

# St. Ignatius College Preparatory



## Student Parent Handbook 2018-2019

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#### MISSION STATEMENT OF SAINT IGNATIUS COLLEGE PREPARATORY

“St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become lifelong learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.”

Dear Friends,

Welcome to a new year at St. Ignatius! The handbook is intended to provide inspiration, information, and guidance as we continue to provide the best opportunities to develop young women and men of conscience, compassion, and excellence in the context of an inclusive and loving community.

Animated by the vision of St. Ignatius of Loyola, SI provides our student body with a well-rounded program of studies and activities aimed at the formation of character and the promotion of the faith that does justice. We challenge our students to transcend academic excellence and become young women and men of compassion and empathy. In this way, we seek to embody the very best of the Jesuit tradition while remaining responsive to the needs and challenges of our time. An important goal of a St. Ignatius education is to help students realize their talents are gifts to be developed not merely for personal gain, but for the good of the community and ultimately shared with others. We want our students to be open to growth, intellectual, religious, loving, committed to justice, and leaders as outlined in the characteristics in the Graduate at Graduation.

Finally, it is our responsibility to ensure that our students are safe at all times. By following common sense rules, we can maintain a safe and secure campus and this handbook articulates the disciplinary guidelines that will ensure the well-being of the entire community.

These goals can be realized only when our entire community supports them. By working together, we can accomplish great things. On behalf of the faculty, staff, and administration, I extend to you my best wishes and prayers for a successful and happy school year.

Sincerely,

Patrick Ruff  
SI Principal

# I. PARENTAL COOPERATION

We are committed as a school community to have your sons and daughters discover the God-given gifts they have already been given, to know they have an obligation to develop those gifts, and ultimately to use those gifts in service to others. When your sons and daughters graduate from St Ignatius Church on the first Saturday in June after four years at St. Ignatius, they will have been through much (as you and we will have been). Hopefully they will have begun to approximate our The Grad at Grad: Profile 2020: Open to Growth, Intellectually Competent, Religious, Loving, Committed to Justice, and Leaders in Collaboration.

Our wish is that their experience at this Jesuit high school will have prepared them to know how to make decisions about their lives that are well-informed, moral, just, and compassionate. We make this wish in partnership with you. Together we will grow as well. Together we will need the courage to give them the direction and care they need.

In that regard, their developing attitudes and behaviors in and out of the classroom, on and off campus, are crucial in this process of adolescent formation. It's not just that what they do and how they act represent and reflect upon St Ignatius; it's more than that. Their approach to being young men and women for and with others is their receptivity and practice of what they are exposed to in this ministry. Consequently, their actions and attitudes wherever they are: from the streets of San Francisco to the homes of friends and others; from their presence on the Internet to their reaction to current adolescent culture – these are all witnesses to whether we are having any effect on their formation as young people. Failure to consistently demonstrate attitudes and behaviors that are consistent to the mission of the school at all times will place them in jeopardy of remaining in the community. Simply put, the student will be dismissed from Saint Ignatius.

As part of this partnership with us, you, the parents have responsibilities as well: to cooperate with school personnel when your son/daughter is being disciplined; to work respectfully with school personnel over disagreements in schedules, academic performance, rehearsals, practice, and playing time, parking and traffic control; to monitor the use of your home as a healthy gathering place for young people when appropriate; to participate with the school in the spiritual, moral formation of these charges of ours in all endeavors: academic, athletic, co-curricular, and Campus Ministry events.

It is an honor and a responsibility to go about the work of the ministry of the high school apostolate. We can't do it in a vacuum; we can't just pay "lip service" to the tenets and principles upon which the school was founded, has thrived, and has existed for these 150 years.

It's a challenging world that awaits them when they leave; let us together, make sure that they are up to the challenges for college and beyond.

# II. THE GRAD AT GRAD: PROFILE 2020

The characteristics of the Profile below describe the St. Ignatius College Preparatory graduate from various perspectives. In a sense, the graduate is a threshold person: he or she is rapidly approaching young adulthood, and the world of childhood has been left behind definitively. In the four years of high school there have been joys and successes as well as failures and disappointments, experiences which have led to the graduate's maturing. Granted that they are not fully developed in late adolescence, the qualities below describe the

characteristics which seem most conducive to a desirable adult life. Some overlapping in the five categories is evident because many of these qualities are mutually related and intertwined. Jesuit education is, has been, and always will be focused on whole person education: mind, spirit, and body. Thus, the Profile always needs to be viewed within the context of the mission of Jesuit education and not merely as a list of achievable outcomes for the Jesuit high school graduate.

## I. OPEN TO GROWTH

A graduate of St. Ignatius has matured as a person – emotionally, intellectually, physically, socially, and religiously - and has developed an openness to the diversity of the surrounding world. On the way to becoming a life-long learner, the graduate is beginning to reach out, seeking opportunities to stretch his or her imagination and feelings. At the time of graduation the St. Ignatius student will have:

contributed to and benefited from all areas of the school community (academic, spiritual and co-curricular);  
demonstrated an openness to learning from different sources, a recognition of personal bias, and a willingness to engage in respectful dialogue with those who hold different views;  
exercised cultural competence, showing an appreciation and respect for all individuals and diverse cultures ;  
engaged in the practice of reflecting on experiences with the aim of informing future actions;  
recognized the need for leisure, recreation, and aesthetic experiences, finding ways to budget appropriate time for those activities;  
demonstrated a commitment to the pursuit of excellence, realizing that learning is an on-going process that often involves risk and discomfort, and that criticism and failure may lead to growth.

## II. INTELLECTUAL

Through a four-year college preparatory curriculum, a graduate of St. Ignatius will develop intellectual skills that go beyond academic excellence and requirements for college entrance. The student is beginning to understand the value of curiosity that leads to scholarly contemplation and a life-long disposition to learn. At the time of graduation the St. Ignatius student will have:

demonstrated the ability to think critically and creatively to solve problems in a variety of disciplines and different situations with perseverance and adaptability;  
demonstrated the ability to access, review, evaluate, and synthesize a variety of media resources, both individually and as a member of a group;  
demonstrated effective written, oral, and technological communication skills;  
demonstrated the ability to seek out diverse sources and use that information to evaluate issues of contemporary life in relation to our Gospel values;  
gained the foundational knowledge necessary for pursuing an academic discipline in advanced education.

## III. RELIGIOUS

A graduate of St. Ignatius shows a basic knowledge of Scripture, doctrines, and practices of the Catholic Church. Having been introduced to Ignatian spirituality, the graduate will examine his or her own religious feelings and beliefs with the aim of establishing a relationship with God within a religious community. Always respectful of the conscience and religious background of students affiliated with other faith traditions, these goals apply to the non-Catholic graduate as well. At the time of graduation the St. Ignatius student will have:

demonstrated an understanding of the Hebrew Scriptures and New Testament, including the Church's teaching about Jesus Christ and his mission as well as the sacramental expressions of that mission;  
displayed an understanding of the relationship between faith in Jesus and being a person for and with others, which manifests itself in action based on the Church's teaching on social justice;  
become increasingly willing to develop a well-informed conscience and to let personal faith influence basic values, moral choices, and vocational interests;  
been introduced to other religions and developed a respect for their beliefs;  
grown in personal spirituality, being able to articulate personal faith and engage in various methods of prayer in private, during liturgy, and on retreat.

#### IV. LOVING

A graduate of St. Ignatius has begun to establish his or her own identity and move beyond self-interest or self-centeredness by forming deeper relationships with others, valuing friendships, and recognizing one's place in the global community. The graduate is increasingly empathetic and able to share personal feelings with others. At the time of graduation the St. Ignatius student will have:

demonstrated an awareness of God's love by growing in self-acceptance and by extending that love to family, friends, and community;  
demonstrated the ability to form healthy relationships, taking into account the feelings of others when acting, and realizing one's role in a supportive community;  
demonstrated the ability make healthy and mature lifestyle decisions, assuming responsibility for maintaining good personal health and being attentive to sources of stress and healthy strategies needed to maintain balance in one's life;  
overcome personal prejudices and stereotypes, showing the ability to communicate with others, especially persons of other ethnicities, genders, religions, nationalities, socio-economic backgrounds, or sexual identities;  
demonstrated sensitivity to the beauty and fragility of the universe, exercising stewardship to maintain God's creation;  
acted as a person for and with others by serving people in greatest need.

#### V. COMMITTED TO JUSTICE

A graduate of St. Ignatius is aware of the many needs of local and global communities and is beginning to use his or her time and talents to work toward a just society in the context of Catholic Social Teaching. The graduate is developing an informed conscience and is preparing to take a place in the world as a competent, concerned, compassionate, and responsible member. At the time of graduation the St. Ignatius student will have:

- moved beyond selfish tendencies to confront moral ambiguities in contemporary culture and to make decisions, based on Gospel values, which sometimes conflict with the values of a materialistic society;
- demonstrated an understanding of the connection between personal faith and the need to work toward a just society, emphasizing the importance of justice along with charity in recognizing the needs of the marginalized members of society;
- recognized the global and systemic nature of many current social problems, becoming aware of alternatives in public policy that might lead to social justice;
- begun to understand the importance of civic engagement, recognizing how public opinion and voter influence affects public policy in local, regional, national, and international arenas;

- recognized the need to protect the natural environment by practicing a sustainable lifestyle based on awareness of social, economic and environmental consequences of one's actions.

## VI. CALLED TO LEADERSHIP

A graduate of St. Ignatius has become aware of and begun to practice basic skills of leadership and collaboration, having had experiences as both a follower and a leader. The graduate has learned that some tasks are better accomplished individually while other projects are better undertaken by group actions coordinated by thoughtful leaders. The student has had opportunities to exercise leadership in the academic, co-curricular, and campus ministry domains. At the time of graduation the St. Ignatius student will have:

- recognized that true leadership involves serving with and for others, acting with humility and love;
- demonstrated basic leadership skills, including integrity, vision, creativity, a strong work ethic, and the ability to gain trust and inspire;
- demonstrated an ability to influence others in a way that promotes justice and Gospel values, understanding that influence depends sometimes upon being the one in charge and at other times working effectively within a group and providing honest feedback;
- maintained a focus guided by the ethical values derived from our Catholic and Ignatian heritage, willing to act and to speak independently with an informed conscience instead of conforming to a group mentality or the prevailing spirit of the time;
- begun to seek challenges and responsibilities to further his or her knowledge and skills in activities of interest, seeking opportunities to organize and inspire others in these areas;
- responded to criticism with emotional maturity, acknowledging that leadership involves risk-taking and challenging assumptions that can sometimes lead to negative repercussions.

The basis for this Profile is the Jesuit Secondary Association's Profile of the Graduate at Graduation; much of the text above is taken directly from that document. This profile provides the basis for the Integral Student Outcomes of St. Ignatius College Preparatory.

Revised September 2012

## NON-DISCRIMINATORY POLICY

St. Ignatius, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. St. Ignatius does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.



# III. ADMINISTRATION

Rev. Edward A. Reese, S.J.  
President

Mr. Patrick Ruff  
Principal

Mrs. Carole Nickolai  
Assistant Principal for Academics

Mr. Chad Evans  
Assistant Principal for Formation

Mr. Joseph Vollert  
Vice President for Development

Mr. Ken Stupi  
Vice President Finance and Administration

Ms. Kristy Jacobson  
Director of Admissions

Ms. Tasia Davis  
Dean of Students

Mr. William Gotch  
Dean of Students/Director of Summer Programs

Mr. John Mulkerrins  
Director of Athletics

Mr. Robert Marcaletti  
Associate Athletic Director

Mr. Michael Ugawa  
Director of Scheduling/Bookstore

Ms. Jocelyn Sideco  
Director of Community Service and Social Justice

Ms. Marybeth McFarland  
Director of Security

# IV. ACADEMICS

## Graduation Requirements

The academic program at St. Ignatius is designed to prepare students for college education. Graduation requirements have been selected in a way that meets or exceeds prerequisites and recommended subjects for any selective college in the United States. Each department offers a combination of core courses and electives that are sequentially designed to challenge each student to his or her full potential. It is the responsibility of every St. Ignatius student to satisfactorily complete all graduation requirements in order to receive the S.I. diploma.

