2026-2027

Academic Handbook & Conduct Code

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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 St. Ignatius Loyola empower us to find God in all things and in all people.

A Life of Learning: The pursuit of excellence and the development of critical thinking skills lead us to actively engage the complexities of the 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 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 on 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 on 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 on 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 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:

Subject	Credits	Subject	Credits
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 ½ credit course in Physical Education each year. Sophomores take a combined Health/Physical Education course that earns them a full credit.

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/academic intervention period in place of their elective credit.

Remediation

Course failures can only be remediated through summer school in a student's district of residence or through an approved online course at the Arrupe Virtual Learning Institute. 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 not allowed to return to McQuaid Jesuit the following September. Seniors who do not pass or remediate all subjects do not graduate.

Remediation for half-credit Theology 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 a marking period 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, and a student's parents/guardians are notified by the dean of academics. Once a student's name appears on the list, it can only be removed by the dean of academics. Ineligibility after the fourth marking period is determined by course failures and goes into effect at the onset of sports and extracurricular activities the following fall. Students with late arrival/early dismissal privileges will have these privileges revoked if they have one or more marking period failures.

A student may petition the dean of academics for restoration of eligibility and/or late arrival/early dismissal privileges beginning 12 school days after the distribution of report cards. The student must obtain the appropriate from his counselor, have it signed by his counselor and all of his teachers, and then present it to the dean of academics for review. All activities are affected by this policy. The dean of academics examines the evaluations 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 semester during the succeeding academic year. A student on academic probation with more than a single failure will be required to withdraw from McQuaid Jesuit.

Participation in Commencement

All seniors are 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. A senior must successfully complete his service requirements in order to receive a McQuaid Jesuit diploma.

Grading

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

For students in grades 8 - 12, each semester exam accounts for 20% of the semester grade. For 6th grade students, each semester exam accounts for 10% of the semester grade. For 7th grade students, each semester exam accounts for 15% of the semester average. The final grade for all students 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 course.

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

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 U or INC
First Honors:	Average of 90, no numeric grade below 70 and no grades of U or INC
Second Honors:	Average of 85, no numeric grade below 70 and no grades of U or INC

Class Ranking

McQuaid Jesuit does not rank its students for internal or external reporting.

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:

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

1 point each for: 85 or better in Theology semester average;
85 or better in Fine Arts

Middle school Academic Letters are earned in grades 6-8, and high school Academic Letters are earned in grades 9-12.

Advanced Placement Exam Policy

Students enrolled in an AP course are required to take the corresponding AP examination in the spring. These exams are an integral part of the AP course experience and are, in many cases, taken in lieu of an in-house final exam. Therefore, an unexcused absence from an AP exam may require the student to take an in-house final exam and will result in the following:

- Removal of the Advanced Placement designation in the course title on the student's transcript
- Removal of the four-percent GPA increase afforded to AP courses on the student's transcript

Course Changes

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

Flex Period

On regular-schedule days, a 35-minute period is designated "Flex." During this time, 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
- Tutoring assigned by the Academic Center director or a teacher
- Meetings with counselors
- Private study or work in an 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 as well as ninth- and tenth-grade students who earned a failing grade for the quarter are required to be in Mandatory Study Hall (MSH) for the Flex period. MSH schedules are posted in the Middle School office. High school students assigned MSH may be released at the discretion of the dean of academics after a review of grades at the midpoint of the marking period.

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 Language and Composition as a junior and/or AP English Literature and Composition as a senior.
- A total of three credits of study in a foreign language sequence is required of all students; we offer French, Italian, Latin, and Spanish, subject to staffing and student interest. If numbers 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 foreign language placement 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, AP Pre-Calculus, Calculus, AP Calculus, Statistics, AP Statistics and Data Science) are offered for those who meet the prerequisites.
- A laboratory science is required for three years. Sciences offered include 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 Leadership, and Economics and Finance forming the basis for this requirement. Advanced Placement courses in World History, U.S. History, European History, U.S. Government and Politics, and in Microeconomics and Macroeconomics can be taken.
- Physical Education is required for all four years.
- A full credit in Fine Arts (art, music, or theatre) is required.
- Additional elective courses are offered in Computer Science, Engineering, Fine Arts, Foreign Language and Social Studies.

The Middle School Program of Study

Sixth Grade Curriculum	Seventh Grade Curriculum	Eighth Grade Curriculum
Grammar & Writing	English	English
Literature	Language 1A	Foreign Language 1B (HS credit)
Mathematics	Mathematics	Mathematics – Pre-Algebra
Science 6	Science 7	Science – CPS/CPS Advanced
Theology 6	Theology 7	Theology 8
Social Studies 6	Social Studies 7	American History 8
Fine Arts	Fine Arts	Fine Arts or Computer Science
Physical Education	Physical Education*	Physical Education*
	Computer Technology*	Health*

*(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 regular 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 92.00 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. While minor assignments are typically graded within a few days, longer assignments may take a week or longer.

