mr. Patrick DePippo, '05  
Mr. Joseph Dugan, '08  
Mr. Daniel Gorton, '90 (Chair)  
Mr. Daniel Hershel  
Mr. Anthony Lessard  
Ms. Erin-Kathleen McMahon  
Dr. Christopher Parks, '90  
Mr. Jeffrey Siuda  
Ms. Lisa Soprano  
Mr. Richard Verneti, '05

### **Fine and Performing Arts**

Ms. Heather Brosman  
Ms. Kathryn Brown  
Mr. David Demers  
Ms. Danielle Franca-Shelley  
Mr. Thomas Galambos, '90  
Mr. Kevin Karnisky (Chair)  
Mr. Gregory Lendeck  
Mr. Jeffrey Siuda  
Mr. Charles Smith

### **Foreign Language**

Ms. Vanessa Bucukovski  
Ms. Susan Hickman  
Ms. Alba Lupia Vanderlinder  
Ms. Jennifer Martinez  
Ms. Erin-Kathleen McMahon (Chair)  
Mr. Mario Morales  
Ms. Gena Stoll-Ewart  
Ms. Yinghua Yang

### **Mathematics**

Mr. Robert Bonfiglio '12  
Mr. Daniel Brady  
Mr. Andrew Cavacos  
Mr. David Dye  
Mrs. Colleen King  
Mrs. Caroline Lesho  
Ms. Kristi Mabelis  
Ms. Tracey O'Brien (Chair)  
Mr. Michael Williams, '88

### **Physical Education**

Mr. Daniel Bates  
Mr. Robert Bates  
Mr. Alexander Gray  
Mr. Brian Sprague, '00  
Mr. Todd Stewart  
Mr. Matthew Thomas, '96 (Chair)

### **Science**

Mr. Kevin (Bix) DeBaise  
Ms. Erica Dewey  
Mr. Joseph Feeney  
Mr. Paul Guadagna  
Mr. William Hochadel (Chair)  
Ms. Jeanne Kaidy  
Mr. Colin Orr, '01  
Dr. Jill Rogalskyj  
Mrs. Lisa Soprano  
Mr. Michael Williams '88

### **Sixth Grade**

Mr. David Demers (Chair)  
Ms. Phyllis Duncan (Teacher's Aide)  
Mr. Alexander Gray  
Ms. Jean Hendrick  
Mr. Anthony Lessard  
Ms. Adrienne Suter

### **Social Studies**

Mr. Richard Bott Jr.  
Mr. Walter Gordinier Jr.  
Mr. James Purtell (Chair)  
Mr. Gregory Rosedale  
Mr. Raymond Ruhlmann III  
Mr. Jack Ruppert  
Dr. Kathleen Ruppert  
Mr. Dante Varrasso  
Mr. Peter Wegman

## **2018-2019 McQuaid Jesuit Student Handbook**

### **OFFICE DIRECTORY**

#### **President's Office**

Rev. Robert Reiser, S.J.	President	256-6101	<a href="mailto:rreiser@mcquaid.org">rreiser@mcquaid.org</a>
Rev. Edward Salmon, S.J.	Chancellor	256-6141	<a href="mailto:esalmon@mcquaid.org">esalmon@mcquaid.org</a>
Ms. Penny Gonzalez	Admin. Asst.	256-6101	<a href="mailto:pgonzalez@mcquaid.org">pgonzalez@mcquaid.org</a>

#### **Principal's Office**

Mr. Adam Baber	Principal	256-6176	<a href="mailto:ababer@mcquaid.org">ababer@mcquaid.org</a>
Mr. Andrew Cavacos	Asst. Principal for Academics	256-6118	<a href="mailto:acavacos@mcquaid.org">acavacos@mcquaid.org</a>
Mr. Daniel Hershel	Dir. of Curriculum Dev.	2546-6106	<a href="mailto:dhershel@mcquaid.org">dhershel@mcquaid.org</a>
Ms. Julie Manioci	Admin. Asst.	256-6176	<a href="mailto:jmanioci@mcquaid.org">jmanioci@mcquaid.org</a>
Ms. Maureen McGinn	Registrar & Data Coordinator	256-6188	<a href="mailto:mmcginn@mcquaid.org">mmcginn@mcquaid.org</a>
Dr. Damian Zynda	Director of Ignatian Identity	256-6103	<a href="mailto:dzynda@mcquaid.org">dzynda@mcquaid.org</a>
FAX		256-6171	

#### **Dean of Students' Office**

Dr. Christopher Parks, '90	Dean of Students	256-6116	<a href="mailto:cparks@mcquaid.org">cparks@mcquaid.org</a>
Ms. Teresa Maguire	Admin. Asst.	256-6114	<a href="mailto:tmaguire@mcquaid.org">tmaguire@mcquaid.org</a>
Fax		256-6114	