The minimum requirements are listed below:

### Community Service Program

As an integral part of the SI curriculum and experience, we ask all students to make a commitment to service as a part of their graduation requirement. In order to graduate, SI students are required to provide service or ministry to others for at least 100 hours; students complete their service between the first year at SI and the summer after junior year. All students are required to complete their service prior to the start of their senior year. SI students may be involved in a variety of service activities with an emphasis that all volunteer efforts may be credited to their commitment as long as the service is pre-approved by the Director of Community Service and Social Justice and is provided to a nonprofit organization which has been approved by SI. Students are responsible for providing official verification of service to the CSP Office in a timely manner. Within the 100-hour service commitment, students must participate in a Core Service Experience that engages them beyond their immediate community to provide hands-on service to others. Students must volunteer with a nonprofit organization whose mission is specifically aimed at addressing social justice. The service and the organization must be pre-approved by the director.

### Failure to Complete Community Service Graduation Requirement

Students are required to complete their “Commitment To Service” graduation requirement by senior registration day in August. If a student does not complete the requirement, he or she may be granted an extension and placed on probationary contract. Students on Academic Probation in the Academic Recovery Program at the end of their Junior year who have not completed the service requirement by senior registration may not be eligible for this extension. Students granted probationary contract will be allowed to register for class with the following conditions:

- Official completion of the service requirement by the end of the first quarter of their senior year. Any student who has not completed their service graduation requirement, by this time may be liable for disciplinary action; Student involvement in SI sponsored co-curricular activities (such as clubs, sports teams, school leadership, art/drama/music performances, school dances) may be limited to assist the student in making time to complete the service graduation requirement;
- Counselors, Deans and faculty members will be informed of student status and their probationary contract;
- The student will meet weekly with the Director of Community Service and Social Justice to assess progress towards completion.

## English

Eight semesters (at least one course each semester) of common, required courses for freshmen, sophomores, and juniors. Elective courses for senior students only.

## Mathematics

Six semesters of college preparatory, honors, and/or advanced placement courses.

## Language

Four semesters of the same language.

## Science

Four semesters of college preparatory, honors, and/or advanced placement work.

## Social Science

Six semesters of common, required courses for freshmen, sophomores, juniors, and seniors. Additional elective courses available for junior and senior students.

## Religious Studies

Seven semesters (including two semesters senior year). Common, required courses for freshmen, sophomores, and juniors. Elective courses for seniors only

## Fine Arts

Two semesters. Classes must be from the approved Core Arts courses to satisfy this graduation requirement. Note: 8th period Performing Arts and the Nature Intensive classes may be taken in addition to, not in lieu of, a student's six classes during the regular school day. Students enrolled in an 8th-period Performing Arts class or a Nature Intensive class will not be allowed to drop a course that meets during the regular school day. The University of California and California State University systems require students to complete two semesters of the same discipline.

Grades from 8th period Performing Arts classes are repeatable and not calculated into the student's cumulative GPA.

## Physical Education

Two semesters, including one core semester that includes Health and Safety Issues. The second semester may be met through a P.E. elective course or through participation in the sports program:

The requirement for second semester of Physical Education may be waived if: the student earns three athletic letters after freshman year, and the three letters are derived from at least two different sports. Further, at least one of the three letters must be Varsity level and earned during the last two years of high school and before the end of the fall semester of senior year.

The requirement for the second semester of Physical Education may be waived if: the student successfully completes a Dance 1A class at St. Ignatius for one semester.

### College Preparatory Electives

Nine semesters of college preparatory, honors, and/or advanced placement electives are required to satisfy the school's graduation requirement of 48 semester classes of high school instruction, 36 of which are courses required for graduation.

Students must take six courses each semester they are enrolled at St. Ignatius, including the following core courses:

English 100–199 (2 semesters)

English 200–299 (2 semesters)

English 300–399 (2 semesters)

English 400–499 (2 semesters)

Algebra 1\* (2 semesters)

Algebra 2 (2 semesters)

Geometry (2 semesters)

\* or advanced coursework

Language (4 semesters)

(in the same foreign language)

Physical Education 1 (1 semester)

Physical Education 2 (1 semester)

Fine Arts (two semesters of the following):

Music Appreciation

Art and Architecture

Studio Art

Photography

Sculpture

Dance IA

## Dance IB

NOTE: The University of California and California State University systems require students to take two semesters of the same course of Fine Arts.

Religious Studies 100–199 (1 semester)

Religious Studies 200–299 (2 semesters)

Religious Studies 300–399 (2 semesters)

Religious Studies 400–499 (2 semesters)

Ethnic Studies (1 semester)

Modern World History (2 semesters)

United States Histories and Cultures (2 semesters)

Government Selective (1 semester)

Biology (2 semesters)

Chemistry (2 semesters)

Physics (2 semesters)

(four semesters are required, six semesters are recommended)

## Academic Information

Students are expected to work to their full potential in all subject areas and must complete a total of 240 credits to meet graduation requirements

The school norm for grading students is as follows:

A: Student has mastered the material in the course as specified in the course outcomes; student's skills and level of understanding are excellent; and student is strongly recommended for future work in the subject.

B: Student is proficient in the material of the course as specified in the course outcomes; student's skills and level of understanding are good; and student is adequately prepared for future work in the subject.

C: Student has learned the basic material of the course as specified in the course outcomes; student's skills and level of understanding are passable,

and student is minimally prepared for future work in the subject.

D: Student is not proficient in the material of the course as specified in the course outcomes; student's skills and level of understanding are poor, and student is not prepared for future work in the subject, but could become so through remediation.

F: Student is not proficient in the material of the course as specified in the course outcomes; student's skills and level of understanding are very poor; and student is not prepared for future work in the subject and needs to retake the class to gain proficiency.

Below is a typical scale; individual courses may vary.

100-95 = A    94-90 = A-    89-87 = B+

86-84 = B    83-80 = B-    79-77 = C+

76-74 = C    73-70 = C-    69-67 = D+

66-64 = D    63-60 = D-    60-    = F

#### Student Information System: PowerSchool

PowerSchool is the school's web-based student information system. It is intended to provide students, parents/guardians, and teachers with a tool to communicate student performance. PowerSchool may be accessed from any place with Internet access. Student attendance information will be updated daily; grading information will be provided eight times during the year – the mid-quarter report, quarter, and semester marking periods. Teachers will update PowerSchool at least every two weeks; more frequent updates are made at each teacher's discretion.

In providing this access, our intent is to further assist students in being accountable for their own schoolwork. Students should continue to take primary responsibility in addressing issues with their teachers. In making this information available, we strongly encourage increased communication between the student and his parents/guardians about coursework, as the numerical grade information is only part of a student's overall academic performance.

When a concern arises about a grade that appears in PowerSchool we ask that parents follow these steps:

1. Talk with your child first. Ask him or her about the grade(s) or attendance before contacting the school. We strongly encourage an increase in student-parent communication as numerical scores and letter grades only reflect a portion of a student's overall class performance. This also ensures that the student remains accountable. Your child should communicate directly with his or her teacher to resolve any questions about grades.
2. Check to see if there is an assignment description to help to clarify instructions or expectations for a particular assignment. Check the date of the assignment. An assignment handed in late may receive deductions from its score based on the teacher's grading policy.
3. Realizing that no system is perfect, if a discrepancy is found please begin by asking your child to contact his or her teacher. If questions remain, please send an email or place a call to the teacher. We are all working together to achieve the highest level of consistency and accuracy possible.

#### Grade Point Average

St. Ignatius reports a grade point average on a 4.0 scale.

The Weighted Grade Point Average adds additional value by adding one point to the unweighted grade earned for each eligible Honors or AP course. For example, an A becomes 5.00, a B becomes 4.00 and so on. St. Ignatius does not report rank in class.

### Disputed Grades

A student who has a question or disputes the grade he/she receives should first attempt to resolve the problem through his/her counselor and the teacher. If the student is not satisfied with the response from the teacher or wishes further clarification of a grading policy, the student may appeal to the department chair. The department chairperson, in his or her discretion, may call a meeting of all involved in the grade dispute for a final resolution of the problem. The department chairperson will report the results of all grade disputes to the Assistant Principal for Academics. The decision of the Assistant Principal for Academics will be final.

### Academic Integrity and the Pursuit of Academic Excellence

A hallmark of Jesuit education is excellence in academics. However, excellence that comes at the expense of academic integrity is of no value to the student. St. Ignatius is committed to the excellence that serves to enhance the school community and the individual student.

Specifically, academic integrity means producing original work on all papers, projects, homework, and other assignments. While the faculty, staff, and administration at St. Ignatius expect originality in all student work, we recognize that certain pressures work against such honest production from time to time. However, we are firm in our resolve that any work presented that is not one's own places at risk the integrity of the student and will be treated most seriously by the teacher and the school administration.

All students at St. Ignatius are responsible for preserving the academic integrity of the institution; this is achieved when each student:

- completes all homework assignments in a timely fashion and does not allow this work to be copied by another student;
- completes an examination without seeking help from or offering help to another student during the exam period;
- completes original research for a paper, project, oral presentation, or lab report and acknowledges another person's contributions to that work by citing the source and individual's name;
- recognizes that his/her performance on an examination (or other assignment) is not coupled with self-esteem or self-worth;
- realizes that each choice for copying, cheating, plagiarism, no matter how small the matter, diminishes one's academic and personal integrity.

It is not enough that the S.I. student chooses not to cheat on an examination or quiz or copy another's homework. The S.I. student must recommit him/herself on a daily basis to uphold his or her personal dignity and academic integrity. The faculty and administration have set high standards for each member of the

student body. It is our expectation that each student will presume to meet these standards by consistently aspiring to excellence in academics and choosing the path of academic integrity.

## Cheating Policy

St. Ignatius College Preparatory exists in order to provide an environment where Christian values are taught and practiced. The personal development of each student is deemed more important than the achievement of academic success. Personal integrity is essential for building community and promoting social justice.

Cheating in any form, i.e., plagiarizing an assignment, copying homework, cheating on an examination, test or quiz, or copying information from the Internet without appropriate citation, violates the philosophy of our school and will not be tolerated. Any student who cheats, copies homework, plagiarizes, violates testing procedures, or knowingly enables another student to cheat will receive a grade of zero for the exam, or work in question, and be subject to discipline.

When cheating in any form is observed, the teacher will speak with the student and inform the Deans' Office. The Deans will gather the necessary information from the teacher, speak with the student, and notify the student's parents of the incident. The Deans' Office will keep records as to the number of cheating offenses.

Any incident involving cheating could potentially render a student liable for suspension or dismissal. For any cheating offense, the student will minimally receive a grade of zero on the assignment or examination and parents will be notified of the infraction.

## Academic Expectations

It is fundamental to the Jesuit principles of education that the student actively engages in the educational process. Consequently we expect each student to realize that the primary responsibility for learning rests squarely on his or her shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is not possible when a student takes a passive role in the process.

Hence, each teacher expects that a student will come to class fully prepared and ready, willing and able to participate in the lessons at hand. The following expectations more clearly explicate how a student should approach his or her studies:

**Classroom Conduct**—A student is expected to be on time for each class and to miss class only in the case of illness or other serious reasons. The student is expected to engage actively in the dialogue and lesson exercises. Further, he or she is expected to assist in maintaining the due order and decorum of the classroom by refraining from disruptive conduct.

**Materials**—A student is expected to bring all necessary materials to class, including textbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.

**Homework**—A student is expected to understand and complete every homework assignment. Late assignments are seldom, if ever, acceptable. If a student fails to understand an assignment, it is his or her responsibility to meet with a particular teacher before the end of the school day to clarify the assignment. Although copying homework assignments is never allowed, students are encouraged to study together, particularly in subject matter where homework problems are difficult or challenging.

**Absenteeism**—Students are expected to attend all of their classes and to be on time for these classes. Only illness or other serious circumstances should cause a student's absence from class. Students who miss class for an absence may make up tests or turn in late homework assignments.