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.
- Rescheduling the fourth exam for individuals is a mutual matter. Students may not miss class to make up a test; 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.

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 or 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 the Bookstore Manager.

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." 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 emailed home, along with a letter from the dean of the middle school.

- If a student compiles three sets 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.

- 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 With Documented Learning Needs

McQuaid Jesuit welcomes and supports academically qualified students–including those who may have an Individualized Education Program (IEP) or 504 Plan. While McQuaid Jesuit does not diagnose learning disabilities or have a specialized learning program for students who carry a special education classification, the student body includes many students with documented learning needs. McQuaid Jesuit partners with the Brighton Central School District who manage the IEPs of McQuaid students regardless of their district of residence. McQuaid's counseling office also provides administrative help in applying for accommodations from outside agencies (e.g., documentation for extended time on SAT, PSAT, ACT, and AP exams)

Documentation

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

- An active IEP provided by the student's home school district to be transferred to the Brighton school district–at which point it becomes an Individualized Education Services Program (IESP);

- 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 College Board's guidelines for the PSAT and SAT accommodations, such documentation must include several criteria:
    - diagnosis is clearly stated;
    - diagnoses is supported by educational testing and/or psychological evaluation
    - information is current;
    - educational, developmental, and medical history is included;
    - the diagnosis is supported;
    - the functional limitation is described;
    - recommended accommodations are justified; and
    - evaluator's professional credentials are established.

- 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.

Programs and Related Services

McQuaid's Academic Center and Counseling Office provide space for certified special educators and clinicians from the Brighton CSD or BOCES to deliver services for students who have such programming on their IESPs. When supported by a student's IESP, the Brighton CSD provides the following services on site at McQuaid Jesuit:

- Resource Room
- Indirect Consultant Teacher Services
- Speech/Language Therapy
- Counseling Services
- Occupational Therapy
- Physical Therapy
- Assistive Technology Consultation

Program Modifications and Accommodations

McQuaid Jesuit is limited in its ability to provide all program modifications and accommodations listed on a student's IESP or 504 Plan in all situations. These limitations are typically a result of logistical, staffing, and/or supervision constraints that prevent the School from providing, for example, such things as separate testing locations or movement breaks. Therefore, accommodations are provided on a

case-by-case basis at a teacher's discretion. However, many accommodations may occur within the general instructional practices and technological resources of most McQuaid classrooms. In all situations, McQuaid supports students at an age-appropriate level to develop self-advocacy skills and autonomy when navigating the nuances of their learning needs with their teachers.

Accommodations and Services McQuaid Jesuit Can Provide

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

- Extended time on midterm and final exams
- Access to a word processor for midterm and final exams
- Preferential seating
- Organizational support
- Checks for understanding
- On a case by case basis, with specific administrative approval, accommodations that extend throughout a student's career (e.g. a district-supplied scribe for a visually impaired student)

Other Accommodations

Other accommodations may be provided on a case-by-case basis and at the discretion of each teacher. However, the following list, while not exhaustive, indicates the types of things that cannot generally be provided within the curricular and operational constraints of McQuaid Jesuit:

Accommodations and Services Not Provided

- Modifications to curriculum or assessments
- Deadline extensions
- Direct consultant teacher or integrated co-teaching services within the general education classroom
- Extended time on all in-class assessments
- Written evaluations and updates beyond our normal grade-reporting times
- Behavioral Intervention Plans

The dean of academics is the school official who reviews requests for specific accommodations in consultation with teachers, counselors, and other administrators.

Counseling

There is a Director of Counseling, four school counselors, two college counselors, a College Advisement Center Coordinator, a Social Worker, and a Registrar/Counseling Office Manager on staff, all of whom are listed at the end of this document. The department makes referrals to other professionals on an individual basis when necessary.

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 and financial aid process.. Group and individual counseling are offered on a regular basis. All 11th grade students are enrolled in College Planning Seminars in the spring of junior year. Approximately one hundred colleges visit the College Advisement Center at McQuaid Jesuit each fall.

The College Advisement Center contains access to a variety of up-to-date material to aid students in their college search, planning, and application process.

MISCELLANEOUS

Facilities

- The bookstore has some required books and supplies. It is open according to the posted schedule.
- Each student is assigned a locker. The lockers are the 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.

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.

Parent "Mini-Class Night"

At the beginning of the school year, we hold a parent mini-class night, which is open to parents and guardians of all students. The parent follows a shortened version of the student's schedule to become acquainted with the sequence of courses, the teachers, and the teachers' plans for the courses.

Parent-Teacher Conferences

Following the first marking period, individual parent-teacher conferences are held. For sixth- and seventh-graders, these conferences are scheduled during a day in November and are student-led. For eighth through twelfth graders, the campus is open one evening in November when teachers will be available in their classrooms for consultation. 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-Parent-School Communication protocol below.

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 dean of academics, and the dean reports to the middle school and high school principals.

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:
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.

