I am a St. Xavier student. Therefore

- I respect myself. I am an honest person, a person of integrity, a person of my word, trustworthy.

- I respect others – students, faculty, staff and administration.

- I respect our school facilities and campus and the property of others.

- I take responsibility to do my best work, academically and in other areas. I am responsible for my decisions and actions.

- I make my best use of the help and resources that are here – teachers, counselors, campus ministry, library, computer center.

- My presence here is not just for me; it’s for others. MEN FOR OTHERS starts right here in this school among us.

- I strive to be excellent, to do more, to seek the MAGIS.

*******************************

- I chose to come to St. Xavier, and I choose every day to be here.
Prayer for Generosity

St. Ignatius Loyola

Dear Lord,
Teach me to be generous;
Teach me to serve you as you deserve:
TO GIVE and not to count the cost;
TO FIGHT and not to heed the wounds;
TO TOIL and not to seek for rest;
TO LABOR and not to ask for any reward,
Save that of knowing that
I AM DOING YOUR WILL
<table>
<thead>
<tr>
<th>REGULAR ORDER w/Examen</th>
<th>EXTENDED HR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIME SLOT</strong></td>
<td><strong>TIME SLOT</strong></td>
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<tr>
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<td>1 - 8:00 - 8:47</td>
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<tr>
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<tr>
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<tr>
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<tr>
<th>LATE START 1 HOUR</th>
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<table>
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<tr>
<th>EARLY DISMISSAL</th>
<th>MORNING ASSEMBLY</th>
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<tr>
<td><strong>TIME SLOT</strong></td>
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<tr>
<td>1 - 8:00 - 8:39</td>
<td>1 - 8:00 - 8:32</td>
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<td>ASSEMBLY</td>
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<td>3 - 11:10 - 11:42</td>
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<td>9 - 2:33 - 3:05</td>
<td>9 - 2:33 - 3:05</td>
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</tbody>
</table>
### LATE X DAY | LATE Y DAY
---|---
PERIOD A (Examen) | 9:00 - 10:15 | PERIOD A (Examen) | 9:00 - 10:15
HOMEROOM | 10:20 - 10:30 | HOMEROOM | 10:20 - 10:33
Jr & Sr eat lunch | Fr & Soph eat lunch | Jr & Sr eat lunch | Fr & Soph attend period C
Fr & Soph - Free | Jr & Sr - Free | Fr & Soph attend period C | Jr & Sr attend period C
PERIOD C | 12:30 - 1:45 | PERIOD C | 12:30 - 1:45
Jr & Sr eat lunch | Fr & Soph eat lunch | Jr & Sr attend period C | Jr & Sr attend period C
PERIOD D | 1:50 - 3:05 | PERIOD G | 1:50 - 3:05

### LATE X DAY – Morning Assembly | LATE Y DAY – Morning Assembly
---|---
PERIOD A (Examen) | 8:00 - 9:08 | PERIOD E (Examen) | 8:00 - 9:08
ASSEMBLY | ASSEMBLY | ASSEMBLY | ASSEMBLY
PERIOD B | 11:08 - 12:13 | PERIOD F | 11:08 - 12:13
LUNCH | 12:18 - 12:45 | LUNCH | 12:18 - 12:45
Jr & Sr eat lunch | Fr & Soph eat lunch | Jr & Sr - Free | Jr & Sr - Free
Fr & Soph - Free | Fr & Soph attend period C | Jr & Sr eat lunch | Fr & Soph attend period C
PERIOD C | 12:50 - 1:55 | PERIOD C | 12:50 - 1:55
Fr & Soph eat lunch | Jr & Sr attend period C | Jr & Sr eat lunch | Jr & Sr attend period C
Jr & Sr | Fr & Soph attend period C | Jr & Sr | Fr & Soph attend period C
PERIOD D | 2:00 - 3:05 | PERIOD G | 2:00 - 3:05

### Extended HR Thursday - Examen

| TIME SLOT 1 | 8:00 - 8:44 |
| HOMEROOM | 8:49 - 9:10 |
| TIME SLOT 2 | 9:15 - 9:59 |
| TIME SLOT 3 | 10:04 - 10:48 |
| TIME SLOT 4 | 10:53 - 11:37 |
| TIME SLOT 5 | 11:37 - 12:08 |
| TIME SLOT 6 | 12:12 - 12:43 |
| TIME SLOT 7 | 12:43 - 1:27 |
| TIME SLOT 8 | 1:32 - 2:16 |
| TIME SLOT 9 | 2:21 - 3:05 |
MISSION AND BELIEFS OF ST. XAVIER HIGH SCHOOL

Mission
To assist young men in their formation as leaders and men for others through rigorous college preparation in the Jesuit tradition.

We Believe
That rooted in the Gospel of Jesus Christ and the Spiritual Exercises of St. Ignatius, the school is an apostolic mission by:
1. Naming Jesus Christ as the model for all human life
2. Affirming the world as God’s creation and therefore good, but in need of redemption
3. Recognizing family and community as a context for redemption
4. Providing students with comprehensive instruction in Catholic beliefs and practice
5. Providing students with opportunities for spiritual formation in the Catholic faith through participation in the sacraments, prayer, retreats, service and other spiritual programs

We Assist
Students to become more:
- **Open to Growth**
  Seeking the magis, living for the greater glory of God
  Insisting upon students’ increasing responsibility for their growth and education
- **Religious:**
  Encouraging students to develop a sense of awe and appreciation for the mysteries of creation and human existence which they encounter in their studies
- **Committed to Doing Justice:**
  Energizing students to seek the truth, pursue dreams, confront issues; to live a faith which recognizes the obligation to work for justice in the world.
- **Intellectually Competent:**
  Presenting a wide range of experiences among the academic disciplines
- **Loving:**
  Encouraging students to become leaders by example, showing love in deeds more than words and performing service for families and others

We Use
Ignatian methods of proceeding by:
1. Exercising individual care and concern for the whole person
2. Building a spirit of community, collaboration, and collegiality among all constituents of the school
3. Familiarizing students with Jesuit history and Ignatian principles of spirituality
4. Developing students as contemplatives in action who reflect on the human significance of what they have learned
5. Helping the St. Xavier community to learn by using the Ignatian method of Context-Experience-Reflection-Action-Evaluation
6. Engaging in regular reflection regarding objectives and programs

**Principles and Objectives**

St. Xavier is a college preparatory school sharing in the Roman Catholic Church’s ministry of education with the special charism of the Society of Jesus. Education at St. Xavier is based on the following assumptions.

1. Well-rounded human beings best develop in a community whose members work together to help individuals develop their unique talents and grow in their responsible use of freedom.
2. In the lives of all individuals, God is present and active, drawing them by grace toward their ultimate goal, full redemption. God calls each individual to the fullest possible development of talents and the willingness to use them for others. The model of this way of life is Christ; the source of this life is the Spirit. Yet people are free to accept or reject God’s call.
3. Gifted young persons should especially strive for excellence – *the magis* – in all their endeavors so that they can become effective Christian leaders through whom the kingdom of God comes alive.