Learning goes on through teacher-student and student-student interactions and not simply through the completion of homework assignments. Students will not receive credit if they miss more than seven (7) or more class sessions per semester unless they have received permission by the Assistant Principal for Academics. Absences due to attendance at retreats, athletic performances, fine arts performances, school assemblies, or prayer services and school-sponsored activities will not be included in this total. If a student misses more than seven (7) class sessions per semester, he or she is liable to be dis-enrolled from SI. Students who have more than seven (7) absences due to extraordinary circumstances may submit a written petition to the Assistant Principal for Academics explaining the reasons for the absences and requesting credit for the course(s). The administration shall be the sole one to determine whether a student may continue to be enrolled, even if medical verification is provided. The administration is the sole one to determine whether any other grave reasons warrant continued enrollment and/or credit granted for the class.

If a student is absent, he or she is responsible for determining each day's assignments and making arrangements for securing appropriate books. In the case of prolonged illness, a student's parents may contact the counselor for assistance in obtaining assignments.

### Schedule of Classes

Regular Schedule—This schedule is used during most of the school year when classes are held five days per week. Numbers refer to the sequence of courses listed on a student's locator card:

### Transcripts

Transcripts are permanent records of all courses and final semester grades earned at St. Ignatius. In addition, college preparatory credit courses taken during summer session at St. Ignatius are included. Orders by current SI students for official transcripts for colleges, NCAA, and scholarship applications should be placed via the school website and will be transmitted electronically or mailed.

A student or his/her parent or legal guardian has a right to review or request a copy of the transcript. Orders for all transcripts may be placed online through our on-line request system at a cost of \$5.00 per copy.

Classes taken for student enrichment will be noted on the transcript but not calculated into the GPA. Classes taken elsewhere will not waive requirements or units toward graduation at St. Ignatius. Only on rare occasions and when approved in advance by the student's counselor and the Assistant Principal for Academics will credit be granted for a course taken off-campus. Courses completed at St. Ignatius cannot be "dropped" from the transcript.

### Honors Coursework

Students who take a minimum of four upper-division Honors or Advanced Placement courses overall and average at least a 3.5 unweighted grade point average for seven semesters may graduate with honors. Students who take a minimum of six upper-division Honors or Advanced Placement courses overall and average at least a 3.75 unweighted grade point average may graduate with high honors. GPA determinations are based on the cumulative GPA after seven (7) semesters. The number of honors courses will be determined by the scheduled eight semesters. Students who achieve a 3.50 grade point average or better at the end of each semester will be eligible for the Principal's Honor Roll which will be noted on the semester report card. Given the additional rigor of honors coursework, students who wish to take more than two honors courses in any semester must have their counselors' approval.

The Assistant Principal for Academics will entertain appeals for entrance into honors courses. It is the policy of St. Ignatius to place students into classes in which they will thrive. All decisions concerning schedules are made with the students' best interests at heart. The Assistant Principal for Academics shall resolve all appeals at his/her discretion and the decision shall be final.

## General Academic Regulations

### Academic Probation

Procedure for Athletic Eligibility Appeal— It is possible for a student to be on academic probation in the Academic Recovery Program and still be eligible for athletic participation. Although we place students on academic probation in Academic Recovery at the semester, a student needs to appeal for athletic eligibility if he or she falls below a 2.0 GPA at the quarter. The student may be rendered ineligible for co-curricular activities while on academic probation.

Withdrawal—Students are not allowed to withdraw from a class after ten days of instruction unless approval is granted by the Asst. Principal for Academics.

Athletic Eligibility Requirements—The provisions of AB2613, "C" average law, have been incorporated in the CIF Bylaws and are applicable to all CCS schools. The basics of this academic requirement are as follows:

1. The student must have passed 20 semester periods of work in the previous grading period.
2. The student must be currently enrolled in 20 semester periods of work.
3. The student must be meeting school "progress toward graduation" requirements.
4. The student must have attained a 2.0 GPA on a 4-point scale the previous grading period. Grading periods do include quarter grades.

Procedure for Athletic Eligibility Appeal— It is possible for a student to be on academic probation and still be eligible for athletic participation. Although we place students on academic probation at the semester, a student needs to appeal for athletic eligibility if he or she falls below a 2.0 GPA at the quarter.

If an athlete falls below a 2.0 GPA, during any grading period (including the quarter and semester), he/she may still be eligible to participate in his/her sport on a probationary basis if the Principal grants an appeal. The procedure for implementation of CCS academic eligibility requirements and appeal is as follows:

1. As soon as grades are posted (at the end of each quarter), the Academic Office will circulate a copy of students falling below a 2.0 GPA to the Athletic Director and Associate Athletic Directors.
2. The Athletic Director or Associate Athletic Directors will circulate a copy of the GPA list to coaches
3. The Athletic Director or Associate Athletic Directors will inform the student (and parent, coach, counselor, Assistant Principal for Academics, and Principal) that said student is ineligible.
4. If the student wishes to appeal eligibility status, he/she must appeal to the Principal by completing an Athletic Eligibility Contract and personally presenting it to the Principal. The student-athlete must return the

signed contract to the Athletic Office; the office will retain the original copy and provide a copy of the contract for the student-athlete's coach. A student must follow this procedure after any quarter where his or her GPA falls below a 2.0.

**Extra-Credit Policy**— From time to time, teachers may choose to offer extra-credit assignments to students. These assignments will vary according to academic discipline. Under no circumstances will extra-credit work be used to improve a student's grade. PLEASE NOTE: Post-semester work is NOT permitted.

**Failing Courses**—Any student who receives a semester grade of "F" must repeat the course during the summer, receive a passing grade, and inform the Academics Office of the grade in order to re-enroll the following year. Individual academic departments may require students to take a placement test to ensure adequate remediation has taken place. Any failing grade must be remediated before receiving a diploma. Receiving two or more "F's" in a semester may result in a student being asked to withdraw from St. Ignatius. Seniors with one unremediated semester "F" will be allowed to participate in the graduation ceremony. Seniors with two or more unremediated "F's" will not be allowed to participate in the Baccalaureate Mass or Graduation Ceremony.

**Semester "D"**—College admissions have become increasingly competitive, and a semester "D" on a transcript can be a distinct liability to a student applying for admission. In some cases, though not all, remediation of this semester "D" is required for college admissions. Semester "D's" can be remediated by repeating the class in summer school or by satisfactorily completing an advanced course in the same subject area. (Please note: in some cases a semester "D" will disqualify a student from an advanced course.) There are a few situations in which a semester "D" does not need to be remediated. Parents should contact the student's counselor regarding a Semester "D."

**Grade Reports**—Each instructor publishes a grading policy and distributes it to students during the first week of class. These are individual classroom procedures that have been approved by the Assistant Principal for Academics and will be enforced by the St. Ignatius administration. Grades are reported twice each semester and are mailed home to a student's parents. Semester: grades are permanent records of a student's achievement. As such they are recorded on the transcript and are used to compute a student's grade point average. Quarter: Quarter grades serve to apprise students and parents of achievement halfway through the semester; they are NOT recorded on a student's transcript. Because quarter grades are a progress report and not permanent, quarter grade changes are not processed.

**Incomplete**—A grade of Incomplete will be given only under extraordinary circumstances. Should a student receive an incomplete, it is his or her responsibility to complete the work necessary to replace the Incomplete with a letter grade. If the student does not complete the coursework by the end of the following quarter, a grade of "F" will be assigned.

**Completion of Coursework**—Student work must be completed in a timely manner. Deadlines established by teachers will be upheld. Post-semester work (submitted after the third day of exams) "extra-credit," or a re-evaluation of a student's performance will not be honored as a compelling reason for a grade change. Students must submit all missed work due to being on retreat within one week of their return to classes. This includes making up tests.

**Student Schedule Changes**— The deadline for students to request a change to their schedules is the second day of the Fall semester. All requests are subject to space availability in the classes to be changed. It is school policy that schedule requests for courses taught by specific teachers, during specific semesters, or at specific periods (other than zero or 8th), cannot be honored. All requests must be submitted to the Director of

Scheduling on the official Schedule Change Form. Some requests, including those to add Honors or AP classes or to change Math or Language Placements, require Counselor and/or Department Chair signatures.

**Semester Examinations**—Examinations are calendared for December and June. Students are expected to be present for each set of semester tests. Students who miss any semester test will be given a grade of zero for the test(s) unless a letter from a physician is presented to the Deans' Office verifying the student's inability to take test(s) due to illness. No student may miss calendared midterm/semester examinations due to family travel and/or vacation plans. Senior teachers have the option of exempting second-semester seniors from final exams in May if the senior has achieved an A- average for the class. Advanced Placement teachers have the prerogative of waiving the Spring final exam for their students who took the AP exam.

**Quarter Exams**—Quarter exams may be given at the teacher's discretion during the Quarter testing schedule. No new homework may be assigned which would become due on a testing day.

**Study Abroad**—St. Ignatius has several "exchange programs" which allow SI students to host a guest in their home, followed by brief stays (during the summer). Interested students should see their counselors.

Because of the emphasis placed on educating the whole person that is characteristic of Jesuit schools, students at St. Ignatius are strongly encouraged to remain on campus for the eight semesters of their high school experience. Students who hope to take a semester elsewhere may submit their request in a timely manner to their counselor. The counselor will consult with the Principal and Assistant Principal for Academics. Requests will be considered on a case-to-case basis. It should be noted that, if granted, the St. Ignatius tuition must be kept current in order to reserve the student's enrollment at SI. Permission for a semester away from SI is at the sole discretion of the Principal.

**Private Tutors**—Private tutors are not allowed on campus.

## **V. NORMS OF STUDENT CONDUCT**

**Parental Expectations:** Failure of parents to cooperate with school administration, faculty, coaches or personnel and failure to support the spirit and letter of the school rules will jeopardize their student's enrollment at the school. The Principal is the sole person who shall determine if a parent's, or parents', attitude or behavior is too unsupportive for the student to continue at St. Ignatius.

Since parents are the primary educators of their children, the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior belongs primarily to them. Parents cannot abdicate their responsibility for the conduct and actions of their sons and daughters during school hours, school-sponsored events or off campus activities.

**Student Expectations:** As members of this Christian community, all of our actions should reflect Gospel values of love and respect for ourselves and for each member of the St. Ignatius community. The fundamental norm is the commandment that we love God and our neighbor. Our goal is to treat each St. Ignatius student as an individual, and to respect him or her. The student, in turn, must assume responsibility for his or her actions. If there is a conflict, none of us can afford to be myopic in our view. Our relationship must be based on trust and openness to the viewpoints of others; this includes respect for all cultures, races, gender, and nationalities.

The student's class attendance is expected to be both regular and punctual. The student's speech, manners and personal grooming are expected to reflect a respect for himself or herself and for the rights and sensibilities of others. Further, the Deans of Students will counsel, and discipline as necessary, a student who violates the rights of another or who shows a lack of respect for those rights. Failure to demonstrate improvement may result in dismissal from school.

Open and honest communication and responsibility are fundamental to the relationship between families and St. Ignatius. Thus, no one should have the expectation that anonymous communications will be acted upon.

The Administration reserves the right to question any student in matters of discipline or violation of school rules by the student or any other student without prior notice to student(s) or parent(s). A student's failure to be completely responsive or truthful in response will, in itself, be cause for disciplinary action. To that end, students who deceive or lie to faculty or administration – especially during a disciplinary investigation – are liable for immediate dismissal.

The Administration reserves the right to separate any student from St. Ignatius College Preparatory whose attitude or behavior, or whose parents' attitude or behavior, are inconsistent with the values and goals of this school. The Principal is the sole person who shall determine if the student's or parent's attitude or behavior is inconsistent with the school's values.

**Conduct Off Campus**—Students at school-sponsored, off-campus events or at events sponsored by other schools shall be governed by school rules and regulations and are subject to the authority of the Deans of Students and discipline as if the conduct had occurred on campus. Students are liable for discipline for off campus activities not sponsored by the school that conflict with school policy and regulations.