Snow Closings

In the event of weather-related closing of school, please check the McQuaid Jesuit website, 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.

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 download a bus transportation request form from his home district’s website under “Transportation.” These requests for the following school year must be received by the public school districts 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 must be sent to the Director of Communications.

McQuaid Jesuit Fundraising Policy

In-School Fundraising

All in-school fundraising is coordinated through the Principal's Office and the Advancement Office. All are to follow the process below:

- Complete the in house fundraising request form (https://forms.gle/ixmuYX1EtadhG8C19). The form will be submitted to the Principal and the Director of Advancement.
- The Vice President of Advancement will then inform the requestor with the decision of approval or denial via email. Examples of in-school fundraisers include Jar Wars, the Christmas Giving Project, Capstone efforts, and various food drives – dates for these events must be communicated at least 30 days before the event is held. Promotion of these fundraisers is coordinated internally and is intended for student solicitation only.
- Once approved by the Principal and VP of Advancement, these efforts may only be promoted on the announcements, in classrooms, or on television monitors throughout the school.

External Fundraising

- Fundraising that involves alumni, parents, and friends of McQuaid Jesuit should be coordinated through the Advancement Office, in consultation with the Principal's Office. All are to follow the process below:
- Complete the in house fundraising request form (https://forms.gle/ixmuYX1EtadhG8C19). The form will be submitted to the Principal and VP of Advancement.
- Faculty, coaches and moderators should contact the Athletic Director or the Dean of Students, depending on the request, to review the proposed effort and the fundraising approach.
- If the concept is approved, then the Athletic Director or the Dean of Students will then coordinate with the VP of Advancement to ensure appropriate steps are taken with donor solicitation. Examples of these types of fundraising efforts are arranged into two separate areas: charity-based and student-based.
- Charity Based Examples: Initiatives such as the 25-hour Relay and the Row for Hope, which support local charities.
- Student Based Examples: Initiatives involving solicitation of corporate sponsors in support of robotics, or donors for travel to speech and debate tournaments, which support student co-curricular activities.
- Participation: Participation in any fundraising activity by students is voluntary and may not be tied to grades or other academic rewards.

STUDENT CONDUCT CODE

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

A McQuaid Jesuit student ought 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. Accordingly, 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 and comportment should reflect a respect for himself and for the sensibilities and property of others.

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. It is important to note 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 middle school dean of students.

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

Regular class attendance is paramount to academic success at McQuaid Jesuit. Because of the challenging academic environment that our college preparatory curriculum offers, failure to regularly attend classes can adversely impact a student's progress and grades. A good habit of regular attendance prepares a student for academic success and responsible behavior in college and for life.

Our attendance policy is not designed as a punitive measure, but as the school's way of ensuring that a student takes full advantage of the educational opportunities available 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 that cannot be replicated through make-up work.

Absence

Parents are asked to call (not e-mail) the appropriate Office of the Dean of Students (HS: 256-6114, MS: 256-6175) before 8:00 a.m. to report an absence. Failure to call in an absence on the day it occurs will result in JUG for the student upon his return to school. When returning to school, a student must report to the appropriate attendance office and present a written, dated, and signed note by his parent or legal guardian. Included in the note should be the dates and reason for the absence. Failure to provide this required note will result in JUG each day until the note is received.

Appointments

At times, it may be necessary to schedule medical or dental appointments during the school day. If a student arrives at the beginning of the school day and then needs to leave school early for an appointment, he should bring a note from his parent/guardian to the Office of the Dean of Students before first period to receive permission and to receive a yellow pass releasing him from class. Before leaving the building, the student must sign out at the Office of the Dean of Students.

A student returning from an appointment must sign in at the Office of the Dean of Students. If a student was not in school at the beginning of the day and is arriving after an appointment, he should submit a parent note and verification of the appointment, if necessary, for athletic and extracurricular eligibility.

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

Planned absences

Any student planning to be absent on a certain day must notify the dean of academics (HS) or the middle school principal (MS). The request for the planned absence, signed by the student's parents, must be made in writing at least five (5) days prior to the planned absence. Teachers are not required to provide make-up work for absences due to non-sanctioned school events.

Accumulated absences

Students who accumulate an excessive number of absences from any class will be reviewed for academic standing.

For students in **grades 6 – 11**, the following guidelines will apply:

- Once a student has accumulated 8 absences in a full year course (or 4 absences in a semester course) a warning letter will be sent home to the student's parents from the Office of the Dean of Students
- Once a student has accumulated 12 absences (or 6 absences in a semester course) a meeting will be held with the student, parents/guardians, counselor, principal, dean of students, and dean of academics
- Once a student has accumulated 15 absences (or 8 absences in a semester course) he will be denied credit for the course. The student may petition the dean of students, dean of academics, and principal for the restoration of academic credit. Decisions regarding the denial of credit will be determined by the principal and deans.