Education at St. Xavier High School is dedicated to the full development of each student. Through all school programs – religious, academic, co-curricular, and athletic – the faculty and staff guide students to achieve the following objectives.

**Intellectual Formation:** Teachers help students develop the academic skills, habits of mind, and insights that will prepare them to become independent learners in college and throughout life. Learning calls for active participation rather than passive reception. The curriculum heeds the call of the *Ratio Studiorum* for “non multa, sed multum” – not just quantity, but depth of understanding which could lead to thorough mastery and the ability to apply learning to new situations. Students learn that academic accomplishment is not an end in itself but a means to see God present and working in all creation, to experience the joy of discovery, to prepare oneself to live as a man for others, and to build the Kingdom of God.

**Affective Formation:** Particular care is given to the development of the imagination, the affective, and the creative dimensions of each student in all courses of study. These dimensions enrich learning, offering ways to discover God through beauty.

**Moral Formation:** Intellectual and affective formation also provides a basis for the moral formation of the student. Greater knowledge and love of the good
enable the student to act more wisely. In addition to specific courses in morality, the student is also shaped and challenged indirectly by the culture of the school. Teachers offer example; school policy offers a model; the academic, athletic, and co-curricular programs call upon the student to develop commitment and self-discipline, responsibility and perseverance. Moreover, the school provides enough freedom for students to make moral choices, yet enough accountability so that students face the consequences of their choices and actions.

**Religious Formation:** A Jesuit school as community offers individuals the opportunity to explore their faith response to God, recognizing that faith cannot be imposed. Yet the work of the school has two ultimate aims; worship of God at work in creation and redemption, and service to others. A religious dimension thus permeates the entire educational process.

**Mission Probation and Withdrawal**

If a student or his parent or guardian behaves in ways that hinder the school from pursuing its mission, principles, objectives, or disciplinary norms, the principal may determine that St. Xavier is not an appropriate venue for the student to continue his education. In that event, the principal will place the student and his parent or guardians on probation. This probation is a formal and serious warning to the student and his parents or guardians that such behavior is not consistent with an intention to remain a part of the St. Xavier community. If the principal determines that the behavior does not improve satisfactorily, the principal may require the student to withdraw. The student and his parents or guardians may appeal this decision to the president. Such behavior includes, but is not limited to:

1. Lack of respect for the academic, religious, cultural, and social norms of the school;
2. Lack of respect for school employees;
3. Lack of respect for school property;
4. Hindering school employees from discharging their duties; or
5. Refusal to accept the required school curriculum or to attend or participate in class discussion, assignments, or other required school events.

**The Graduate at Graduation**

To guide every facet of curriculum development at St. Xavier, the faculty has produced this summary statement of the characteristics that the graduate will have acquired during his time at the school. Every course and every activity must work together toward fashioning a graduate with these characteristics. When St. Xavier is successful in its educational mission, therefore, its graduating student will have certain definite qualities. Such a graduate will be:
Open to Growth: The ideal St. Xavier student at the time of graduation has matured emotionally, intellectually, physically, socially, and religiously to a level that reflects some intentional responsibility for his own growth and actions (as opposed to a passive, drifting, laissez-faire attitude about growth). The graduate is at least beginning to reach out in his development, seeking opportunities to broaden his mind, academic skills, imagination, feelings, religious awareness, and social consciousness.

Intellectually Competent: By graduation the St. Xavier High School student should exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject-matter areas, the student will have developed many intellectual skills and understandings which cut across and go beyond the academic requirements for college entrance.

Religious: By graduation the St. Xavier High School student should have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate also will have examined his own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectful of conscience and religious background of the individual, applies to the Catholic and non-Catholic graduate of St. Xavier High School.

Loving: By the time of graduation, the St. Xavier High School student is well on the way to establishing his own identity. The graduate is also on the threshold of being able to move beyond self-interest or self-centeredness in significant relationships with others. In other words, he is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish the person. Nonetheless, the graduate’s attempts at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of a mature person.

Committed to Doing Justice: The St. Xavier High School student at graduation has achieved considerable knowledge of the many needs of local and wider communities and is preparing for the day when he will take a place in these communities as a competent, concerned and responsible member. The graduate has begun to acquire the skills and motivation necessary to live as a man for others.

Required Conferences Regarding The Graduate at Graduation

We at St. Xavier High School are committed to our Mission, *"To assist young men in their formation as leaders and men for and with others through rigorous college preparation in the Jesuit tradition"* and to its application in the characteristics of the Graduate at Graduation, *Open to Growth, Intellectually Competent, Loving, Religious, Committed to Doing Justice*. For these reasons we require that students and parents participate in a three-tiered developmental process for forming and evaluating the student’s progress in light of this Mission and these characteristics.
The Conferences are:
- Freshman Family Conference after acceptance and prior to entering St. Xavier (spring: students and parents attend)
- Junior Family Conference upon the completion of sophomore year (summer: students and parents attend)
- Senior Exit Interview in May of the senior year (students participate)

Attendance at each of these conferences is mandatory. The school and the facilitators will make every attempt to schedule these in a timely and manageable way for you and your son. If a student or his parents fail to make good-faith efforts to schedule and attend these conferences, the student will be excluded from school and from all co-curriculars until the conference has been held.

A Brief History of St. Xavier High School

The phrase “generation gap” as it applies to the St. Xavier alumni is a term more of place than of time.

“The good old days” for classes prior to 1960 revolve around an old building at Seventh and Sycamore, volleyball in the blacktop yard enclosed by a high iron fence, city noises and Memorial Hall. Classes after 1960 recall memories of a new, bright building in Finneytown, plenty of open spaces for sports, well-equipped labs, commuting by carpools and the Rainbow Room.

Bridging this gap, however, and welding these two generations together are important elements of the St. Xavier experience: the ideals of Jesuit education, the demanding academic program, the caring atmosphere, the good times, and even jug.

St. Xavier High School has passed through numerous stages in its 177-year history. The diocese of Cincinnati was only nine years old when Bishop Fenwick opened his school at Seventh and Sycamore Streets on October 17, 1831. He named the school the Athenaeum and placed it under the patronage of St. Francis Xavier. Eight years after Bishop Fenwick’s death, Bishop Purcell was finally able to persuade the Jesuit fathers to staff this school; and in 1840, Fr. John A. Elet, S.J. opened St. Xavier College to 76 students.

The fledgling college underwent hard times in the 1850s but recovered after the Civil War and grew steadily. When the college moved to its present Avondale site in 1919, St. Xavier High School and St. Xavier College were separated physically; but it was only in 1934 that St. Xavier High School became completely independent. Fr. A.J. Diersen S.J., was the first president.