**Student Searches**— The school reserves the right to conduct searches and confiscate student property at any time. Such searches shall include, but are not limited to personal searches of any student, student belongings, electronic devices or items in the possession of a student, any locker or any vehicle located on or near school property or at any school related event. Moreover, Please be aware that the Deans will check the content of students' phones and iPads/tablets/pc's without parental consent. Students are expected to use technology responsibly at all times. A student's refusal to provide passwords for all electronic devices to the Deans will result in serious consequences.

**Summer School**—The provisions of this Handbook apply to the high school summer school program. Any student(s) enrolled in summer school whose behavior is inconsistent with the school's values, particularly regarding misconduct and academic integrity are liable for disciplinary action.

**Statement of Reserved Rights:** St. Ignatius College Preparatory reserves the right to modify or depart from the provisions in this Handbook, to further serve and protect the student body and the mission of the school with or without cause. St. Ignatius reserves the right to investigate and discipline any student for conduct, on or off campus, during the school year or otherwise, that the school, in its discretion, believes to be contrary to our mission or otherwise detrimental to the school community.

## Attendance of Classes

**Attendance & Tardiness**—Students are expected to attend all of their classes and to be on time for these classes. Only illness or other serious circumstances should cause a student's absence from class. Absences will be indicated on the daily master absentee list from the Deans' Office. The Deans' Office will publish the names of students who are absent.

Tardy students must report to the Deans' Office. Tardy students arriving without a note or a prior phone call from a parent may be assigned detention. When a student is seeing a counselor during class period, he/she must report to the Deans' Office before returning to class. Students may only be admitted to class by a note from the Deans' Office. If a student is more than 10 minutes late for a class, the student is considered absent, the student absence will be recorded, and he or she will receive detention.

If a student is absent 7 times or more from any class during any given semester he or she is liable to receive no credit for that class for that semester. The 7-or-more-absence rule includes all absences with the exception of attendance at retreats, athletic performances, fine arts performances, school assemblies, or prayer services and school-sponsored activities.

Parents will be notified from the Assistant Principal of Academics when their son/daughter has reached six absences in any one class.

Students who have 7 or more absences due to extraordinary circumstances may submit a written petition to the Assistant Principal for Academics explaining the reasons for the absences and requesting credit for the course(s). This rule may be waived or modified by the Principal and Assistant Principal for Academics in cases of extreme circumstances.

When a student is absent, the student's parent or guardian must call the Deans' Office (415-731-8571) before 9:00 a.m. The attendance office will not accept emails for an absence or tardy. A call must be made to the attendance office. Medical, dental or other appointments should be scheduled after school, on school holidays, or during vacation periods.

Students who must leave school for any reason during the school day must report to the Deans' Office before leaving campus. Students are expected to remain on campus through both lunch periods. Students who cut a full day of classes will be suspended. A student who cuts a particular class will automatically receive 5 days of detention. On game or performance days, students that are involved in those activities are expected to be in class by the third period of that day.

### Use of Lockers

Lockers, both academic and athletic, remain the property of the school and may be opened at any time by the administration. Assignment of lockers is made at registration, and the Deans rarely allow changing lockers. Students who do not abide by this rule will forfeit the use of a locker. All excess equipment and bags must be stored in an appropriate locker during school hours. Any equipment, bag, or personal belongings left unattended throughout the school will be taken to the Deans' Office. Any damage to lockers will be billed to students assigned to the lockers. Students are responsible for keeping up with their own belongings. The school is not responsible for replacing lost or stolen items.

Lockers must be kept clean and orderly. Locker combinations should not be given to anyone. Only locks purchased at school are permitted on school and gym lockers. The school is not responsible for anything taken from the lockers.

A student shall not have an expectation of privacy within his or her locker. The school reserves the right at any time, with or without notice, to open and inspect any student's locker, in the school building or in the athletic locker rooms, with or without cause. Students are expected to maintain and lock the locker that has been specifically assigned to them. Use of unassigned lockers will result in disciplinary action.

### Personal Appearance

It is the responsibility of the parents to see that their student leaves home properly dressed and groomed for school and school-sponsored activities. The enforcement of dress and grooming standards are the responsibility of the faculty supported by the Deans' Office. Students are expected to be clean and neat in their personal grooming, observing the standards of modesty, moderation, and good taste. Extraordinary attire that disrupts due order and decorum within the classroom is prohibited. The Deans have the authority to call a student's parents to pick up a student who is improperly dressed or to have the parent bring appropriate clothes to the Deans' Office. Offenders of the dress code will be given detention. A total of four dress-code detentions in a school year will result in suspension. Subsequent detentions for dress code violations may result in suspension and disciplinary probation. The Administration reserves the right to make individual determinations affecting dress code policy.

## Students' Dress Code

SI Administration believes that cleanliness and neatness in personal appearance are key elements to an effective dress code and are vital to a student's preparation to learn. The purpose of a dress code is

To ensure an effective educational environment, focused mainly on learning,  
To maintain favorable school representation and promote a positive, dignified image to the greater community.

To assist students in developing pride, unity, and self-respect.

To promote fairness, consistency, and social equalization.

**Shirts**—Students may wear one of two types of shirts: polo shirts or collared, button-down shirts. Polo shirts may be of any color or design, with sleeves of any length, with at least 2 buttons and no more than 4 buttons and that fit loosely and fall below the waistband of the pants and/or skirts. Button-down shirts must have a collar and must be buttoned across the chest. Any visible midriff will result in student's parents being called to bring an appropriately fitting shirt. All SI team and club polo shirts are acceptable. Sleeveless shirts are not acceptable. Any shirts that represent drug, alcohol and/or tobacco products, or other unacceptable organizations are not acceptable.

**Pants/Shorts**—All pants must be clean, neat and properly fitting. Excessively tight-fitting pants or loose pants are not appropriate for school attire and may not be worn. Blue jeans are not permitted; pants that have writing on any part of them are not permitted; athletic pants, wind pants, sweat pants, workout pants, yoga pants, and pajama pants, are not allowed; additionally, pants/shorts made out of velour, flannel, fleece, and silk fabrics are not allowed. Leggings may only be worn under skirts or dresses. All pants, shorts, and cropped pants must fall to the knee. Athletic shorts are not allowed. Any pants/shorts that are faded, have holes, patches, and are not hemmed or have ragged hems are inappropriate for school and may not be worn.

**Outerwear**—Any type of sweatshirt and sweater is allowed. Logos, designs, etc., that represent drug, alcohol and/or tobacco products or other unacceptable organizations are inappropriate and violate school policy. Sweatshirt hoods may not cover the head while indoors. Denim jackets, shirts, vests, etc., are not permitted.

**Skirts and Dresses**—Skirts of any color or pattern may be worn with an approved shirt. Skirts/dresses that are too tight or that do not fall to the knee are not acceptable attire for school. Dresses may be worn at any time as long as they are modest in their design; they should possess no plunging necklines/backs, and they must have sleeves or be worn with a covering that has sleeves. Excessive slits, sheer fabrics, blue denim, and tight-fitting skirts or dresses are inappropriate for school and may not be worn. Dresses or skirts that are worn over tights or leggings must fall to the knee. Fish net and lace stockings are not allowed.

**Footwear** —Shoes must be worn at all times.

**Hair**—The hair must be clean, combed and styled neatly. Distracting hairstyles are inappropriate, and students will be asked to wear a hairstyle appropriate for the school setting. Inappropriate hairstyles will be left to the discretion of the Deans. Unnatural coloring, streaking, bleaching, dying or highlighting that is considered distracting is inappropriate for school. Facial hair is not allowed. Unshaven students will be asked to shave and assigned detention.

**Head Gear**—Hats, caps, hoods, visors, scarves, and sports headbands are not allowed to be worn inside school premises, before, during or after school -- this includes lunch hours. The school premises include all parts of campus from the Jesuit Residence to the(Rivera garage) foyer of the North Gym complex. Students in violation of this policy will have the head covering confiscated.

**Jewelry**—Excessive jewelry is not allowed. Multiple body piercing sites are distracting. Nose, tongue, lip, navel and eyebrow rings are not allowed. Gauge earrings are not allowed. Jewelry that interferes with classroom performance and behavior is not allowed. Students who violate this rule will be asked to remove the excess jewelry. Detention may be assigned.

**Make-up**—Excessive or distracting make-up is unacceptable. Students will be asked to remove the offensive make-up.

No visible tattoos.

**Free Dress Code**--Any categories not specifically delineated below indicate that the regular Dress Code policy still applies on free dress days. Furthermore, these guidelines also apply when wearing costumes for days such as Halloween, or themed free dress days such as Spirit Days and the like.

**Shirts**--All shirts must fit properly and have no midriff or plunging necklines.

T-shirts are acceptable on free dress days. Tank tops and spaghetti straps are not acceptable.

**Pants/Jeans/Shorts/Skirts/Dresses**--Jeans, blue denim, and loose fitting sweats may be worn on free dress days.

Stretch pants and yoga pants are not allowed.

The headgear policy does not change on free dress days, unless it is a themed free dress day and the headgear is part of the outfit or costume.

Please Note:

All of the above must be clean, neat, and properly fitting.

Inappropriate representations will not be tolerated on any part of your clothing.

These are the only differences permitted during free dress days at school. Any student who deviates from these added guidelines, or the regular Student Dress Code Policy, on free dress days will be subject to appropriate disciplinary action.

**Dress Up Attire for Special Events** such as all School Liturgies and Awards Assemblies

Boys should wear dress pants, shirt and tie, and dress shoes. Cargo pants, shorts and jeans are not acceptable. Shirts must be tucked in. Sneakers and flip-flops are not allowed.

Girls should wear dresses that are modest in appearance and are at an acceptable length falling to the knee. No plunging necklines or backs are allowed. Dressy pants and skirts may be worn with an appropriate blouse



or sweater. Skirts may be worn as long as they fall to the knee. Sleeveless, sheer and short, tight-fitting polo shirts/sweaters/blouses and or dresses are inappropriate for the school and should not be worn. Flip-flops of all kinds and sneakers are not appropriate for these occasions; all other dress shoes are acceptable.

Students who choose to violate the dress code will be asked to have the appropriate items brought to school by their parents before they will be allowed to participate in the event, and detention will be assigned for the offense.

#### Dress Code for non-formal Dances and School Events

Students may wear any color or style denim to the dances.

Sleeveless tops are acceptable; strapless tops are not acceptable. No bare midriffs or plunging necklines.

Shorts can be worn if they fall to the knee.

Stretch pants are not acceptable.

Dresses that are too tight, short, and form fitting are not acceptable.

#### Dress Up Attire for Semi-Formal and Formal Dances

##### Girls:

Dresses should be of an appropriate style for a school function.

Low cut dresses (front or back) or dresses with excessively high slits will not be permitted.

Dresses that are too tight or too form fitting and/or too short will not be allowed.

Dresses of transparent material are not acceptable.

##### Boys:

Boys are to wear suits, tuxedos, nice khaki pants or slacks.

Button-down dress shirts and neck ties are expected.

Dress shoes are expected. Tennis shoes and sandals are not allowed.

No shorts allowed.

#### Misconduct

Alcohol & Drug Policy—St. Ignatius, as a Jesuit school, fosters respect for each individual member of the SI community and promotes the well-being, health, and safety of all students, faculty, parents, and alumni. The faculty and administration of St. Ignatius College Preparatory are committed to creating an alcohol and drug-free environment at school and all school activities.

We expect that students' activities in private homes reflect the same values and philosophy, and we encourage parents to communicate with other parents to achieve these ends. We expect that parents will not provide students access to alcohol or drugs in their homes and that they will supervise students' social activities held at their house. A student whose parents demonstrate unwillingness to abide by this policy may be subject to dismissal at the discretion of the Principal. Parents are also expected to participate in alcohol and drug education programs at SI (See calendar for scheduled parent education meetings).

All teachers, staff, and counselors at SI desire to support students dealing with substance abuse issues. No student who seeks assistance from the Counseling Department or who is referred to the Counseling Department by another member of the SI community regarding an issue with substance abuse will be subject to disciplinary consequences, provided the student is not otherwise in violation of a school rule. However, a student must not be under the influence of any substance when requesting assistance.