#### **Middle School Office**

Ms. Janet Dacey	Dean of the Middle School	256-6140	<a href="mailto:jdacey@mcquaid.org">jdacey@mcquaid.org</a>
Ms. Margaret Thomas	Admin. Asst.	256-6177	<a href="mailto:pthomas@mcquaid.org">pthomas@mcquaid.org</a>
Ms. Mary Wagner	Admin. Asst.	256-6175	<a href="mailto:mwagner@mcquaid.org">mwagner@mcquaid.org</a>

#### **Admissions**

Mr. Joseph Feeney	Dean of Admissions/Financial Aid	256-6117	<a href="mailto:jfeeney@mcquaid.org">jfeeney@mcquaid.org</a>
Mr. Cory Parker, '11	Asst. to the Dean/Academic Coach	256-6193	<a href="mailto:cparker@mcquaid.org">cparker@mcquaid.org</a>
Ms. Pamela Verneti	Admin. Asst.	256-6112	<a href="mailto:pvernetti@mcquaid.org">pvernetti@mcquaid.org</a>

#### **Athletics**

Mr. Matthew Thomas, '96	Athletic Director	256-6174	<a href="mailto:mthomas@mcquaid.org">mthomas@mcquaid.org</a>
Ms. Amy Sheffer	Admin. Asst.	256-6147	<a href="mailto:asheffer@mcquaid.org">asheffer@mcquaid.org</a>

#### **Advancement Office**

Mr. Timothy Nally, '67	VP, Institutional Advancement	256-6102	<a href="mailto:tnally@mcquaid.org">tnally@mcquaid.org</a>
Ms. Mary Jo Jesmer	Dir. Advancement Services	256-6110	<a href="mailto:mjjesmer@mcquaid.org">mjjesmer@mcquaid.org</a>
Mr. Sean Mullen, '02	Dir. Communications / Alumni	256-6139	<a href="mailto:smullen@mcquaid.org">smullen@mcquaid.org</a>
Mrs. Heather Whiting	Dir. of Special Events & Parent Relations	256-6151	<a href="mailto:hwhiting@mcquaid.org">hwhiting@mcquaid.org</a>
Ms. Pamela White	Dir. Development	256-6183	<a href="mailto:pwhite@mcquaid.org">pwhite@mcquaid.org</a>

#### **Academic Center**

Ms. Kathleen VanHeyst	Director of Academic Center	256-6105	<a href="mailto:kvanheyst@mcquaid.org">kvanheyst@mcquaid.org</a>
-----------------------	-----------------------------	----------	--

## 2018-2019 McQuaid Jesuit Student Handbook

### Bookstore

Ms. Jennifer Roxstrom	Bookstore Manager	256-6180	<a href="mailto:jroxstrom@mcquaid.org">jroxstrom@mcquaid.org</a>
-----------------------	-------------------	----------	--

### Buildings and Grounds

Mr. Drew Dennett	Director	256-6115	<a href="mailto:ddennett@mcquaid.org">ddennett@mcquaid.org</a>
------------------	----------	----------	--

### Cafeteria

Mr. David DelGaudio	SAGE Dining Manager	256-6125	<a href="mailto:ddelgaudio@mcquaid.org">ddelgaudio@mcquaid.org</a>
---------------------	---------------------	----------	--

### Christian Service

Dr. Damian Zynda	Dir. of Ignatian Identity	256-6103	<a href="mailto:dzynda@mcquaid.org">dzynda@mcquaid.org</a>
Mr. Nathan Drahms	Dir. of Retreats & Worship	256-6156	<a href="mailto:ndrahms@mcquaid.org">ndrahms@mcquaid.org</a>
Mr. Patrick Flaherty	Dir. of Service & Justice	256-6129	<a href="mailto:pflaherty@mcquaid.org">pflaherty@mcquaid.org</a>
Ms. Kimberly Hanna	Asst. to the Director	256-6138	<a href="mailto:khanna@mcquaid.org">khanna@mcquaid.org</a>

### Counseling

Mr. John Serafine	Director of Student Counseling and College Advising/College Counselor	256-6124	<a href="mailto:jserafine@mcquaid.org">jserafine@mcquaid.org</a>
Mr. Scott Allan	Counselor (Gr. 9-12)	256-6123	<a href="mailto:sallan@mcquaid.org">sallan@mcquaid.org</a>
Mr. Mark Bruce	Counselor (Gr. 6-8)	256-6173	<a href="mailto:mbruce@mcquaid.org">mbruce@mcquaid.org</a>
Ms. Margaret Gorton	Counselor (Gr. 9-12)	256-6178	<a href="mailto:mgorton@mcquaid.org">mgorton@mcquaid.org</a>
Mr. Jeffrey Grifa	College Counselor	256-6120	<a href="mailto:jgrifa@mcquaid.org">jgrifa@mcquaid.org</a>
Mr. Christopher Pierri	Counselor (Gr. 6-8)	256-6121	<a href="mailto:cpierri@mcquaid.org">cpierri@mcquaid.org</a>
Ms. Elena Pilato	Counselor (Gr. 9-12)	256-6122	<a href="mailto:epilato@mcquaid.org">epilato@mcquaid.org</a>
Ms. AnnMarie Cornelia Galletto	Counseling Office Coordinator	256-6134	<a href="mailto:agalletto@mcquaid.org">agalletto@mcquaid.org</a>