In the 1940s and ’50s it became more and more apparent buildings erected in the late 19th century were not going to be able to contain the growing enrollment, nor provide the type of facilities required for quality education. In 1954, Fr. John Benson S.J. began planning the new high school on North Bend Road. In 1960 the move from downtown to Finneytown was accomplished.
In the following years the “new” St. Xavier has seen its share of improvements, alterations, and additions. A four-hundred-seat chapel, new facilities for science and technology, a new and expanded music suite, an intramural gymnasium and wrestling room, and improvements to the Natatorium greeted the St. Xavier community when the 1999-2000 school year began.
Fr. Walter Deye, S.J. led the most recent expansion: renovated athletic facilities completed in September, 2003 and a theater, black box theater, visual arts studios, and renovated administrative and classroom areas completed in August, 2004, a new Wellness Center in and team building by the track stadium in 2008; ongoing commitment to technology like Smart Carts and internet access in the classroom, as well as 11 computer labs for students.

How much of a generation gap will be produced remains to be seen. Yet the traditions established at the “Old St. X” and the sparkling facilities of the “New New St. X” will hopefully still be reflected in the achievements of St. Xavier graduates as they continue the school’s proud heritage.

Financial Information

**Expenses:** Payable in advance annually, semiannually, or quarterly; refund for a quarter will not be made after student begins the quarter:

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<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tr>
<td>Tuition, per year, per student</td>
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<td>Registration Fee for New Students</td>
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<td>Kairos Retreat</td>
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<td>Visual arts fee (per semester)</td>
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<td>Schedule Change (Principal’s Office)</td>
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<td>Transcript, per copy</td>
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<td>(Principal’s Office or Counselor)</td>
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<td>Locker Lock</td>
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<td>Replacement ID Card</td>
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<td>Freshman House Fee</td>
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<tr>
<td>Religious Materials Fee (Juniors)</td>
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</table>

Credit for financial aid is applied to student’s accounts at the time of the first billing. Parents receive itemized statements in advance of each payment period. Student’s first and last name should be included on checks.

During the spring of each year students pre-register for the courses they wish to take in the following year. At the same time, a non-refundable deposit on the following year’s tuition is due.
When they enroll in the spring, freshmen must pay a non-refundable deposit on the first year tuition.

Parents, some co-curricular activities offer special events such as student trips for which families pay fees (i.e. Music Boosters trip, band camp, Marine Science trip, mission trips, leadership camp etc). In order for a student to be permitted to participate in such an event which incurs cost to you of $250.00 or more, the School requires that his tuition payments be current. The School makes every effort to reach agreement with families about special tuition payment schedules when circumstances dictate the need. If a family has such an agreement with the School, tuition must be current with the terms of the agreement in order for the student to be permitted to participate in the event.

All tuition accounts must be up to date by 6/1/14 for seniors to receive their grades, diplomas and final transcripts for college and for underclassmen to receive their grades and class schedules for the following school year. Access to Edline, will be restricted after this date as well for any past due accounts. If you have any questions, please call 761-7815 ext. 134.

Penalties: A student will not be issued a transcript of credits until all financial obligations are fulfilled or unless special arrangements are made in writing with the business manager. Textbooks, library books, science equipment and athletic equipment issued to students and not returned nor their monetary equivalent paid are considered financial obligations.

In the event of an outstanding balance at the beginning of a school year, the student will not be admitted to school until a satisfactory arrangement is made.

Fund Raising: No form of fund-raising is permitted without the approval of the president.

Financial Aid

Deceased Parent Tuition Assistance: Special aid is afforded to the young man whose parent (father or mother) dies while he is enrolled at St. X. The school will, in appropriate circumstances, provide the necessary financial assistance for any unpaid tuition for the remainder of that academic year. For the subsequent year(s), the family must apply for needed financial assistance according to our normal procedures.

Named Scholarships: These scholarships are based on need and are awarded after parents submit a financial aid application. These scholarships are awarded on a year-to-year basis, and a new application must be filed annually.

Student Contribution Program: This aspect of the Financial Aid Program affects every student receiving a need-based scholarship. Students are expected to help pay their tuition by earnings from part-time employment.
A limited number of part-time jobs are available to work at the school on weekdays 3:10 p.m. to 5:10 p.m., Monday through Friday. There is also limited summer employment. Students also have the option of working at a job outside the school. In either case, they are expected to make a contribution toward the cost of their education.

_N.B._ *St. Xavier uses the Private School Aid Service, an independent organization which provides guidelines for the equitable awarding of grants.*

**Communication**

Open and timely communication between parents, students and the professional staff is essential to the development of the school community. Parents and students who have concerns are urged to communicate them as soon as possible to the staff member closest to the issue who has the ability to address it. Students or parents who have concerns about the actions of a teacher or coach should first speak with the teacher or coach. If the concern remains unresolved after the conversation, the next step is to speak with the immediate supervisor, usually the department head. The next steps are the appropriate assistant principal and then the principal.

When students or parents express concerns about faculty members or coaches to administrators, administrators ordinarily will abide by this protocol:

1. The first conversation will be between the student and teacher. If the student is reluctant to speak with the teacher, the student will meet with his guidance counselor for coaching about how to meet with the teacher.
2. If the problem remains unresolved, the parent will meet with the teacher or coach (with or without the student as decided by the teacher or coach and parent).
3. If the problem remains unresolved, the parent or student will meet with the appropriate assistant principal. (A student may proceed directly from step 1 to step 3 if the appropriate assistant principal approves.)

If the teacher or coach does not respond to an inquiry from a parent or student within two class days, the student or parent will be encouraged to contact the appropriate assistant principal.

Keep in mind that only signed or in person communication will be acted upon.

**Academic Policies**

**Admission Guidelines:**  St. Xavier High School is a Catholic, Jesuit, college preparatory school for young men. It admits students from any race, nationality,
ethnic origin and religion who are open to the school’s mission of intellectual, affective, moral and religious formation.

Generally, the decision to admit eighth-grade applicants is based on
- Scores from the St. Xavier entrance examination and other national standardized tests
- Seventh and eighth grade performance records
- Co-Curricular involvement, accomplishments and leadership.

**Striking a Balance:** St. Xavier endeavors to balance the demands of two valuable but competing goals. On the one hand, a diverse student body that reflects the “real world” best serves the school’s mission and its students’ education. The tradition of Jesuit education has stressed inclusiveness and diversity from the time of St. Ignatius Loyola, the founder of the Society of Jesus (Jesuits). On the other hand, the school prizes the loyalty of parents and alumni, who value a St. Xavier education, and wants to assure these “family members” the opportunity for their sons to receive a St. Xavier education. In order to maintain this balance, the school currently gives special consideration to qualified students from “groups not traditionally represented” at the school and to the sons, grandsons and brothers of alumni and current students. The special consideration afforded these two groups, however, should not discourage students interested in St. Xavier from applying for admission. Ample room remains in the school for students not in the above groups to add their gifts and talents to the special mix that is St. Xavier High School.