For students in **grade 12**, the following guidelines will apply:

- Once a student has accumulated 6 absences in a full year course (or 3 absences in a semester course) a warning letter will be sent home to the student's parents from the Office of the Dean of Students
- Once a student has accumulated 9 absences (or 5 absences in a semester course) a meeting will be held with the student, parents/guardians, counselor, principal, dean of students, and dean of academics
- Once a student has accumulated 12 absences (or 6 absences in a semester course) he will be denied credit for the course. The student may petition the dean of students, dean of academics, and principal for the restoration of academic credit. Decisions regarding the denial of credit will be determined by the principal and deans.

Tardiness

Any student who arrives late to school (after 8:15 a.m.) must report to the attendance office and sign in. The student will then be given an "Admit to Class" slip. Any student arriving after 9:00 a.m. must have a written note from home verifying the reason for the student's tardiness.

Students must arrive at school by 8:45 a.m. to participate in team/individual practices, games, rehearsals, performances, ceremonies, or other extracurricular activities. The coach/moderator is responsible for checking attendance to determine whether a student may participate. A student must present verification from a medical office if he arrives after 8:45 a.m. due to a scheduled appointment to participate in athletic/extracurricular activities.

Students who miss more than 25 minutes of a class will be considered absent for the specific class.

Tardiness resulting in a missed assessment (quiz, test, presentation, etc.) may result in academic consequences as determined by the classroom teacher and/or the dean of academics.

Students are expected to be on time for the start of school and make transportation arrangements that will guarantee their punctuality. Students must leave home early enough to ensure an on-time arrival at school despite weather and traffic problems.

Truancy

If a student is absent from school and there is no communication from the student's parent(s)/guardian(s), the student is considered truant and will receive twenty (20) 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.

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

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.

JUG

The traditional Jesuit term for school detention is JUG, derived from the Latin *jugum* meaning yoke or burden. Sessions begin at 2:50 p.m. and end at 3:35 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. 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 teacher write a note indicating the time the tutoring session starts and ends.

Transfer of JUG

For good reason the dean may, at his or her 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 seeks to maintain an atmosphere that is conducive to the highest quality of learning. To maintain structures for students that will help their growth in maturity, personal responsibility, and self-discipline, McQuaid Jesuit institutes a dress code policy. McQuaid Jesuit students are called to live the mission of the school which includes a dress code. A student's dress and appearance impact the atmosphere and culture of the school. In addition to creating a sense of community on campus, the dress code aims to limit distractions from learning. The school believes that appropriate dress and appearance set the tone for learning and reflect respect for oneself and for the school community.

The basic elements of the dress code are listed below:

- Standard dress code for all students will be a sport coat, collared dress shirt, tie, dress pants, belt, socks, and dress shoes
- Any student who has earned a McQuaid Jesuit letter sweater will be allowed to wear the letter sweater in lieu of a sport coat
- For students in grades 6-11, sweaters, vests, and ¼ zips will not be allowed under the sport coat.
- 12th grade students will receive a McQuaid Jesuit ¼ zip that will be allowed in lieu of a sport coat.
- Each sport and club will be allowed two "Dress Days" when members of the team/club will be permitted to wear the same team/club jersey or shirt. Team/club captains or leaders must request a "Dress Day" by completing a "Dress Day Form" in the Dean of Students Office at least three days prior to the "Dress Day."

Students are to arrive at and depart from McQuaid Jesuit wearing dress pants, collared shirt, and a belt. Dress shoes, ties, and sport coats may be left in lockers during non-school hours. Students out of compliance with the stated dress code are subject to JUG.

All clothing must be clean, well kept, properly fitted and properly worn. Technical fulfillment of the dress code is unacceptable. Determination of "sloppy" appearance is at the discretion of the Dean of Students. Students outside of the building during the school day will remain in dress code for any school-affiliated event unless given permission for alternate dress by the Dean of Students or the supervising teacher.

No apparel may be worn that has any inappropriate or derogatory words, symbols, or images. No apparel may be worn that has political statements or affiliation. 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 visible tattoo during any of the above-mentioned times may be sent home and subject to disciplinary consequences. Hats are not to be worn in the building.

All dress code interpretations/decisions are at the discretion of the dean of students

	Appropriate	Inappropriate
Tie	Dress necktie or bowtie, worn at the top of the shirt collar	String tie (bolo) or ties with inappropriate sayings or logos
Sport coat	Suit coat, blazer, or 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. 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
Pants	Plain colored dress pants, casual wear pants (e.g. Dockers). Pants should be accompanied by a dress style belt.	Jeans, painter pants, corduroy pants, camouflage pants, "skinny" tight fitting pants, excessively baggy pants, pants that are ripped or frayed, pants not meant to be worn with a belt
Shoes	Traditional dress shoes or "medium" dress shoes (Bass, Dexter, Rockport, etc.)	Sneakers, work shoes, "Hey Dudes", "Uggs", "Crocs", sandals, slippers, hiking shoes, work boots, slip-ons, athletic shoes
Sweaters/vests/ 1/4 zips	Any student who has earned a McQuaid Jesuit letter sweater will be allowed to wear a letter sweater in lieu of a sport coat	Students in grades 6-11 will not be allowed to wear a sweater, vest, or ¼ zip under the sport coat
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, Samsung Galaxy, etc.), META glasses, neck chains/beads, earrings, spiked or studded bracelets/belts, nail polish, make-up, earbuds, headphones

Team/Club Dress Days

During each athletic season or school activity, a team/club/activity may request two "Dress Days" to promote spirit and attendance at a game or event. Captains/leaders must request a "Dress Day" by

completing a “Dress Day Form” in the Dean of Students Office at least three days prior to the “Dress Day.” On the approved date, all team/club members must wear the same team/club jersey or shirt.