### Finance Office

Ms. Kathleen Russo	VP, Finance	256-6152	<a href="mailto:krusso@mcquaid.org">krusso@mcquaid.org</a>
Mr. Nicholas Bridenbaugh '07	Finance Manager	256-6196	<a href="mailto:nbridenbaugh@mcquaid.org">nbridenbaugh@mcquaid.org</a>
Mrs. Carolyn Hanna	Student Accounts/AR Coordinator	256-6153	<a href="mailto:channa@mcquaid.org">channa@mcquaid.org</a>
Ms. Kathleen Stark	Director of Human Resources	256-6197	<a href="mailto:kstark@mcquaid.org">kstark@mcquaid.org</a>

### Nurses' Office

Ms. Christine Jones	Nurse	256-6126	<a href="mailto:nurses@mcquaid.org">nurses@mcquaid.org</a>
Ms. Patricia McDonnell	Nurse	256-6126	<a href="mailto:nurses@mcquaid.org">nurses@mcquaid.org</a>

### Reception/Switchboard

Mr. Mark Thomey, '89	Receptionist	473-1130	<a href="mailto:mthomey@mcquaid.org">mthomey@mcquaid.org</a>
----------------------	--------------	----------	--

### Technology

Mr. Michael Crockett, '14	Director of Technology	256-6104	<a href="mailto:mcrockett@mcquaid.org">mcrockett@mcquaid.org</a>
Mr. Lawrence Luciano	Technology Support Specialist	256-6148	<a href="mailto:lluciano@mcquaid.org">lluciano@mcquaid.org</a>
Mr. Ibrahim Alibadi	Technology Support Specialist		<a href="mailto:ialibadi@mcquaid.org">ialibadi@mcquaid.org</a>

## 2018-2019 McQuaid Jesuit Student Handbook

### INDEX

Absence	17	Ineligibility	6
Academic Letters	7	Internet Policy	41
Academic Probation	6	iPads	28
Academic Year	7	JUG	19
Alcohol/ Drug/Substance Policy	29	Learning Differently	12
Anti-Harassment Policy	22	Liturgical Life	33
Appointments	17	Liturgy Opportunities	33
Athletes, Drug/Alcohol Policy	39	Lockers/Locks	25
Athletics, Participation	38	Lost and Found	25
Athletics, Teams Offered	38	Mini-Class Night	14
Backpacks	24	Middle School Academic Policy	11
Behavior, General	16	Middle School Philosophy & Approach	11
Campus Ministry	32	Middle School Program of Study	9
Cell Phones	27	Mission	4
Cheating & Academic Integrity	29	National Honor Society	9
Christian Service Conduct	37	Office Directory	43
Christian Service Program	35	Off-Limits Areas	25
Class Attendance	17	Parent-Teacher Conferences	15
Class Ranking	7	Parking Regulations	26
Classroom Discipline	23	Photos and Video	30
College Visitation	18	Planned Absence	18
Communication, Student-Parent-School	15	Probation	31
Commencement Participation	6	Probation, Permanent	32
Community	37	Profile of the Graduate	4
Conduct Code, Student	16	Remediation	6
Core Values	4	Required Courses	5
Counseling	14	Retreats	33
Course Change	8	School Bus Conduct	24
Dentist/Doctor Appointment	18	Schoology	10
Disciplinary Warning	31	Semester Exam Absence	19
Dress Code	20	Service Immersion Trips	36
Eating	24	Smoking/Tobacco/E-Cigarettes	30
Electronics	27	Snow Closings	15
Expulsion	32	Social Justice	37
Extracurriculars, Conduct	24	Social Media	28
Facilities Use	14	Suspension	31
Faculty Listing	42	Tardiness	19
Fan and Athlete Conduct	23	Teacher Absence	19
Finances	14	Technology	40
Flex Period	8	Testing Limits	10
General Procedures	24	Textbooks	10
Grading System	6	Textbooks, Care of	26
Health and Medications	14	Traffic Guidelines	27
High School Program of Study	8	Transportation	16
History	4	Truancy	19
Homework	9	Varsity Letter Sweater	22
Honor Code	17	Video/Audio Recordings	28
Honors	7	Video/Photo Information Release	16
I.D. Cards	24	Visits to Counselor/Nurse	27