**Graduation Requirements:** To be awarded a St. Xavier diploma, a student must have earned a minimum of 23.5 units of credit during his high school years and must have successfully completed the Ohio Graduation Test. Credits achieved in years prior to high school will be posted on the St. Xavier transcript and may be used to fulfill St. Xavier departmental requirements, but they will not be included in the 23.5 St. Xavier credit requirement. A unit of credit is equivalent to a passing grade in a subject for two semesters; a half-credit is earned by completing a one semester course, with the exception of physical education where a quarter-credit is earned for a one semester physical education course. Students failing a course senior year or who have been excessively absent may lose the right to participate in the graduation ceremony.

Departmental requirements are:

- **English**
  - Oral Communication, English 1, 2, 3, and AP English Lit or Lang, or 1 literature based elective and 1 other elective (4.25 credits)
- **Mathematics**
  - Algebra 1 and 2, Geometry, Trigonometry or Precalculus, Calculus or Intro to Calculus (4 credits)
- **Computer Science**
  - Information Processing (.25 credit)
- **Foreign Language**
  - Proficiency in level 3 of a foreign language (3 credits)
Each student is ordinarily required to take at least six courses in each of his eight semesters. Students are required to attend graduation.

**CLASSIC COLLEGE PREP CURRICULUM**

<table>
<thead>
<tr>
<th>FRESHMEN</th>
<th>SOPHOMORES</th>
<th>JUNIORS</th>
<th>SENIORS</th>
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<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td>English I → English II → English III → English electives or AP English</td>
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<td><strong>Math</strong> Freshman 2016</td>
<td>Algebra I → Algebra II → Geo/Trig → Intro to Calculus</td>
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<td>Alg I / Geom → Algebra II → Precalc AB → Calc (non-AP) or AP Stats</td>
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<td>Algebra II → Prob Stats/Geo → Precalc BC → AB Calculus (AP)</td>
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<td><strong>MATH</strong> Sophomores 2015 Juniors 2014</td>
<td>Algebra I → Algebra II → Geo/Trig → Intro to Calculus</td>
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<td>Alg I / Geom → Algebra II → Geo/Trig AB → AP Calc or Calc (non-AP)</td>
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<td>Alg II → Precalc BC → BC Calculus (AP)</td>
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<td><strong>FOREIGN LANGUAGE</strong></td>
<td>Language I → Language II → Language III → Language IV (AP) → Language V</td>
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<tr>
<td><strong>SCIENCE</strong></td>
<td>Integrated Science or Accel Chemistry → Chemistry or Biology or AP Biology → Physics, Accel Physics, AP Lab Science electives, or non-lab electives</td>
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<tr>
<td><strong>SOCIAL STUDIES</strong></td>
<td>Modern World Introduction to Economics and Financial Literacy → US History or AP US History → AP US Government American Political System Social Studies Electives</td>
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**Credit Flexibility Policy:** All students at St. Xavier High School may propose a plan to pursue college preparatory academic work outside of St. Xavier classrooms, whether it be for an individually designed program, a course offered at St. Xavier, or for a course or experience not offered at St. Xavier. However,
for the sake of accomplishing the formational and social aspects of education essential to the school’s graduation outcomes as articulated in the Graduate at Graduation, the student ordinarily must be present in the St. Xavier school building, or present at educational programs sponsored by or officially affiliated with St. Xavier, for at least 80% of the time during which classes are held each week.

To receive credit at St. Xavier for this work, a student must
- submit a Flexible Credit Proposal Form to the Assistant Principal for Academics by March 15* of the year preceding the implementation year
- obtain the approval of the School for the proposal
- demonstrate mastery in the proposed area of study

*exceptions may be granted by the Assistant Principal for Academics

The Flexible Credit Proposal Form will require the following elements:
- name of the student
- date of the request
- signature of parent
- counselor approval
- description of the proposed curriculum, measurable outcomes, and proposed assessment methods

The Assistant Principal for Academics will review the request with the assistance of the appropriate Department Head or his/her delegate, in order to render a decision about whether the School finds merit in the proposal. The School may accept the proposal as submitted, communicate additional requirements and/or modify the proposal, or deny the proposal. If accepted or modified, the School will then decide on the unit of credit to be awarded at the completion.

A student may appeal the decision of the Assistant Principal to the Principal. The Principal’s decision is final.

When the student completes his work and demonstrates mastery, credit will be posted on his St. Xavier transcript and his grade will be determined and included in his g.p.a.

Students who have been awarded high school credit for work done prior to coming to high school will be provisionally awarded credit at St. Xavier, if they can demonstrate appropriate mastery within the established norms of the St. Xavier curriculum. Credit thus awarded will be confirmed by demonstration of mastery in the next course in the sequence.

**Jesuit Virtual Learning Academy:** All students may earn St. Xavier academic credit by taking courses through the Jesuit Virtual Learning Academy (JVLA). Using the interactive power of the Internet, JVLA will provide a student with an extensive list of course options that will enable him to pursue interests beyond
those traditionally offered at St. Xavier, courses that help him grow to be his personal best.

**Grading:** Numerical grades between 70 and 100 are reported four times a year on report cards. Report cards are sent electronically (email) to the preferred email address provided by the parent(s) usually within seven days from the end of each quarter. A grade below 70 is a failing grade.

**Award of Credit:** St. Xavier’s school year is divided into two semesters. The first semester is broken into 1st and 2nd quarters, while the second semester is broken into 3rd and 4th quarters. A student receives credit at the end of each semester for classes in which he receives a passing grade. The semester grade that appears on the report card and the transcript includes both quarter grades.

**Honors:** A student who achieves a 90 percent or better average without a failure at a grading period receives first honors. A student who achieves an 85-89 percent average without a failure at a grading period receives second honors.

**Failures:** Any semester grade below 70 is a failure and is indicated on the report card by an F, P, or U. A student who, at the end of the year, accumulates an excessive number of semester failures will not be able to return to St. Xavier in the following year, even if he makes up the failures in summer school. To be specific, a student ordinarily will be dismissed if he has three failures in one year, four failures in two years, or five failures in three years.

A freshman who does below passing work (70) in the first semester of a two-semester course receives a P (for probation). Freshmen pass both semesters if they get a 70 or better at the end of the second semester. If they get below 70 at the end of the second semester, the P is changed to an F and they fail both semesters.

**Summer School:** A student who fails a semester must make up the failure through St. Xavier’s summer school if the course is offered through St. Xavier. If it is not offered through St. Xavier, the student may attend summer school at another school with the approval of the Principal, or arrange for private tutoring in the subject with the approval of the Principal, with an understanding that he demonstrate proficiency by successfully completing St. Xavier exams in the failed subject area. Credit will then be awarded.

**Progress Reports:** Parents are invited to contact teachers by telephone or e-mail. All freshmen and transfer students receive progress reports after the first month of the school year. These reports give a general evaluation of the student’s performance rather than numerical grades and averages. Parents will be given the opportunity to meet with their son’s teachers after receiving these reports.
Teachers will post grades periodically on Edline, a secure website which can be accessed through St. Xavier’s homepage. Additionally, parents will be notified by email at the mid-point of each quarter if their son is in danger of failing a course at that point.