Letter sweaters

Students in all grades who have earned a McQuaid Jesuit letter (e.g. from a varsity sport, academic letter) may purchase a McQuaid Jesuit letter sweater from the bookstore. The sweater may be worn in lieu of a sport coat. Students may purchase the varsity letter sweater only after obtaining and completing a permission slip from the Dean of Students’ Office. Letter sweaters will not be allowed at the Mass of the Holy Spirit or the Advent Liturgy.

Hairstyles

Hairstyles should be well groomed and evenly trimmed. Determination of appropriate hair length and style is reserved to the dean. Hair may not cover a student’s eyes, and the student’s face must be fully visible. Students may not use hair ties or other means to tie their hair back or up. Students may not dye/color/bleach their hair. Students may not shave or cut any part of their eyebrows. All students are to be clean-shaven each day they attend school. Students who do not comply with direction from the dean concerning hair length, style, and facial hair are subject to suspension from school until they comply with acceptable standards. They will also receive five to ten 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 and outerwear coats

Hats are not to be worn in the building. Students who do not adhere to this rule may receive JUG and have their hats confiscated and held by the dean. 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 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 to ten days of Jug.

No apparel may be worn that has any inappropriate or derogatory words, symbols or images. No apparel may be worn that has political statements or affiliation. 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.

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 social media, the misuse of email, other Internet communication, text messages, cell phones or pages. The harassment of others because of a legally protected category including but not limited to theology, race, gender, national origin, age, color, physical or mental disabilities, or sexual orientation is a form of discrimination. It may create a hostile, offensive and intimidating environment that interferes with academic life . It contaminates the atmosphere of trust that must exist in a school environment to foster independent, creative learning.

Harassment includes sexual harassment. Sexual harassment is against the law, and McQuaid Jesuit will not tolerate sexual harassment of any student, faculty member, employee or visitor. Sexual harassment includes but is not limited to 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 immediately 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, employee or visitor should also report the matter to a member of the administration such as Human Resources or the President. 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 may serve as a source of appeal. The complainant may be interviewed in-person or requested to submit a written statement describing the specific action or words. No retaliation will be made against an individual who makes a complaint in good faith 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 of students or the dean of academics 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, including but not limited to suspension, disciplinary probation, or expulsion.

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 Jesuit ideals 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 in an interscholastic contest are subject to disciplinary penalties put forth by the athletic director and may receive additional penalties imposed by the coach and the school.

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 buses.

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 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 duffle bags are not to be worn or carried in the school building from 8:15 a.m. until end of day dismissal. All bags 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, 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. Likewise, they will be required to dispose of the items in their possession When weather permits, students may eat and drink outside only in designated and approved areas. **There is no food or drink permitted in study rooms.** The determination of these areas is at the discretion of the dean, and students should check for permission before eating or drinking any place other than the cafeteria. Indoors and outdoors, students are expected to clean up after themselves, their peers, and others seated with them. 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 will 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 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 four 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, check or credit/debit card, cash or credit/debit card at the loader located outside the cafeteria, 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. No personal locks that may be used on the regular student lockers. 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 $100.00 will be charged to replace a properly functioning lock because its combination has been learned by others. Likewise, if a student does anything to damage a school locker or lock mechanism, he will receive disciplinary consequences and be required to pay for the necessary repairs. Any student tampering with another's locker will receive disciplinary consequences. 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 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. Likewise, the school is not liable for items or valuables that are lost or stolen.At different points during the year, all unclaimed items in lost and found will be donated.

Off-Limit 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 to fifteen days of JUG, face suspension and probation, and, if of driving age, may lose driving and parking privileges for the remainder of the school year.

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.

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 by cash or check 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, will receive disciplinary consequences and 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.

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 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."

Electronics

Cell Phones
Students will be required to store their internet-enabled personal devices (e.g., smartphones, smartwatches, tablets, META glasses, or other devices capable of connecting to the internet) from 8:05 a.m. until the end of the instructional day. Students will not be allowed to use their personal electronic devices during class periods, lunch, between periods, in study halls, or in the senior lounge during the instructional day, unless a specific exemption applies.