Any student who is found to have used or been in possession of alcohol, illegal drugs, tobacco products (i.e. cigarettes or vaporizers) or any controlled substances, should the student be on or off campus, is subject to a disciplinary action and loss of privileges at St. Ignatius. Each case of a student under the influence or in possession of alcohol, illegal drugs, tobacco products (i.e. cigarettes or vaporizers) or controlled substances will be considered individually and on its own merit, and could render a student liable for a range of disciplinary actions up to and including dismissal.

The sale or distribution of alcohol, illegal drugs, tobacco products (i.e. cigarettes or vaporizers) or controlled substances by any student, or any student who facilitates this transaction, on or off campus, will result in a Discipline Board meeting and immediate review for expulsion.

St. Ignatius reserves the right to contact local police agencies when a student is found to have used, been in possession of, sold, or distributed any illegal substance.

The school reserves the right to conduct searches and seizures for the purpose of enforcing this rule. Such searches shall include, but are not limited to personal searches of any student, student belongings, electronic devices or items in the possession of a student, any locker or any vehicle located on or near school property or at any school related event.

In cases where dismissal is not the outcome, disciplinary action for offenses of the substance abuse policy will minimally include the following consequences: detention/JUG, suspension, competition and public performance suspension, and a drug and alcohol assessment (See Disciplinary Action).

The Deans will determine the number of detention/JUG hours to be served, based on the number of class periods missed due to suspension.

Students whose conduct warrants a stronger sanction may be placed on Disciplinary Probation for a period of time not to exceed 12 months or may be subject to immediate dismissal. A student on Disciplinary Probation may be dismissed from school if he or she further violates school regulations (See Disciplinary Action).

**Assessment:** The student will be required to be assessed by the in-house Drug/Alcohol Counselor. A copy of the assessment report will be provided to the Deans, the student's academic counselor, and parents. Students and parents must follow through with all recommendations of the assessment. Further professional alcohol and/or substance abuse counseling may be required. Failure to complete the assessment and/or follow through with recommendations may result in expulsion.

**Alcohol and Drug Testing—**St. Ignatius reserves the right to subject any student at any time while on campus or at any school event, including sporting events, dances or other extra-curricular activities, on or off campus, to breathalyzer testing and/or drug testing with or without cause and with or without prior notice. No student should have an expectation of privacy at any school-sponsored event, on or off campus

## Harassment

St. Ignatius College Preparatory affirms the dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of St. Ignatius College Preparatory to provide an educational environment in which all students are treated with respect and dignity.

The school will treat allegations of harassment seriously and will review and investigate such allegations as appropriate, in a prompt and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including warnings, reprimands, suspension and dismissal. Students found to have filed frivolous charges will also be subject to disciplinary action, up to and including warnings, reprimands, suspension and dismissal. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation.

This policy prohibits harassment whether occurring at school, at a school activity, or otherwise, and occurring at any time, by any student to any other community member, whether it is a student, teacher, and administrator or staff member.

Harassment includes but is not limited to:

Verbal Harassment: Derogatory comments and jokes; threatening, embarrassing or intimidating spoken words, humiliating or insulting language;

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement;

Written Harassment: Letters, notes, emails, instant messages, or social network communications that are cruel, demeaning, sexual, discriminatory, threatening or intimidating in nature;

Visual Harassment: Derogatory, threatening, demeaning or inflammatory posters, cartoons, drawings, or Internet postings and/or inappropriate leering or gesturing;

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, making unsolicited sexual advances and propositions, using sexually degrading words to describe an individual's body, displaying sexually suggestive objects or pictures, telling inappropriate or sexually related jokes, and making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

Hazing Harassment: Behavior, whether in a group or not, that attempts to emotionally or physically humiliate, degrade, or harm, another person.

It is the student's responsibility to:

Conduct himself or herself in a manner that contributes to a positive school environment;

Avoid any activity that may be considered discriminatory, intimidating or harassing;

Report all incidents of discrimination or harassment to the Deans or the Principal;

If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

Disciplinary action

Detention—Students may be detained after school for a 50-minute period beginning fifteen minutes after the dismissal bell. In some instances a student may also be detained before school (7:30 – 8:20 a.m.). At the

discretion of the Deans of Students, students can also be given clean up duty at break, lunch, or after school. The Deans of Students or teachers may give a student detention. Students must report to detention on the day assigned, and no excuses will be accepted. This includes appointments, after-school employment, athletic events and seeing teachers. A student who fails to report to detention on the day assigned will automatically receive five days detention and is liable for suspension. Detention is assigned to students who are tardy for school and/or classes and for minor offenses.

JUG—Justice Under God (JUG) detention may be issued by the Deans for violations of school regulations, repeated offenses, excessive tardiness, or in addition to a suspension. Students who receive JUG will be expected to report to school early on a school day or on an assigned Saturday to serve their detention under the supervision of a Dean. Students will be expected to assist community members in various ways, including but not limited to campus clean up, event set-up, and physical maintenance of facilities.

Disciplinary Notice—For some disciplinary reasons parents may be notified verbally and/or in writing when their son/daughter has been involved in a violation of school rules and regulations. These violations are considered to be more serious than those that would only call for a detention or JUG and will be documented and kept in the student's disciplinary file.

Suspension—For some disciplinary reasons, a student may be officially suspended from school, or an activity, or a sport. The Deans of Students will determine whether a student will receive a home suspension or an in-house suspension. Suspension requires the student to miss classes, activities, or sports, and write a reflection paper, and to make up missed classes with after school detention upon return. During the suspension time, class work is to be kept up to date and is to be turned in to the teachers upon return to class. It is the student's responsibility to make arrangements with his or her teachers for make-up work and tests. The suspension includes exclusion from any and all school activities while the student is serving detention as a result of the suspension. If a student receives two suspensions in one year, he or she is liable for dismissal.

Competition and Public Performance Suspension—The student shall not be permitted to compete or publically perform for 21-35 calendar days during the academic year at the discretion of the Deans. SI administration reserves the right to modify the suspension period. Students who are suspended from competition or public performance are required to fulfill their activity commitment by meeting the daily requirements of that activity, but are not allowed to attend any school sponsored activities or competition outside of the daily practice, meeting, rehearsal, or try-out period, until the suspension period has ended. The Deans will consult with all relevant co-curricular moderators and coaches in regards to the suspension. Depending upon the infraction, students may be suspended from all activities, including practices or rehearsals for the remainder of the activity.

Disciplinary Probation—Students whose conduct warrants a stronger sanction than suspension may be placed on Disciplinary Probation. Probation usually lasts 6 to 12 months. A student on probation will be dismissed if he or she violates school regulations. Parents of a student placed on disciplinary probation will be asked to sign a Disciplinary Probation Contract before the student may return to school. Violation of the Disciplinary Probation Contract will result in dismissal from school. Disciplinary Board will not meet to determine a student's standing at school if they are currently serving disciplinary probation.

Discipline Board—The purpose of the Discipline Board is to determine the appropriate disciplinary action to be taken by the school regarding a student who because of misconduct or other handbook violations, may be subject to disciplinary action resulting in dismissal from school.

The Discipline Board will be convened in a timely manner after it is determined that a student may be liable for dismissal. Only the Principal or the Deans of Students may convene the Discipline Board. During Discipline

Board deliberation(s), the Deans will inform the Board members of the alleged misconduct or violation(s). After Discipline Board deliberation(s), the members of the Discipline Board will make a final decision regarding student(s) dismissal and promulgate that decision to the student(s) and parent(s).

Parents may submit a letter to the Discipline Board in support of their child. Parents may not attend the Discipline Board meeting, nor bring legal counsel to the Discipline Board. The Discipline Board will not consider letters from legal counsel.

If the Discipline Board's decision involves dismissing a student by means of request for withdrawal or expulsion, a student may appeal this decision, but must do so in writing to the Principal within 24 hours of the decision. The Principal's decision will be final.

The members of the Discipline Board are: The Deans of Students, The Director of Equity and Inclusion, one faculty member selected by a vote of the entire faculty for a term of two years, and a faculty member proposed by the student council every year for one year term.

Dismissal—Students are liable for dismissal for serious and/or repeated misconduct as set forth in this Handbook. Any student whose attitude or behavior is inconsistent with the values and goals of the school, on or off campus, is liable for dismissal.

## Athletic Events and Dances

### Behavior Expectations at Athletic Events

Proper behavior is expected at all home and away athletic contests. Athletes and spectators should display an attitude of good sportsmanship, courtesy, and respect toward opposing players, fans, coaches, and referees. Each student represents St. Ignatius as much as the players on the team. The good name of the school depends on students' and spectators' behavior as much as it does the team and the coaches. Students whose behavior is inappropriate will be referred to the Deans.

In accordance with CIF/CCS and WCAL sportsmanship policies, the following behavior is considered unacceptable at all high school athletic contests:

- Insulting the opponents' school or mascot.
- Insulting opposing players.
- Making unsportsmanlike, derogatory or obscene cheers or gestures.
- Possessing signs meant to be derogatory toward one's opponent.
- Using artificial noisemakers.
- Insulting officials verbally or through gestures.
- Proceeding onto the playing field before, during or after the game.
- Acting disrespectful during the National Anthem or during team introductions.
- Visiting the opposing team's campus before or after a game with the intent to taunt or vandalize.

## Dances

Attendance at Dances—Students attending school dances may not leave the dance until the doors re-open 30 minutes prior to the end of the dance.

Dance Passes—A Student Guest Pass for dances must be completed and returned to the Deans' Office by recess 2 days prior to the dance by any SI student bringing a guest to a school-sponsored dance. The SI

student, the guest, and either the Dean or Assistant Principal of the guest's school must sign the guest pass. Passes are available in the Deans' Office.

No guest passes will be issued for the Fall Dances. Guest passes will be available for the Junior and Senior Proms. SI students may purchase individual bids to the Christmas Dance and both proms. Freshmen are highly discouraged from attending the Junior and Senior Prom and may only do so upon approval from the Deans and the Assistant Principal for Student Affairs.

Conduct at Dances—School dances are created for the enjoyment of all students. The music and the dancing cannot be offensive or create an atmosphere that makes anyone feel uncomfortable. Additionally, drugs and alcohol are illegal controlled substances. Students may be required to take a Breathalyzer test or drug test with or without cause. Those students who are under the influence will have their parents called to take them home, and the school drug/alcohol consequences as stated in this handbook will be implemented. Furthermore, all students may be subject to searches, Breathalyzer testing and/or drug Testing when entering the dance and throughout the course of the dance.

The rental of hotel or motel rooms for parties is not tolerated. Parent cooperation is expected in the above area of concern, or the school will take disciplinary action.

Music that is degrading, violent, sexually explicit, or has inappropriate content, will not be allowed to be played at St. Ignatius College Preparatory school dances. Front to front dancing is appropriate for St. Ignatius dances. Sexually explicit dancing (genital touching, front-to-back grinding, pelvic thrusting, dancing on the floor, sandwich dancing and bending over or other simulated sex acts) is not allowed. Any dancing that involves physical bumping, shoving, pushing etc. is not allowed and is not appropriate; offenders will be asked to stop and/or their parents will be called to take them home. Disciplinary action may be taken.

Dress for Dances—Students and guests attending St. Ignatius dances are expected to be clean and neat in their personal grooming, observing the standards of modesty, moderation, and good taste. Blue jeans will be allowed, as long as they are within the standard of pants/shorts as specified in the handbook; polo shirts are not required; however, all shirts or tops must fit properly. Offensive slogans are not appropriate and will not be allowed. Offenders of this dress code will be asked to leave the dance, and their parents will be called to pick them up. If the dance is a date dance, the offender and his/her date will both be asked to leave the dance and will be picked up by their parents. Specific rules regarding proms will be posted on the SI website.

Christmas Dance—To ensure the attendance of St. Ignatius students who wish to attend, the Christmas Dance will be closed to guests.

#### Miscellaneous Disciplinary Infractions and Student Regulations

Alteration of Records and Communications—A student who falsifies or alters a school record or any communication (i.e. notes, phone calls, emails) between home and school will be suspended and liable for dismissal.