Make-Up Work: When a student misses an exam, a test, or any other assignment in a course, it is his responsibility to contact the teacher and arrange for making up the missed work within a reasonable time from his return (see absence policy). If a student fails to accept this responsibility, the teacher may give him a grade of zero for the missed exam, test or assignment.

The Assistant Principal’s office will instruct parents who call in their son’s short-term absence to contact teachers either by phone or by email if they ask for homework assignments. (Links to teachers’ email are available on Edline.) If the absence is extended, the Assistant Principal’s office will notify the student’s counselor, who will notify teachers of the reason for the absence (taking into consideration confidentiality issues) and will instruct teachers to phone or email the student or his parents with assignments that may not be listed on Edline.

Penalties for Late Major Assignments: This policy applies to assignments 1) that the teacher has made at least two weeks in advance and 2) for which the teacher has established firm and final due dates. (It does not apply to intermediate teacher checks on work in progress.)

The ordinary penalty will be a 10% grade reduction for the first five class days after the due date. On the sixth day the grade becomes 0.

This is the maximum permissible penalty as well as the norm. Teachers may use their discretion to assign a less severe penalty, or no penalty at all, if the circumstances warrant such consideration. For example, the teacher might be aware that the student is making a good-faith effort and legitimately needs more time; or that illness or emergency circumstances have affected the student. Teachers will not establish a classroom norm that is different from this policy.

Examinations: Four times a year three days are set aside as a time for comprehensive evaluation of the work of the past quarter. The weight of these quarter exams is determined by the teacher and is used as a significant part of the quarter average. On exam days students must follow the same attendance procedures as on class days. Any unexcused absence from an exam will result in a grade of zero for the exam. Foreseeable absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made only for situations or events beyond the control of the student or his family.

Exam Exemptions: Students in a two-semester course will be exempt from the fourth quarter exam in that course provided their average in that course for the fourth quarter is 90 or higher and that their average for the year in that course is 85 or higher on that last class day of the fourth quarter. Seniors in a one-
semester course will be exempt from the fourth quarter exam in the course provided their average for that course for the fourth quarter is 90 or higher and their average for the semester in that course is 90 or higher on the last class day of the fourth quarter for seniors. Students who take an advanced placement exam at the end of the second semester may be exempt from the fourth quarter exam in the corresponding course.

End of Quarter: No student work will be accepted after the last day of the grading period unless permission of the Assistant Principal for Academics is obtained. The Assistant Principal for Academics will determine when this is reasonable and appropriate.

Report Cards and Parent-Teacher Conferences: Report cards are sent electronically (email) to the preferred email address provided by the parent(s) usually within seven days from the end of each quarter. After the first two quarters, time is scheduled for parent-teacher conferences. Parents are also invited to contact teachers by telephone or e-mail.

Academic Probation: Academic probation is intended to serve as a formal and serious warning to the student and his parents that his academic performance is not satisfactory. During the probationary period improvement is expected. The Academic Board may require specific actions (such as a contract, assignment to a required study hall, suspension from co-curricular activities, assignment to the after-school study table). The Assistant Principal for Academic Affairs monitors these conditions. If, in the judgment of the Academic Board, the student has not improved to its satisfaction, he may be required to withdraw from St. Xavier, even though he has not exceeded the number of failures permitted.

Required After-School Study Table: If a student is not completing his work at home in preparation for class, the Assistant Principal for Academic Affairs or the student's counselor may assign him to a supervised after-school study table. The after-school study table meets Monday through Thursday from 3:15 to 4:30 p.m.

School Closure Due to Snow or Other Emergency: When school is closed due to snow or some other serious reason, students are to check their Edline accounts for homework assignments. For that reason, when school closure seems a distinct possibility, students should bring their books and materials home with them on the day preceding the possible closure.

Academic Honesty

Cheating: Both attempting to represent as one’s own work the work of another as well as using one’s own work in an improper manner are acts of academic
dishonesty that can incur both academic and disciplinary penalties. For any act of cheating or attempted cheating, failure to follow test directions, or the mere presence of any unfair aid, the student is sent to the Assistant Principal for Academics. Ordinarily, a grade of zero will be assigned; the zero could result in the student’s failing the course.

A letter informing the parents of the incident and disposition is sent home. An academic board will review cases that are more serious in nature or that are open for appeal. Disciplinary penalties such as service work, demerits, suspension, and even expulsion may also be imposed for academic dishonesty in addition to the academic sanction indicated above.

**Plagiarism:** Plagiarism is a form of cheating. Plagiarism is a serious form of academic dishonesty. What is plagiarism? Plagiarism is the presentation of someone else’s ideas as if they were your own. It occurs when you

- Copy the actual words or work (computer program, graph, illustration) of another without giving credit to the author. This has become easier to do in a digital age where passages can be copied from the internet and then submitted without proper citation, and when students can transfer their work to other classmates through email and flash drive sharing.
- Use ideas, information, or even a pattern of organization without giving credit to the author.

**Warning!** Substituting a few of your own words or modifying the program/graph/illustration does not make it your work. You still must give credit to the author. It is the student’s responsibility to be aware of the “rules.” Ignorance is not a valid excuse.

How do you give credit to the author?

- For direct quotes credit is given by using quotation marks around the words that have been taken from your source and indicating through endnotes/footnotes where each can be found.
- For paraphrases/computer programs/graphs/illustrations, credit is given by indicating through endnotes/footnotes where each can be found.
- When citations are not required: If you use facts that are found in a source but are also common knowledge (i.e. George Washington was the first president), you do not need to cite them. (When in doubt, cite.)

Teachers may require students to submit their written work to a service selected by the school that compares students’ written work to texts stored in the service’s database. First, the service advises students about significant similarities between their written work and the texts in its database. Students have an opportunity to rectify the identified possible plagiarism before submitting their work to their teachers. If students submit their work to their teachers without rectifying it, the service will notify the teacher about the possible plagiarism.

By their signatures affirming their agreement to abide by the provisions of this handbook, each student and his parents or guardians grant St. Xavier
Hi

St. Xavier High School the right to release a copy of the student’s written work to the service described in the preceding paragraph; grant this service the right to keep a copy of the student’s work; and grant this service the right to make a copy of the student’s work in order to illustrate similarities between the student’s work and someone else’s work.

**Good Student Discount:** If a family’s car insurance has a provision for a “good student discount,” a student with an average of 83 or higher should bring the application form to the Principal’s Office to have it completed.

**Independent Study:** St. Xavier High School offers the possibility of study outside the established curriculum. Those wishing to pursue independent study must secure the permission of the supervising teacher, the department head, and the Assistant Principal for Academic Affairs. Contract forms are available in the principal’s office and must be completed at the beginning of the semester.

**Schedule Changes:** Course additions are permitted within the first three class days of each semester; withdrawals are permitted within the first ten days of each semester. After ten days a student ordinarily may not withdraw from an elective course unless an exception for serious reasons is granted by the Assistant Principal for Academics.