Internet-enabled personal devices may be allowed in the following circumstances:
Administrator-approved educational purposes
Medical needs (e.g., insulin monitor, health management)
Emergency situations (early school closing/dismissal)
Translation services for ELL students
Devices incorporated in a student's IEP or Section 504 Plan

Violations will result in a tiered disciplinary response
1st offense: JUG
2nd offense: JUG and parent notification
3rd offense: JUG, parent notification and revocation of phone privileges (student not allowed to bring device to school)

Confiscated cell phones and electronic devices will be held by the dean and returned at the dean's discretion. Furthermore, if an electronic device 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 administrator, faculty or staff member, nurse, tutor, or coach may confiscate any electronic device at any time for any reason. Refusal to surrender the electronic device immediately constitutes open defiance and will result in JUG, suspension, and possible probation and expulsion.Furthermore, the dean, as well as any school administrator, reserves the right to review the contents of any electronic device. Furthermore, the device will remain in the possession of the school administrator until the school deems it 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 8:05 a.m. or after dismissal. They may not be used during the school day. Audio should not be heard by others. Students may not wear ear buds, headphones or the like in the hallways or classrooms unless permitted specifically by the dean or the supervising adult.

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 written permission. Any student in violation of this policy is subject to disciplinary consequences including, but not limited to, suspension, 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 substances 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 results 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
- 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)
- Submitting material or ideas created or edited by artificial intelligence providers including ChatGPT, Bard Chatbot, Bing Chat, Grammarly or any other service as one's own work or using its content without 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 dean of 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 a 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 dean of academics (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 for one calendar year.

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 written 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-Cigarettes, "G-pens", "Cloud pens", vapor drops, etc. is similarly prohibited. A student in violation of this policy is immediately subject to a minimum of ten days of JUG and Disciplinary Probation or expulsion. 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 department. A student found in violation of this policy will also be subject to random searches of his person, locker, and vehicle for the remainder of his time as a student at McQuaid Jesuit. Refusal to comply with any search is ground for immediate suspension and expulsion.

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

Suspension

Suspension is a penalty imposed for serious offenses. It is imposed by the dean at the direction of the principal. It may be used as punishment and to separate a student while serious misconduct is under investigation. 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 classwork 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 or principal 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 school 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 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 principal and 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 school.

When a student is placed on disciplinary probation, the dean's office schedules a meeting between the student, parent(s)/guardian(s), and the principal or 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.

Permanent Probation

In certain cases the principal or 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 principal or 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. The principal will solicit information from the appropriate administrators.
4. The principal will then make a final decision and 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 fireworks or any material which is explosive or otherwise hazardous.
- Repeated use or possession of alcohol, marijuana, controlled substances or nonprescription drugs.
- The sale or distribution or the intent to sell or distribute drugs, vaping materials, or controlled substances or being an accomplice to such activity.
- 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 of 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.

Parent, Guardian and Caregiver Behavior

McQuaid Jesuit's expectations regarding the conduct of parents, guardians and caregivers can be found here.

SPIRITUAL LIFE

Mission and Ministry

As a Catholic, Jesuit institution, Mission and Ministry endeavors to be at the heart of every student's McQuaid Jesuit experience. This is accomplished by offering dynamic liturgies, powerful retreats, enlightening social justice initiatives, formative Christian service opportunities, and engaging community events. Mission and Ministry is student-led and 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 our Christian lives and while Eucharist is central to the lives of Catholics, all students, regardless of religious affiliation, are active members of the liturgical life of McQuaid Jesuit.

Community Liturgies

As a Catholic school, McQuaid Jesuit proudly gathers to celebrate the Eucharist on six major occasions throughout the year. These student-led celebrations include the Mass of the Holy Spirit, All Saints Day, Feast of the Immaculate Conception, Advent Liturgy, Feast of the Ascension, and Baccalaureate Mass.

Sacramental Preparation

For students interested in becoming Catholic, McQuaid Jesuit's *Companions Program* prepares young men for Baptism, First Communion, and/or Confirmation in the Roman Catholic Church.

Sacrament of Reconciliation

Every student at McQuaid Jesuit is provided with an opportunity to celebrate the Sacrament of Reconciliation during the academic year. On a monthly basis, students can go to confession during Flex. In addition, students are able to go to confession during theology class during the the seasons of Advent and Lent. Juniors and seniors are afforded the opportunity to celebrate the sacrament during the Emmaus and Kairos Retreats, respectively.

Weekday Eucharistic Liturgies

Daily Mass is offered on Wednesdays at 7:30 a.m. in the Fr. Edward F. Salmon, S.J. Chapel and is open to the entire McQuaid Jesuit Community. In addition, Family & Alumni Mass is celebrated on Friday once per month at 7:30 a.m. in the Chapel.

Wednesday Examens

McQuaid Jesuit prays the Examen on Wednesdays before dismissal. Examens are led by students and offer the community an experience of Ignatian reflection and spirituality.

Retreats

Student 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.

6th, 7th, and 8th Grade Mission Day

The 6th, 7th, and 8th grades participate in a separate one-day mission day that takes place over the course of a regular school day. The focus of the mission days is to build class unity and encourage students to grow in their understanding of Ignatian principles and the profile of the Grad at Grad.