Bus Conduct—Disruptive conduct on city buses or school buses will result in automatic disciplinary action, possible suspension and, in severe or repeated cases, the student will be liable to dismissal from St. Ignatius. Where provided, seat belts must be worn while riding school buses or school provided transportation. Annual or semester ticket holders on the bus driver's list will be boarded first before daily ticket holders.

Campus Cleanliness—Students are expected to keep the campus clean.

**Chewing Gum**—Eating or chewing of gum is not permitted in the school building. Offenders will be assigned detention.

**Disruptive Conduct**—Conduct that interferes with the educational process is considered serious at St. Ignatius and may result in immediate suspension or dismissal.

**Eating**—Students may not eat in the hallways, gyms, theaters or pool. Students may not eat in the classroom during class time, unless the teacher pre-approves it. Students may not place food orders to be delivered to school unless it has been pre-approved by a teacher, moderator, or administrator.

**Electronic Devices**—Cell phones, iPods, iPads/Tablets/PC's etc., are allowed on campus as long as they do not interfere or cause distraction. Cell phones may only be used outside of class time in the Commons, the Student Center and outside the school building. Students who violate this rule may have their electronic device confiscated and disciplinary action may be taken. Saint Ignatius reserves the right to inspect the contents of electronic devices for inappropriate material.

**Elevator**—Students may not use the elevator unless they have permission from the Deans' Office.

**Extortion and/or Coercion**—Extortion and/or coercion are expressly prohibited, and an offender will be suspended and liable for dismissal.

**Fighting**—Any fighting between students at school or a school-sponsored event or at an event sponsored by another school will result in suspension and, in severe cases, the student will be liable for dismissal. Fighting that takes place outside of school sponsored events may also result in disciplinary action.

**Gambling**—Gambling of any kind is not allowed on campus.

**Gangs**—A student associated with a gang, or a member of a gang, on or off campus, is liable for dismissal.

**Garage**—Those vehicles parked in the parking garage that do not have a school permit visible, park in school van spaces, handicap spaces, undesignated areas or park in spaces marked for motorcycles may be towed at the owner's expense. To ensure the safety of everyone using the garage, only right turns may be made when exiting the garage onto Rivera Street. Electric car charging stalls in the garage are available to electric cars only before 8:30 am, violations of these time limits are subject to detention.

Bike racks are available in the parking garage and hooks are available outside, under Columbus Piazza, Orradre Courtyard and garage. Bicycles shall not be locked up, left or stored elsewhere on campus.

**Guitars/Instruments**—Students will not be able to play guitars/musical instruments in the school building or student center during school hours. Instrument storage is available in the first floor Choral Building. Amplifiers are not allowed at any time.

**Harm to Oneself/Others**—Any student endangering him/herself, or others, or threatening to do so, immediately affects the welfare of the entire St. Ignatius community. Therefore, all mandated reporters of the St. Ignatius community are obligated to notify law enforcement, Child Protective Services, or the appropriate authority to ensure the safety of the individual(s) at risk. Professional care may become a requirement for continued enrollment. The Counseling Department will coordinate such care. Students who threaten harm to others in the community will receive automatic disciplinary action, possible suspension and, in severe cases, the student will be liable for dismissal.

Insubordination—Willful disobedience or failure to comply with a directive from any faculty or staff member of St. Ignatius College Preparatory is insubordinate behavior and liable for suspension.

Investigations of Misconduct—In the event of any allegation of serious misconduct, St. Ignatius reserves the right to place the student on home study pending the conclusion of any investigation by the school or outside law enforcement. S.I. may commence its disciplinary procedures at any time. If the investigation continues for an extended period of time, the student may be asked to withdraw from the school.

Lost and Found—Lost and found items may be turned into Security or the Deans' Office. Also, items can be found in the bin outside of the Bookstore. If items are not in the bin, check with Security or the Deans for lost items. Unclaimed items are discarded after thirty days. The school cannot be responsible for items or valuables left in classrooms, hallways, Student Center or athletic areas. Because the iPad is a required instructional device; every student is expected to have an iPad for each day of class, and that it is charged. Aside from that, it is the student's personal property, much like an iPod, iPhone or a watch, and as such students are solely responsible for its care and protection. In the case of loss, students should follow the same procedures as above.

As a matter of policy, students are encouraged to write their name in their textbooks and notebooks in order to facilitate their return in case they are lost. Electronic devices should have "find my device" activated to assist in locating and retrieving lost items.

Lunch/Recess/Break Times—Students choosing to eat their lunch in the Commons, Orradre Courtyard, Cowell and McCullough gym foyers, Columbus Piazza or Student Center are expected to clean up after themselves at all times. Students are also expected to recycle as much as possible. Full cooperation with the lunch and recess proctors is expected. Students violating the standards of behavior in the above mentioned areas will be subject to disciplinary action.

Students are directed not to congregate in front of the school or the first floor hallways (front of Deans' Office, Academic Office, etc.) during recess and lunch periods.

Off Campus Without Permission—Students are to remain on campus from first scheduled academic class through Upper lunch. Whenever a student needs to leave campus, he/she must receive a pass from the Deans' Office. Students who leave campus without permission will be given one week's detention. A second offense, any time throughout a student's term at St. Ignatius, will result in automatic suspension from school.

Students are not allowed to order delivered food during school hours. Disciplinary action will occur if this happens.

Parking & Driving—Driving to and parking at school is a privilege. Students who drive to school shall display a red student permit sticker on the front windshield passenger side on all family vehicles used for commuting to/from school, regardless of where they park. To register vehicle(s) and receive parking permit(s), please see the Deans. Student permit stickers also help Security notify owners when alarms are activated; damage to the vehicle occurs from an accident or when the vehicle is blocking a neighbor's driveway before it is towed. Student vehicles may be subject to search at any time, with or without cause.

Students are prohibited from parking on 37th Avenue, between Pacheco and Quintara Streets, which is reserved for faculty and staff only.

Garage Parking — Access to and from garage on school days Monday, Wednesday and Thursdays will be between 6:00 AM - 8:30 AM, Tuesday and Fridays 6:00 AM - 9:30 AM and M-F 2:30 PM - 7:00 PM. Summer



school hours will be M-F between 6:00 AM - 10:00 AM, 12:00 PM - 1:00 PM, and 4:00 PM - 7:00 PM. Weekend parking will generally occur between 6:00 AM and 5:00 PM, as needed. Parking for Athletic, Fine Arts and Special Events will be adjusted to fit event timelines. Request to exit garage outside of established hours will be for emergencies only. Parking is at your own risk.

Drop Off and Pick Up zone along the 37th Avenue white curb lane, in front of the gyms, is the only designated drop off and pick up zone for all students. Student, parents and family members must comply with the drop off and pick up procedures and directives given by security personnel. Double parking in either traffic lane on 37th Avenue or Rivera Street is prohibited because it blocks the roadway and creates the unsafe practice of jaywalking or exiting the vehicle in the traffic lane.

Parents dropping off items, attending a meeting or picking up an ill student, etc...may park in the white curb zone between 9:30 am to 2:00 pm, during school days.

Students and parents shall comply with posted speed limits and the colored curb designations on the street and in the garage, including handicap parking, bus zone, red curb and 15 minute green zones. Do not stop in or block crosswalks, particularly at the start and end of the school day. This is when traffic congestion is at its peak and students are rushing to cross the street.

Students found not complying with parking and traffic rules will be assigned detention. Parent or family offenders will have detention assigned to the student.

Security should be contacted and are available to help students involved if a motor vehicle accident occurs at school. This has proven to be helpful, particularly when it may be a student's first accident. Security has facilitated the exchange of insurance information, how to file police reports or the taking photos.

Police Investigation (This includes other investigative agencies such as Social Workers and CPS)—As a member of the greater community, the school will respond to any police et al investigation in an appropriate way. If the police, or a social worker(s), come on campus to question a student concerning a matter not directly related to a school incident, the school will attempt to notify the parents as soon as possible, unless directed to not do so by the police or other investigating agency. Absent a search warrant or arrest warrant, or other circumstances justifying an immediate interview, the school may ask the police, or other investigating agency, not to interview the student at school. Presented with a search warrant, arrest warrant, or notified by police of exigent circumstances in a police, or other investigating agency, investigation, the school will allow a student to be interviewed or arrested by police, or other investigating agency, at school. Parents of that student will be notified as soon as reasonably possible.

The school reserves the right to call the police and allow students to be questioned in an investigation of a school-related incident. The parents of students interviewed under these circumstances will be notified as soon as possible. Students cited by the police in any criminal investigation will be subject to a school administrative investigation and possible disciplinary action by the school.

Pornographic Materials—Students in possession of, selling, or promoting pornographic material, or engaged in Internet activity with pornographic material, will result in automatic disciplinary action, possible suspension and dismissal.

Public Displays of Affection—Students and staff members are offended when exposed to certain behaviors between students. Students are to refrain from any public display of affection that would offend others. The following actions are unacceptable: kissing on the lips, sitting on another student's lap, licking,

hugging/holding from behind (front to back) and touching another student's body in an inappropriate way or location. Violation of this policy will result in disciplinary action by the Deans.

Racism And/Or Prejudiced Behavior—The Deans will discipline Students who exhibit verbal, written or physical behavior of a racist or prejudiced nature towards any other member of the community at school, at any school-sponsored event, on the Internet or any social media platform. Such behavior may result in suspension or dismissal.

Skateboards—Skateboards or Hover boards are not allowed on school premises.

Smoking—Smoking, vaping, and chewing tobacco are health hazards and are prohibited on the campus, at school events and within five blocks of the school property. Violators will face disciplinary action.

Sports Bags, Backpacks, Oversize Bags and Equipment, Other Personal Belongings Left Unattended—All unattended bags and/or equipment left in public places will be confiscated and placed in the Deans' Office. Sports lockers should be used for athletic equipment. Personal lockers should be used for additional belongings. A student shall not have an expectation of privacy as to the contents of any backpack, purse, sports bag or other item brought to campus or to an off campus school event or sporting event. The school reserves the right at any time to open and inspect any item brought to school or to a school event.

Student Sales—The solicitation of students or the selling of goods, candy and paraphernalia (i.e. shirts, sweatpants, sweatshirts) to other students is forbidden. Students who wish to promote their club/activity or school sport in this manner must have the guidance and approval of their moderator and the Assistant Principal for Student Affairs. As a rule, clubs/activities that have a budget will not be allowed to solicit from other students.

Student Transportation—Students are NOT permitted to park on 37th Avenue between Pacheco and Quintara Streets. The area between Pacheco and Quintara Streets is reserved for faculty and visitors to the school. Students are asked to refrain from parking on 36th Avenue between Pacheco and Rivera Streets. Students should refrain from parking in the West Sunset parking lot. Students who violate these rules will be liable for disciplinary action.

Student Driving — Student drivers are to maintain valid driver licenses and shall adhere to all CA State and municipal vehicle codes while driving to/from school. Students shall not ride on the outside of vehicles, hang out windows or participate in unsafe behavior while a vehicle is in motion. Students are required to report to the Deans' office any injury or motor vehicle accident in the garage or while driving and parking within five blocks of school.

Families utilizing ZUM, UBER, or LYFT shall comply with all school rules found under the Parking-Driving section. The DROP OFF & PICK UP zone shall be used when requesting service using 2155 37th Avenue for the school's location.

Student Visitors—No student may bring visitors onto campus for class visitations without permission of the Deans of Students. All visitors must check in at the Main Office and receive a "Visitor's Pass."

Teacher Proctor Absence—In the rare event that a teacher or proctor does not arrive for class, students are to wait in a quiet manner either outside the classroom or in the room. If, after the second bell has rung, the teacher or proctor still has not arrived, one student is to go to Room 101 to alert either the Academic Coordinator or the Assistant Principal for Academics. Students are not to leave the classroom unless directed to do so by the Academic Coordinator or the Assistant Principal for Academics.

Telephone Messages—Messages will be delivered to a student only in the case of an emergency.