In the event that a senior is allowed to move from an AP course to a non-AP course, the Guidance Office will send a letter to the college(s) where the student has applied, notifying them of that change in schedule.

Once a student’s schedule has been set, a service fee of $10 is charged for a schedule change.

**Student Assistance Team:** St. Xavier recognizes that some students experience difficulty in their studies due to a learning difficulty, attentional problem, or mental health issues. The school has created the Student Assistance Team to examine such cases and to develop a reasonable accommodation plan for the student.

Interested families should provide the school psychologist with a written evaluation by a mental health professional and/or educational specialist that

1. States the specific disability.
2. Is current (within three years of the request for accommodations).
3. Describes presenting problem and history.
4. Describes the comprehensive testing.
5. Describes functional limitations.
6. Describes specific accommodations.
7. Establishes the professional credentials of the evaluator(s).
**Student Record and Information Policy:** A student’s permanent record may be inspected by the student or his parent. Information considered to be inaccurate, inappropriate, or misleading may be challenged. However, any changes made will be at the discretion of the principal.

When a student withdraws and enrolls in another school, St. Xavier forwards a copy of the student’s permanent record in response to a request from a custodial parent. This request will not be honored if an adult (age 18 or older) student or his custodial parent has previously objected to the release of the record.

Transcripts are forwarded to colleges, universities, or other advanced training institutions only at the request of a student or parent. A fee is charged for each transcript sent.

All tuition accounts must be up to date by 6/1/14 for seniors to receive their grades, diplomas and final transcripts for college and for underclassmen to receive their grades and class schedules for the following school year. Access to Edline, for purposes of viewing grades, will be restricted after this date as well for any past due accounts. If you have any questions, please call 761-7815 ext. 134.

Confidential information in the possession of the school is forwarded to another school, agency, or individual only with the written consent of the parent or adult student. The school’s ordinary practice is to destroy such materials within the student’s official file approximately one year after a student has left the school.

Throughout the year, the school maintains websites, releases news stories and issues enrollment materials, magazines, flyers, and other publications. These sometimes include photographs intended to present the students and the school in a positive light. By signing their consent to be governed by the terms of the Student Handbook, a parent/guardian gives permission to the school to use their son’s name and/or picture in this way. If any parent does not wish a student’s name or picture used in this way, the parent must notify the Development Office.

When requested by the school, or in other appropriate circumstances, it is the responsibility of parents to present to the Principal’s office accurate documentation of parental custody rights and responsibilities.

**Co-curricular Eligibility:** St. Xavier follows the guidelines of the Ohio High School Athletic Association with regard to eligibility for athletics. The school also follows these guidelines for participation in all other co-curriculars except those of a religious or service nature. A student, therefore, must have received passing grades in five major academic subjects to be eligible for the next grading period. The school, however, does reserve the right to exclude a student from participation in these activities when the school determines that his academic
situation warrants it, even though he may be eligible according to OHSAA standards. ***See page 13 for additional information on co-curricular eligibility.

A student who is absent from school after 10:00 a.m. may not participate in co-curricular activities that day or evening.

**Final Recourse:** The Principal is the final recourse in academic matters and reserves the right to interpret and apply any and all regulations in his or her discretion.

**Safety and Security**
Safety at St. Xavier High School is a paramount interest. Students are required to be silent during the duration of emergency evacuation, tornado, lockdown and other safety drills. Cameras monitor public areas and are used to investigate incidents after they occur. Visitors, in general, and parents who arrive to pick up their sons will be required to show a valid picture identification (e.g. driver's license). If the school is in a lockdown or other emergency status, visitors will not be permitted on campus. St. Xavier High School regularly conducts emergency drills and is N.I.M.S. certified by the Federal Homeland Security Agency.

**Attendance Policies**
Regular and punctual attendance at school is expected and required. When a student is absent or tardy, his parent or guardian is expected to telephone the school by 8:30 a.m. to explain the absence or tardiness. The procedure is to be followed on exam days and special-event days as well as regular school days. Call the attendance automated phone number (513-761-7815, press 9 then press 1)

A student who is late to school is required to report to the Assistant Principals' office upon his arrival. Chronic unexcused tardiness (more than twice per quarter) will result in after-school detention and one (1) demerit for every subsequent tardy.

**Excused Absences:** Absences due to illness, injury, serious illness or death in the family, attendance at a funeral, a medical appointment that could not be made outside school time, a driver’s test, a transportation emergency, or a court appearance are excused by parental note or telephone call. **If the note or call is not received by the assistant principal’s office the absence will be treated as unexcused.** Student absences because of field trips, retreats and sponsored school activities are not recorded as absences and are excused.

A primary educational purpose of St. Xavier High School is to stretch students towards adulthood. The curriculum includes instructional experiences that refer to adult themes, especially moral issues, and teachers guide students to consider these themes in light of the teachings of the Catholic Church.
If a parent has a conscientious objection to the content of an instructional experience such as a film, reading, or guest speaker, the parent may request an excused absence for the student from the experience in question. The principal has sole discretion to grant such an excused absence. If the excused absence is granted, the student will be given an alternate assignment by his teacher. Parents should note that such excused absences are granted only for the experience in question, not for subsequent classroom work related to the experience.

**Foreseeable absences** (those due to special family events, travel with the family, or participation in a special event of a religious, educational, civic, cultural, or athletic nature) can be excused if the following conditions are met:

- The parent informs the Dean of Students by note or telephone call in advance.
- The student informs each of his teachers and the Dean of Students in advance.

NOTE: Absences in this category are **strongly** discouraged. Though the student is permitted to make up lost work, classroom time cannot be replaced, and there should be no expectation of special assistance with class material. Students are to make reasonable arrangements with their teachers for all missed work. In the case of a foreseeable absence, all arrangements for makeup work must be discussed with the teacher beforehand.

**Foreseeable Absences on Exam Days:** In order to preserve the integrity of the exams and to reduce the extra work required by teachers and staff, absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made for situations or events beyond the control of the student or his family.

**College Visits:** Juniors and Seniors may be granted excused absences for out-of-town college visits. These are to be arranged by parental note with the counselor and the Dean of Students in advance. Excused absences for college visits will not be granted after May 1. (Keep in mind our excessive absence policy found below).

**Unexcused Absences:** The following types of absences are not excused: employment, non-family vacations, excessive college visits, private study, foreseeable absences for which the above procedures were not followed, truancy. Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused.

Teachers are not required to provide makeup work in the case of an unexcused absence and disciplinary action will be taken by the administration.
Work missed as a result of truancy or skipping class may not be made up. Teachers will be instructed to assign failing grades. Disciplinary action will be taken.