Magis Retreat

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

Juniors 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

Seniors 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 before they graduate.

Wilderness Retreats

Juniors and seniors have the opportunity to attend the Wilderness Retreat. The retreat takes place in various parks, 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.

Administration, Faculty, Staff and Board Ignatian Formation

McQuaid Jesuit is committed to a comprehensive Ignatian Formation program for our adult community. New employees enter a rigorous and comprehensive five-year formation process with the Vice President of Mission and Ministry who ensures all members of the McQuaid Jesuit adult community are knowledgeable of St. Ignatius, Ignatian Spirituality, Jesuit History, and Ignatian Pedagogy. Veteran

members of the community may make the Spiritual Exercises of St. Ignatius (30-week retreat) as part of on-going formation. Veterans can also make a two week pilgrimage to Ignatian Spain and Rome in conjunction with Boston College. Each year the adult community gathers for either a McQuaid Day of Service or an Ignatian Study Day of prayer and reflection on current Jesuit documents relative to Jesuit education.

Service and Justice

Modeled after the life of Christ who "did not come to be served but to serve" (Mt 20:28), service and the promotion of justice are intrinsic parts of the education and formation of students at McQuaid Jesuit. Experiences of service are as valuable as a day in the classroom. Middle school and high school students have service hour requirements for promotion and graduation. High school student requirements include specific themes related to pillars of Catholic Social Teaching and the Universal Apostolic Preferences of the Society of Jesus. Students must fulfill these requirements to receive a diploma.

What is "service?"

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 (typically not including immediate family members) . 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.

Service Requirement

Service may be done during the school year, on weekends, during summers, etc.

Middle School students (grades 6, 7, and 8) will volunteer at least 15 of service during their middle school years or the summer preceding it. There is no themed requirement for middle school.

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.

At least ten (10) hours of service must address the theme of "Care of God's Creation." Examples of service for this theme include neighborhood clean-up, work with animal shelters or environmental organizations, park beautification, etc.

At least twenty (20) hours of service must address the theme of "The Life and Dignity of the Human Person." Fulfilling this thematic requirement can include working to help the elderly, the sick, the unborn, or otherwise vulnerable. Examples are volunteering at a hospice, a nursing home, a crisis nursery, research for cures to diseases, anti-abortion activities, and work with young children.

At least twenty (20) hours of service must address the theme of "Option for the Poor." Examples of service for this theme include volunteering at soup kitchens, homeless shelters, food banks, neighborhood centers and schools serving the poor, migrant ministry, and select service immersion trips.

Seniors must complete a Capstone Project. Students will choose an approved not-for-profit agency or an appropriate social justice cause to which 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 Director of Service and Justice must approve all Capstone Projects. A full description of this program can be found on the Capstone page on the website. All Capstone proposals must be submitted using the appropriate online form by the end of the first marking period.

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.

ALL STUDENTS are encouraged to pursue the *magis* and go beyond the minimum requirements in the spirit of doing "the greater good" for others.

Documentation of Hours

To receive credit for a volunteer activity, students must submit their service hours for approval through MobileServe. A full description and list of instructions for logging hours in this platform can be found on the MobileServe submission page of the school website. 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.

Service Immersion Trips

Mission and 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 Minga Peru (Peruvian Amazon), Camino Institute (Dominican Republic), St. Anne Mission (Navajo Nation, AZ), the Centro–Una Familia de Familias (Quito, Ecuador), the Appalachian Institute (Wheeling, WV), St. Luke's Mission of Mercy (Buffalo, NY), and the Urban Plunge (Rochester, NY).

Conduct During Service

Students represent McQuaid Jesuit and its values at all times when they participate in service activities. This must be reflected in their work with staff, students, and people in their agencies.

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." Mission and Ministry supports this bond shared by community members by bringing a unique, dynamic Catholic approach to a variety of programs.

Middle School Mission and Ministry Board

The Middle School Mission and Ministry Board is a student-led organization. Its main focus is the spiritual growth of the middle school students at McQuaid Jesuit. The goal of the board is to develop the bond of brotherhood among McQuaid Jesuit students, especially by finding God in all things. The board leads a wide range of activities, including class Masses, movie nights, fundraisers, and various service projects.

ATHLETICS

The Athletic Program at McQuaid Jesuit offers interscholastic 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, Freshman, JV and Varsity)
- Soccer (Modified, JV Black, JV Gold, and Varsity)
- Volleyball (Modified, JV and Varsity)
- Crew (Novice and Varsity)
- Sailing

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)

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 (Modified, 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.
- 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 at school by **8:45 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/extracurricular 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.

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.