Theft—Any student who takes anything, without permission, from another student, staff member, visitor, locker, food services, fraudulent use of a student's 'MySchoolBuck' barcode payment method or from the school is guilty of theft. Items found around the school should be turned in to Security or the Deans office. Intentionally keeping the items is also considered theft. Theft is a disciplinary violation, and any student found guilty of theft will be subject to disciplinary action up to and including dismissal. Students are expected to immediately report incidents of theft to the Deans' Office. The school is not responsible for replacing stolen items.

Unstructured Time—All students will have a resource period built into their schedule. Students who have taken a summer school class may earn an additional study period. During resource periods, or study periods, students may not study or congregate in the halls while classes are in session. The Academic building is to be vacated by 4:00 p.m., and the Student Center by 5:00 p.m. Students who have a resource period, or free period, the first period of a school day may come to school when their first academic class begins that school day. Furthermore, students who have a resource period, or free period, at the end of the school day may leave when their scheduled academic classes are finished for the day. However, all students are expected to be on campus when their academic classes begin, and may not leave campus until those scheduled classes are done for the day.

Students are not to be in the main school building during their lunch period. They must remain outside, in the Commons, Campus Ministry or Student Center, and then proceed to their lockers and class when the bell rings. Teachers will assign detention to students who congregate in the hallways at lunch periods.

Once a student arrives on campus, he/she may not leave campus until the end of the school day, unless parent permission has been granted and communicated to the Deans' Office.

Vandalism—Students who deface or damage school property may be suspended and liable for dismissal from St. Ignatius; further, they will be subject to restitution and/or punishment provided by law.

Video Cameras on Campus--Please be mindful that we have video cameras throughout our campus. The primary purpose of video cameras is to provide a safe and secure environment. Any video we use for investigative purposes will not be shared with students or parents while or after conducting disciplinary investigations. Upon request from any law enforcement entity, video recordings related to on campus criminal activity or accident investigations may be released to the requesting agency.

Visitors—All visitors are required to report to the Main Reception Desk upon their arrival and register using the LobbyGuard digital visitor management system. The system is a stand alone, self-guided system or check-in can be assisted by security personnel. A state issued driver's license is required to complete the sign-in process. An identifying badge will be distributed to visitors and shall be worn on the outer clothing, above the waist at all times while on campus. A text message and email will be immediately sent to the selected faculty or staff member upon completing the sign-in process. Visitors may wait on the bench outside the Dean's office for faculty and staff arrival.

Parents—All parents, including volunteers, are required to sign-in using the LobbyGuard system. No driver's licenses are required, but parent names must match the current parent directory. The same requirements stated above for wearing badges are required. Parents may proceed onto campus or wait for selected faculty member to arrive at the reception area. Pre-registered key fobs or barcodes for parent volunteers are available from the Director of Security.

**Weapons and Dangerous Instruments**—A student shall not possess, handle or transmit any object that can reasonably be considered a weapon: (a) on the school grounds at any time, (b) off the school grounds at any school activity, function or event, or (c) while en route between home and school. Offenders may be immediately dismissed. Laser pointers are considered weapons and are not allowed in the school building. Those students who possess or use them are liable for dismissal.

**Wrong Place Wrong Time**—Students involved in activities off campus that conflict with the values of the school, whether an active participant in the conduct or not, are liable for disciplinary action.

**911 Calls for Illness**—911 will be called for students who exhibit health issues that require immediate care, in the opinion of the Deans or Staff member. Parents will be notified of the decision immediately and the student will be transported to an available hospital. All costs are the responsibility of the student's family.

# VI. TECHNOLOGY

## Responsible Use of SI Technology

St. Ignatius provides students with state-of-the-art Technology Resources in order to support and enhance their academic, spiritual, and co-curricular activities. Students are expected to use SI Technology Resources in ways that are consistent with the mission of the School.

SI Technology Resources include the following:

All computers and peripheral equipment purchased by SI;

All iPads loaned by the School for student use;

The SI network, including wireless networks, local area networks, and network connections to remote sites;

All software purchased or leased by the School, or running on School resources. This includes, but is not limited to, email, web browsers, and file exchange software;

Any shared service provided by the school for use by students such as access to Google Apps for Education, Finalsite, Canvas and PowerSchool;

The telephone system, including voicemail;

School-provided access to the Internet.

iPad / BYOi requirement

The iPad is a required instructional device; every student is expected to have an iPad for each day of class, and that it must be charged. Please refer to [www.siprep.org](http://www.siprep.org) and search for BYOi for more information.

Technology offers many opportunities for instructional purposes as well as personal interest and development. It can be a powerful and positive tool when students use it with competence, conscience, and compassion in a safe and supportive environment. The School never tolerates bullying or harassment.

## Ethical Use

Cite and properly document all sources, including images, audio, and video files, used for all school assignments.

Demonstrate respect for Federal copyright laws; avoid illegal installation or transmission of copyrighted materials.

Use your own words and represent your own views, not those of others, in any form of electronic communication.

Send email using your own account; never send email impersonating another student.

## Security and Privacy

Protect the security of your email account by not sharing your passwords with anyone, even your friends. Passwords are confidential.

Safeguard your personal contact information, and that of other students; never share personal information on the Internet without parental approval.

Limit your use of location services and “check-ins” on social networks and apps to protect your privacy and safety.

Request permission before taking pictures or recording others, in class or anywhere on campus.

Be aware that the transmission of any file, or communication via email or over a Wi-Fi network, is not guaranteed to be secure.

Respect the privacy of other students' accounts, files, and data. If you suspect that your account has been compromised, contact the IT department immediately.

## Good Judgment

Be your "best self" when using the Internet: avoid accessing or distributing materials that are offensive or threatening to others.

Remember that anything sent via email, text, or posted online, can be saved or forwarded, and remain on the Internet beyond your control; use good judgment to avoid embarrassing yourself or others.

Speak with a trusted adult if you or a friend receives any communication (text message, email, or post) that is inappropriate or makes you feel uncomfortable.

Help keep the School's network functional by avoiding mass emails (spamming).

Enjoy the recreational uses of technology responsibly.

Students should be aware that all SI Technology Resources are the property of the School, and the School reserves the right to access all messages or documents composed, sent or received on these systems. For example, school emails can be reviewed in cases of harassment.

## SPECIFIC POLICIES

### Installation of Software

In order to keep School computers software legal and virus free, students are not allowed to install software on school computers (such as those in the Lab or Library) — with the exception of their leased iPad.

### Equipment Loaned for Student Use

The School has iPads, cameras, wireless keyboards, tripods, microphones, headphones, and other equipment that are loaned to students for school projects through various offices and departments. Students accept responsibility for any equipment borrowed from the School, and will be billed for any items not returned.

### Email Guidelines

Email is an important form of communication. Students are expected to check their email daily because teachers, counselors, coaches, campus ministers, and club moderators communicate with students via email. Use of personal email accounts is permitted and encouraged.

Every email should include the following:

- a proper greeting or salutation (e.g. Dear Mr. Smith)
- a subject line that clearly states the purpose of the email
- a proper ending or signature ("Sincerely," for example)

In addition,

be concise but thorough

remember that emails can be misinterpreted; choose your words wisely

protect yourself from identity theft by not emailing passwords, Social Security numbers, bank account information, etc.

Wildcat Presence on the World Wide Web

St. Ignatius College Preparatory maintains a fully functional, fully interactive and dynamic web site at <http://www.siprep.org>. The site is administered by the Webmaster, Mr. Tom Casey ([tcasey@siprep.org](mailto:tcasey@siprep.org)).

#### Use of Student's Name and Likeness

From time to time, St. Ignatius photographs and videotapes student athletic contests, student events, and productions--these photographs or videotapes may be used in school publications and posted on the school's website. By signing the tuition agreement, parents are deemed to have given their consent and approval to St. Ignatius to use a photographic or digital likeness or reproduction of their student without further permission or notification.

#### Disciplinary Action

Students should be prepared to accept disciplinary consequences for any technology-related choices they make which are not in line with the mission and vision of the School.

#### Additional Questions

If a student or guardian has any additional questions about the above policies, please address them to the Technology Office.

## VII. STUDENT ACTIVITIES

The student activities are a vital component of the curriculum at St. Ignatius. As such, all freshmen are required to engage in at least one extracurricular activity. The activities are designed to promote the physical and social development of the student, to provide opportunities for leadership, to provide avenues to serve the school and community and to develop interests and talents that are normally untapped in classroom activity. The school has committed an unusual amount of resources and funds to student activities and encourages each student to involve himself or herself fully throughout his or her high school career. The following is a partial list of active organizations on campus:

### Student Government

The Student Body officers, class representatives and appointed representatives comprise the Student Council, which plans and manages student activities and many special events of the school. Students who serve on the Council have an opportunity to develop leadership and management skills at an early age. Each year the Council makes decisions that affect the lives of all students as well as the future direction of student activities at St. Ignatius. The Council meets regularly and all students are welcome to attend and provide agenda items.

### Clubs

Presently there are over 60 active clubs. The club represent varies interest here at St. Ignatius and fall under the following categories. For a complete and current list of clubs visit the St. Ignatius website.

### SOCIAL CLUBS

A social Club at St. Ignatius is defined as a group that is formed primarily to provide a social outlet for the students who have a like interest.

### AFFINITY CLUBS

An Affinity Club at St. Ignatius is defined as a group that provides social support for students from a particular background. Affinity Clubs also provide cultural education for the greater S.I. community. Affinity Clubs are open to all students regardless of their background.

### COMMUNITY OUTREACH CLUBS

A Community Outreach Club at St. Ignatius is defined as a group that is formed primarily to provide service to the greater community.

### NATIONALLY AFFILIATED CLUBS

A Nationally Affiliated Club at St. Ignatius is defined as a group that follows the rules and regulation of its nationally affiliated organization.

### ACADEMIC CLUBS

A School Academic Club at St. Ignatius is defined as a group that is formed with students from the particular discipline and then provides assistance in that discipline.



## SCHOOL SERVICE CLUBS

A School Service Club at St. Ignatius is defined as a group that is formed primarily to provide assistance to one area of the school.

## PUBLICATIONS

A School Publication at St. Ignatius is defined as an extracurricular activity, formed primarily to provide a publication for the school.

## Overnight Trips

Conduct—All school regulations are in effect on overnight trips and will be strictly enforced.

## Athletics

The St. Ignatius sports program is an important part of the students' training. Coaching and competitive play are offered in the following sports:

Baseball, Basketball, Crew, Cross Country, Field Hockey, Football, Golf, Lacrosse, Soccer, Softball, Swimming/Diving, Tennis, Track & Field, Volleyball, Water Polo

## Fundraisers and Drives

Except for bake sales, all fundraising efforts serving our community should be directly approved and supervised by the Development Office. However, since we strive to form young women and men of competence, conscience, and compassion, students often desire to help those outside our community through fundraisers and drives. Accordingly, in an effort to manage the competing needs of our community and our efforts to form men and women for and with others, all charitable fundraisers and drives, must meet the following conditions, criteria, and process:

### Conditions:

1. Funds can only be raised for non-profit organizations.
2. There must be a demonstrated educational piece.
3. Fundraisers must be sponsored by a pre-existing group in our community (e.g., class, club, and team).
4. All money will be turned in to the Business Office, and accounted for by at least two people from sponsoring group ahead of time. At least one of these people must be an adult. Monies shall not be removed from school property. If more time is needed to reconcile collected funds, drop off cash in sealed envelopes, marked on the outside with club affiliation, date and name of group moderator in the money drop box near classroom 114.
5. Sponsor groups are responsible to provide follow-up information and publish results to the larger community.

### Criteria:

1. Priority is given to building relationships for on-going involvement.
2. Priority is given to student-initiated projects versus faculty-initiated ones.
3. There should not be more than fundraiser going on at a time

## Process:

1. Groups need to submit fundraising approval forms to the Arrupe Solidarity Council through the office of Campus Ministry. It meets twice a month, and groups should submit their forms in a timely matter.
2. The council will decide whether they will recommend a drive to be approved by the principal.
3. Approved forms will be submitted for approval to the principal the Monday following the council's discussion.
4. Groups will be informed of the final decision and any additional conditions.