**Excessive Absences:** If a student is absent from class more than seven times in a quarter, or more than nine times in a semester, the student may lose academic credit. This applies to any combination of excused absences and unexcused absences. When a student is absent from class for the fifth time, if warranted, the teacher may advise the student that he is in danger of losing credit for the course if he continues to miss class. If the student continues to miss class, the teacher will notify the Dean of Students who will notify the Assistant Principal for Academics and the parents of the student. The decision to deny credit for excessive absences will be made by the Assistant Principals with the input of the teacher’s assessment of the student’s efforts to complete missed work. The decision to deny credit because of excessive absences may be appealed to the Principal. The decision of the Principal will be final.

**Tardiness:** Students are expected to be on time and to make transportation arrangements that will guarantee their punctuality. Chronic tardiness (more than twice per quarter) results in after-school detention. A student who misses more than half of first period without a parental excuse will incur an automatic detention. **Students late for school must report immediately upon arrival to the Assistant Principal’s office. Students must also report to the Assistant Principal’s office if they leave school before the end of their last class.** If a student is chronically tardy (more than twice per quarter) for two quarters, he will receive 1 jug and 1 demerit for every subsequent tardy.

**Disciplinary Norms**

The St. Xavier norms of conduct presuppose every student’s desire for “excellence in all areas of life.” The underlying rationale is not one of legalisms, punishments, or discipline for discipline’s sake. Rather, it is one of fundamental and abiding respect for persons, respect for property, respect for authority, respect for the mission, principles and objectives of the school, and respect for the academic, religious, cultural, and social environment within which every member of the St. Xavier community must function. No list of norms can cover every conceivable situation; hence, the implicit standards of conduct to which St. Xavier students are called are common sense, mature judgment, and Christian charity.

**General Conduct:** Students are expected to respect the learning atmosphere of the school, to cooperate with school personnel, and to carry out the directives of those in authority.

- while on St. Xavier property
• at any event related to St. Xavier on or off campus
• at any event sponsored by another Catholic school in the Archdiocese of Cincinnati

Students who feel they have a just complaint may present their case to the principal or to one of the assistant principals.

Use of Facilities: At 6:00 p.m. on school days the building is locked. No student is permitted inside the building after 6:00 p.m. unless he is accompanied by a teacher, moderator or coach. Students may not be in places where they cannot readily be seen. Students are not permitted to use any athletic facility unless there is an assigned adult prefect present (weight room, gyms, etc). Students are not permitted in non-gym class related locker rooms after 9:00 a.m. until 3:05 p.m. on school days, unless a coach has given them explicit permission to be there. Students must keep clean any area they utilize, and are encouraged to first use the cafeteria.

Off-Campus Conduct: Although the school cannot assume responsibility for a student’s conduct when he is outside the school’s jurisdiction, students should remember that at all times they are responsible for the good name of St. Xavier High School. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action, as if the conduct occurred on school property.

Students guilty of misconduct on buses, as judged by the bus operator or the Dean of Students, are subject to school discipline, including suspension and termination of bus transportation.

Students are not to visit other schools except at times when the other schools are open to the public or when special arrangements have been made for student visits.

Dress Code: Students are expected to be neat and clean at all times and to dress in a manner that indicates that they are involved in a serious learning endeavor. The dress code is in effect on all school days from the moment a student enters the building until he leaves (except, obviously, when one is actively engaged in athletics). If any question should arise as to what is appropriate, the Dean of Students is the judge.

Student Photo ID: Students must wear the student photo ID in a place that is ALWAYS visible. The student photo ID must be completely intact and in good condition. In the event a student is required to purchase a replacement ID, he can do so for $10.00 in the library. The fee will be charged to the student’s account.

Shirt: A properly fitting shirt with a collar and sleeves must be worn. Mock turtle-neck shirts are not permitted. Shirts must be tucked into the slacks.

Slacks: Conventional, properly fitting long trousers must be worn except denim pants, overalls, sweat pants, warm-ups, elastic-waisted pants, cargo pants
or pants with a drawstring waist. The top of pants must be worn at the waist. All students must wear belts.

Socks: Socks must be worn at all times.
Shoes: Closed-toe, conventional footwear must be worn, excluding military-type boots and slippers.

The following are not acceptable at school: pajamas, garments with hoods and/or single front pocket; military apparel; clothing with writing of an obscene or suggestive nature; clothing that promotes tobacco, alcohol, or other drugs; sunglasses; hats and hoods in the building; soiled, frayed, torn, or tattered clothing; wallet chains; body piercing other than the lower ear lobe.

Students must be clean-shaven at all times; beards, mustaches, and sideburns that extend below the ear are not permitted.

From time to time, the administration may announce special dress codes for special occasions. Listed below are two types of special dress codes:

1) Formal Attire Dress Code: Students must wear slacks with a proper dress shirt and a tie. Dress shoes must be worn. Students are not permitted to wear any sweatshirts or outerwear on that day.

2) Spirit Wear Dress Code: Students can wear a St. Xavier t-shirt or sweatshirt (including hoodies) from the bookstore, club or athletic team. Sweatpants, jeans and shorts can be worn on this day. Students not wearing an appropriate St. Xavier t-shirt or sweatshirt will need to dress in the regular dress code. Regular dress code rules regarding shoes and socks will apply.

**Cars and parking:** Students who drive must park in the area of the school parking lot designated for students and in their assigned spot. **All cars parked on school property must have a campus permit for the current year on display.** The following consequences will be imposed for parking in an unassigned spot and/or not displaying the campus permit:

- First Violation: 1 Jug and 1 Demerit
- Second Violation: 2 Jugs and 2 Demerits; Parental Notification
- Third Violation: Loss of parking spot

The Springfield Township Police Department has the authority to issue citations and remove cars parked in fire lanes on St. Xavier property.

Speeding or negligent or reckless driving to and from school related events or on school property will not be tolerated: violators will be sternly disciplined, and the school reserves the right to suspend a student's privilege of driving on campus.

Students are not permitted to drive or sit in cars during the school day. They are not to loiter in or around the parking lot. Tampering with parked cars is a serious offense.
For security reasons, students are asked to lock all car doors. St. Xavier is not responsible for any theft or damage to cars or their contents parked on school property.

**Closed Campus:** Students are not permitted to leave the school grounds during the school day without the specific permission of the Dean of Students. Students from other schools are not permitted on St. Xavier property during the school day unless special arrangements have been made in advance. Visitors from commercial messenger services will not be admitted to the school.

**School Building and Grounds:** Students are expected to respect school building and grounds. No balls or other objects are permitted to be thrown against buildings and structures or in hallways, lobbies and classrooms. Students are responsible to fully compensate St. Xavier High School for any property damage. Students should not play sports in the building or on the fields except when a prefect is present.

**Free Periods:** During their free time students may use the library, first floor computer lab, learning center, intramural gym lobby or study hall for academic purposes and the cafeteria, fitness/weight room and outdoors for recreation. They may consult with a teacher, counselor, moderator, or coach. The following areas are out of bounds during free periods: Gymnasiums, parking lots, natatorium, and the wooded areas on the campus. Skateboards are not allowed on school property. Card playing is allowed *only* in the cafeteria.