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 flash drives or onto other network computers.
    - Users may not copy, download, distribute, install, or share copyrighted software, media, documents, images, or other materials except as permitted by law, license, or the copyright holder. Users must respect all applicable copyright and intellectual-property rights and provide appropriate attribution when required.
- 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, the network, or institutionally-owned devices 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.
- 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, network, licensed software, or institutionally-owned devices 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 secrets.
- All communication and information accessible via the Internet 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 after-school hours; however, guidelines concerning the use of these programs are subject to change at any time.
- 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.

- Students are only allowed to use their institutionally assigned devices in school (McQuaid issued iPads, Computer lab machines). Use of personal iPads and Laptops during the school day is strictly prohibited.
- Communication from students with other students, faculty, or other outside parties must be sent over McQuaid email. Use of personal email, or foreign messaging systems is prohibited.

Circumvention of Network Security and Content Controls

Users may not attempt to bypass, disable, evade, or otherwise circumvent McQuaid Jesuit's network security measures, content filters, monitoring systems, access controls, or other technical safeguards. This prohibition includes, but is not limited to, the unauthorized use of web proxies, proxy websites, VPNs, Tor or other anonymizing services, alternate DNS services, encrypted tunnels, remote-access services, URL or content redirection services, or other tools or techniques intended to circumvent school network restrictions.

Users may not alter network settings, use unauthorized applications or browser extensions, connect to unauthorized networks or devices, or employ other technical means for the purpose of obtaining access to websites, services, applications, content, or network resources that are blocked or restricted by the school.

Users may not assist another person in circumventing school network controls, including by providing instructions, links, software, configurations, credentials, or other means of bypassing such controls.

Authorized security, privacy, accessibility, instructional, or technical uses of such technologies may be permitted when expressly approved in writing by McQuaid Jesuit's Office of Information Technology.

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. Used appropriately, it is a valuable component of the educational resources available to both teachers and students.

At the same time, the Internet also is an unregulated medium. McQuaid Jesuit therefore has an educational obligation to provide students with guidance regarding its appropriate, responsible, and ethical use.

Our role is not simply to make Internet content 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. These skills include understanding the appropriate purposes for Internet use, recognizing the responsibilities associated with online activity, and exercising sound judgment regarding the amount of time devoted to Internet use.

To support these goals, McQuaid Jesuit maintains content-filtering and network-management measures governing student Internet access during the school day and on its devices. 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.

Accordingly, the following guidelines apply:

- **Illegal or prohibited content.** Websites that provide access to illegal activity or content prohibited by law or by McQuaid Jesuit's policies may be filtered. This may include, but is not

limited to, pornography, unlawful gambling, material intended to facilitate academic dishonesty or plagiarism, and material that infringes copyright or other intellectual-property rights. For purposes of this policy, content may be restricted based on either applicable law or McQuaid Jesuit's policies and standards of conduct.

- **Offensive or harmful content.** Websites containing content that is substantially inconsistent with McQuaid Jesuit's educational mission or standards of conduct may be filtered. This may include content that is obscene, sexually explicit, promotes hatred or discrimination, or is otherwise grossly offensive or harmful to the school community.
- **Harassment and abusive content.** Websites or online services that facilitate harassment, bullying, targeted abuse, defamatory or malicious attacks, or discriminatory or degrading treatment of individuals or groups may be filtered.
- **Games and gaming content.** Games and gaming-related websites, applications, and services may be filtered or blocked on institutionally owned devices. Gaming can distract from academic activities, consume instructional time, and interfere with the educational purpose for which school devices are provided. Students are not permitted to use McQuaid Jesuit-issued iPads to access, download, install, or play games during the school day, except when a game or gaming application is specifically authorized by a teacher for an instructional purpose.
- **Network performance and bandwidth.** Websites, applications, or services that adversely affect the performance, security, or reliability of McQuaid Jesuit's network may be blocked, restricted, or rate-controlled when necessary. This may include services that consume significant network resources, such as high-bandwidth streaming media, online gaming, or other services that substantially interfere with instructional use of the network. (e.g., pop-up advertising, streaming video, online gaming, March Madness). Network-management measures may be applied particularly during periods of high demand.
- **Circumvention of network controls.** Students may not attempt to bypass, disable, evade, or otherwise circumvent McQuaid Jesuit's content filters, network-security measures, monitoring systems, or other technical controls. This includes the unauthorized use of proxy websites or servers, VPNs, Tor or other anonymizing services, alternate DNS services, encrypted tunnels, remote-access services, URL-redirection services, or other tools or techniques intended to obtain access to content or services that have been blocked or restricted by the school. Students may not assist others in circumventing these controls by providing instructions, links, software, configurations, or other means of doing so.
- **Network and device security.** Students may not intentionally introduce malware, interfere with the operation of the network, attempt to gain unauthorized access to systems or accounts, access another user's files or credentials, or otherwise engage in activity that threatens the security, integrity, or availability of McQuaid Jesuit's technology resources.

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. Requests to block or unblock websites or services may be reviewed by the Office of Information Technology in consultation with appropriate faculty or administrators when necessary. The Office of Information Technology will periodically review filtering practices and the categories of content subject to restriction.

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.