## Performing Arts

**Chamber Singers**—Chamber Singers is a mixed singing ensemble intended for singers of advanced ability and specializes in performance of challenging literature of diverse genre. Students will read music notation in treble and bass clefs, demonstrate understanding of more complex notation, demonstrate knowledge of terminology pertinent to the performance of choral music, demonstrate and understand correct singing technique, and demonstrate appropriate rehearsal discipline and performance skills. Students will be expected to spend additional hours beyond the regular class time. Students are expected to attend all rehearsals, performances and choral festivals. Prerequisite: Audition only and signature of the Director.

**Mixed Chorus**—Mixed Chorus is open to all freshmen, sophomores, juniors and seniors. Students will be introduced to good practice procedures for choral rehearsal and to an awareness of different styles of choral music. Student achievement will involve study of sight-singing, notation, phrasing, rhythm, harmony and musical terminology. Classes are held twice a week during the 8th period, after-school. Students will be expected to spend additional hours beyond the regular class time. Students are expected to attend all rehearsals and performances.

**Dramatics**—Each year the Performing Arts program presents a number of productions including a fall play, spring musical and a dramatic Arts festival. Students may participate as actors, technical crewmembers or in other ways depending on their interests and talents.

**Orchestra**—In addition to performing at the Winter Concert, in the spring the St. Ignatius Orchestra will compete at a statewide festival competition against other schools. SI orchestra members will now have an opportunity to compete and earn recognition for their talent.

**Jazz Band**—Jazz Band offers another opportunity for students to use and improve their musical talents. In addition to the Winter Pops Concert, the St. Ignatius Jazz Band will compete at a statewide competition in the spring.

**Dance**—Each year the Performing Arts program presents a Winter Dance Concert. Students audition in the beginning of the academic year to become a member of the Dance Workshop. Ballet, Modern and Jazz are the primary focus. Other styles of dance, such as, Hip Hop and Tap are featured.

**Technical Theatre**—Students may participate as set, costume, lighting or sound crews for the various productions offered by the Performing Arts program.

## VIII. CAMPUS MINISTRY

The Campus Ministry Office serves as a facilitator for a variety of opportunities through which students and faculty can deepen their understanding and experience of themselves as humans and their faith. Although we are rooted in the Catholic tradition, Campus Ministry challenges students to deepen their spirituality according to their family's faith tradition. Campus Ministry works in concert with the Religious Studies Department and the Christian Service Program to enable each student to develop a deep and lasting commitment to the Jesuit vision of "persons for and with others." This office is particularly responsible for providing liturgies, regular celebration of the Sacrament of Reconciliation, periodic Days of Recollection and overnight retreats.

### The Eucharist

The Eucharist is celebrated Monday through Thursday mornings at 7:50 a.m. in Jensen Chapel. Liturgies prepared by the Senior Liturgy Group are celebrated at 8:15 a.m. on Friday mornings in Orradre Chapel. The students expend time, effort and talent in preparing the themes and music for these celebrations.

### Liturgical Services

All students, regardless of their religious beliefs, are required to be present at liturgical services.

### Sacrament of Reconciliation

At least once every quarter each class is given the opportunity to participate in a Reconciliation service at which priests are available for counseling and individual confession. Students are encouraged to approach a priest at any time on an individual basis if they wish to avail themselves of the Sacrament of Reconciliation.

### Retreats and Days of Recollection

St. Ignatius affords its students in their senior year the opportunity to make a four-day silent Kairos retreat. Members of the faculty assist senior InSignis leaders directing the students through this unique experience of prayer and reflection. There are eight Kairos retreats offered during the school year. There are a number of overnight retreats offered to juniors. This two-day retreat experience focuses on community-building at the service of God and neighbor, as well as reflection and prayer.

Sophomores are required to attend a retreat assigned by the Religious Studies classes. It entails doing service through St. Anthony Foundation, an evening reflection, and day of reflection the following day. More information will be provided in the Religious Studies classes.

Freshmen participate in a Day of Recollection. Faculty members, counselors, administrators and senior peer directors accompany the students on a day searching for God, building community and reflecting on values. It is a chance for students to explore the spirituality of the school and to reflect on where they hope to grow in high school.

### Other Programs

In the summer, Faith Tour/Immersion experiences are offered each year between the Junior and Senior year. Students who are selected for this program spend two or more weeks living and working with impoverished communities at home and abroad. Other programs such as the Communion Breakfasts, Fathers' Club and

Ignatian Guild Retreats invite parents and their children to participate together in the spiritual life of the school community.

# IX. COUNSELING AND GUIDANCE

The Counseling and Guidance Department is designed to provide services to meet the needs of the student body. Each student is assigned a Personal and Academic Counselor during each year of enrollment at St. Ignatius. Students are also assigned a College Counselor beginning the second semester of their sophomore year.

## COLLEGE COUNSELING STATEMENT OF PRINCIPLES AND GOOD PRACTICE

St. Ignatius College Prep supports the National Association for College Admission Counseling's Statement of Principles and Good Practice. The school reserves the right to notify colleges of any notable changes in students' academic or personal status including but not limited to, a significant drop in grades, disqualifications, suspension and/or expulsion at any time up to and through graduation. St. Ignatius' general practice is to not report specific school infractions to colleges unless the college specifically requires that information in order to process an application and/or if the school feels that the infraction is serious enough to warrant college notification. All reporting and disciplinary matters are handled on an individual basis.

Counselor assignments are noted on the student's schedule, and cannot be changed.

St. Ignatius makes a heavy commitment of time and resources to student counseling. Students who make regular use of the resources available through the counseling department normally find their high school and college performance measurably enhanced.

### College Guidance

Education on the college admissions process for students and parents begins during the second semester of each student's sophomore year. It is at that time that College Counselors are assigned. The College Counselors will work closely with their students to provide services to help students apply to colleges and financial aid programs that are particularly suitable to their interests. Through x-periods, individual meetings, college representative campus visits, evening and weekend programs, students are assisted through the college admissions cycle. With the support of each student's Personal and Academic Counselor, individuals are encouraged to conscientiously apply themselves to their studies and plan their coursework in a way which increases the probability that they will be accepted by colleges of their choosing.

### The Wellness Program

All students enrolled at St Ignatius College Preparatory are eligible to receive support services through the Wellness Program. The Wellness Program Team consists of mental health providers who work closely with Personal Academic Counselors at SI to provide care and support to students. Our Wellness Coordinator and our two Wellness Counselors are Licensed Marriage and Family Therapists (LMFT). The Wellness Program services may include assessment, referral, case management, brief 1:1 or group meetings (i.e. anxiety groups), and other health and wellness support. At the start of each academic year, all parents/guardians are sent paperwork requesting consent for student participation in Wellness services. If you have not yet done so, please complete and return this document to Ashley Frazer Counseling Department Coordinator. If you have any further questions about The Wellness Program, please contact Mr. Nicholas Calabrese, MFT, at [ncalabrese@siprep.org](mailto:ncalabrese@siprep.org), (415) 731-7500 ext. 293.

## The Learning Center

The Learning Center is open to any and all SI students in need of academic assistance. The Learning Center staff consists of the Director of the Learning Center, the Learning Center Coordinator Coordinator of Disability Services, and the Instructional Assistant Academic Support Advisor. The Director of the Learning Center oversees the center's various resources, including: academic support for students with documented learning disabilities and ADHD, extended time testing services, study skills workshops, faculty tutoring, Monday through Thursday before-and-after school study hall, and one-on-one peer mentoring with at-risk students.

Students on academic probation in the Academic Recovery Program are mandated by school policy to attend at least two study hall sessions per week. However, any and all students needing academic support and/or quiet study space are encouraged to attend utilize the space and services. Teachers may refer students to The Learning Center.

In addition to coordinating The Learning Center's programs, Learning Center staff are available to assist students one-on-one with time management, organization, and general study skills.

## Confidentiality Policy

There are four instances in which a counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a counseling session: 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a student indicates he or she is being, or has been, sexually, physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony (i.e., selling drugs, stealing a car, etc.).

Adults (teachers, counselors moderators, coaches, secretaries, trainers) in the St. Ignatius community who are aware of an alleged infraction of a school policy have a responsibility to report the information.

Saint Ignatius College Preparatory reserves the right to mandate therapy for students showing signs of depression or exhibiting behavior that is indicative of a mental health disorder and that is inhibiting the student's ability to function appropriately. Determining the ability to function appropriately will be at the discretion of the student's Personal and Academic Counselor, the Director of Guidance, and the Wellness Team.

## Parent/Teacher Conferences

Frequently parents wish to speak with teachers individually to discuss their child's progress. St. Ignatius' Personal and Academic Counselors are available to contact teachers and to provide them with any additional information, which may be pertinent. To make teacher appointments, parents should contact their child's teacher directly or communicate with the assigned Personal ad Academic Counselor who will provide assistance in facilitating necessary parent/teacher meetings.

## Pregnancy Policy

Any student who becomes pregnant may be permitted to remain a student with good standing at St. Ignatius and to continue on-campus instruction as medically advisable. A pregnant student must advise a Personal or

Academic Counselor, Wellness Staff, or Administrator of her condition in order to make appropriate arrangements.

### Seeing Your Counselor

Personal and Academic Counselors generally see students when grades or other factors indicate that a student may be experiencing unusual difficulty. All students are strongly encouraged to self-advocate and make an appointment with their Personal and Academic Counselor when circumstances arise which require an appointment. After contact is initiated, the counselor will meet with the student as soon as possible.

The Counseling and Guidance Department is designed to provide services to meet the unique needs of each member of the student body. Each student will have the support of a Personal and Academic Counselor during each year of enrollment at St. Ignatius.

# X. GENERAL FINANCIAL & TUITION POLICIES

## Tuition Policy for 2018-2019

Tuition for the school year 2018-2019 is \$24,375. Tuition can be paid monthly using FACTS (10 or 11 payments), twice a year by check or FACTs (due 7/1/18 and the remaining balance 12/1/18), or once a year by check or FACTs on 7/1/18. We use an outside company, FACTS to collect all tuition payments, as well as miscellaneous athletic or class fees. If a student account does not remain current, the responsible party will be notified of the delinquent account. The School and the responsible party for the account may negotiate an acceptable payment plan. If the account continues to be delinquent, the School reserves the right to refuse continuing enrollment for the remainder of the academic year.

We will need written notification and an acceptable payment plan as determined at the sole discretion of the School, for any delinquent account. If the second semester is not paid or a payment plan is not current by January 3, 2019, the school reserves the right to refuse continuing enrollment for the second semester.

The School contracts with its faculty and staff and incurs other obligations for the entire academic year. In order for the School to provide for these obligations, students must be enrolled and their parents or guardians are obligated to pay tuition for the same period (i.e. for the entire school year).

It is the policy of the School that no student will be permitted to complete the school year wherein a tuition account and/or a student account carries an overdue balance. The privileges of the School will be denied to any student whose parents or guardians fail in their financial obligations to the School. The School reserves the right to deny attendance to students whose accounts include overdue balances. Such denial may include admission to examinations and special programs. Such denial may include the School withholding grades, diplomas and transcripts until the payments have been made in full.

Failure to make any payment of tuition on the date called for shall cause the entire balance to become due at once. If the School seeks collection of any amounts past due, the parent agrees to pay, to the extent permitted by law, the School's expenses of enforcement and collection of the tuition, fees and related expenses, including, without limitation, attorney's fees and costs.

### REFUND POLICY:

If a student withdraws from the School voluntarily during the course of the school year, the following schedule will be used to determine the amount of tuition that is due and payable (or amount to be refunded)

1. The \$1,000 Deposit is non-refundable.
2. Parents understand and acknowledge that due to commitments the school must make for costs in advance of the school year, there can be no tuition refunds.
3. No refund of tuition will be made at any time if a student is either dismissed or asked to withdraw from school for disciplinary reasons. All accounts will remain due and payable for the entire school year.

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The Principal of St. Ignatius College Preparatory reserves the right to amend the Student/Parent Handbook at any time without prior notice.