**Absent Teacher:** Should a teacher not appear at the beginning of any class, one student should go to the Assistant Principal’s Office while the others remain in the classroom. Departures from the class without authorization will be considered skipping class.

**Lockers:** The school will not accept responsibility for a student’s books or other personal property. Books and other belongings are to be kept in the lockers; the lockers are to be kept locked at all times. This includes, but is not limited to electronic devices.

To prevent disturbances to classes, students should not go to their lockers while classes are in session except in the case of an emergency. Students should report broken locks/lockers to the Assistant Principal’s office. All lockers must have a lock on them and be locked. Only those locks provided by the school may be used on school lockers. Tampering with another’s locker is a serious offense.

Lockers are the property of the school, and the administration reserves the right to search any locker and its content.

All sports equipment must be kept in a locker. A student may not use sports equipment in the school building unless supervised by a coach or teacher.
Library: The student library is open on class days from 7:45 a.m. to 4:00 p.m. The library is for research. Strict silence is to be observed in the library at all times. No book bags, briefcases, or other large containers may be brought into the library. Copies of complete library rules are posted in the library. Fines are imposed for overdue books.

Food and Drink: It is the responsibility of all students to help keep the cafeteria clean. Students are expected to cooperate with the school personnel in charge. The cafeteria is open on class days from 7:30 a.m. until 3:30 p.m.

Food and beverages ordinarily may be consumed only in the cafeteria, cafeteria annex, Ellis Gym Lobby or in designated areas outside of the building. Students are permitted to consume food or beverages elsewhere in the building only 1) at a meeting (not a class or homeroom) when a teacher is directly present, has given permission, and is supervising, or 2) when a teacher brings food to class for all to celebrate a special occasion. Chewing gum is forbidden in the school at all times.

Beverages in cups may not be taken from the cafeteria to anywhere else. Trays may not be removed from the cafeteria.

Students may not have food delivered from restaurants during regular school hours.

St. Xavier High School participates in a commingle recycling program.

Electronic Devices: St. Xavier High School encourages the use of electronic devices (laptops, tablet PCs, other tablet devices such as iPads, smart phones and other smart devices) to assist students in their education. St. Xavier provides an open GUEST wireless network that these devices can connect to while in the building.

Rules for Use on Campus:
- Use of electronic devices in a classroom is for educational purposes only and is at the discretion of the classroom teacher. Use in the library is at the discretion of members of the library staff. Students may not use electronic devices in the Chapel except with permission from the supervising faculty member.
- Use must be in a manner consistent with the mission of the school. Forbidden uses include depictions of violence, pornography, or vulgarity; bullying, threats, or demeaning remarks or images to or about the school or other persons; and disrespect for the intellectual property of others.
- Students may not record audio or video of classroom instruction or any other school activity (excluding public sporting events) except for an educational purpose with written permission of a teacher.
• Students must always use their electronic devices in conformity with the instructions provided by their teacher.
• Students cannot use the internet and/or mobile apps in an academically dishonest manner.
• Bandwidth in the GUEST network is limited and is reserved for educational purposes during the class day. The school may restrict bandwidth use by any individual if the school deems that use to be burdensome to the network.
• The school may restrict a student’s use of electronic devices on campus if the school finds that the student’s use impairs his personal interactions with others, isolates him socially, or hinders him from focusing attention during classes, meetings, or practices.
• To conserve bandwidth for classroom use, no personal video streaming is permitted between 8:00 and 3:05 on class days except with the permission of a teacher. Personal video streaming of material consistent with the mission of the school is permitted before 8:00 and after 3:05.
• During classes and meetings, devices must be configured so that alerts and alarms are not audible and sound cannot be heard by anyone except the user. Alerts and alarms at low volume are permitted at other times.

The school is not responsible for the security or functionality of any electronic devices or their ability to connect to the wireless network. The school strongly encourages students to keep these devices on their person or in a secure location at all times. The school is not responsible for the loss, theft or damage to any electronic device, including the loss of any data stored on a device.

Consequences for violations of this policy may include jugs/demerits and, for repeated offenses, disciplinary probation and restriction from use of personal electronic devices on campus. **St. Xavier High School reserves the right to inspect data stored on student-owned electronic devices if there is reasonable suspicion of a violation of school rules or illegal activity.**

St. Xavier High School reserves the right to impose consequences for inappropriate use of technology that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), whenever or wherever it occurs, may subject the student to consequences. Inappropriate use is determined at the school’s discretion, and includes harassment; improper use of school name, emblems or logos; improper or offensive remarks or images directed to or about teachers, staff or students; safety threats of any kind; any communication which could have the effect of damaging the school’s image or reputation, or any other improper or offensive communications.
Hazing: No form of hazing or initiation into any group or team is permitted. Violators of this policy are subject both to serious disciplinary action and to civil prosecution under Ohio law.

There is no place at St. Xavier for name-calling, verbal threats, or any kind of attempt to harass, embarrass, humiliate, or intimidate another. Behavior that exhibits disrespect for the dignity of another person will result in serious disciplinary action. See also Sexual Harassment.

Gambling: No form of gambling is permitted on school property.

Firearms, Weapons and Explosives: No firearms, explosives or weapons of any type or their look-alikes may be brought onto school property or to a school function for any reason. Violators will be subject to expulsion and may be prosecuted under local, state, and federal law.

Theft: Theft of any kind is a serious offense to the community. Violators will be subject to expulsion and may be prosecuted under local, state, and federal law.

Substance Policies: St. Xavier High School exhorts students to abstain from tobacco, alcohol, and other drugs. The school’s involvement in student substance issues take one of two forms:

- If the student or his parent recognizes that there is a problem and brings it to the attention of an administrator or counselor at school, every effort will be made to assist in the solution of the problem, either through our own resources or through referral to an outside agency or treatment program. The student remains a student in good standing, and the family can count on complete confidentiality.

- If the student violates the policies as stated below, he has committed a disciplinary infraction and is subject to severe disciplinary action.

Tobacco: Students are not permitted to use or possess any tobacco products

- on St. Xavier property at any time
- at any event related to St. Xavier on or off campus
- at any event sponsored by another Catholic school in the Archdiocese of Cincinnati

First violation – five days in after-school detention and five demerits. Second violation – one day in-school suspension and five additional demerits. Third violation – out of school suspension and referral to the Disciplinary Board for a consideration of expulsion. The offenses are cumulative throughout a student’s career at St. Xavier.

The sole exception to these consequences is for tobacco use at off-campus events that involve a stay of at least two consecutive nights. If a student uses or possesses tobacco at these events, the student will be required to complete the following actions:
First event – attendance at a school sponsored session to learn about the effects of tobacco use and effective ways to cease using tobacco. Additional events – attendance at a tobacco cessation program approved by the school. If a student does not fulfill these requirements in good faith, the disciplinary consequences described above will be applied.

**Alcohol and Drugs:** A student who **possesses, uses or distributes** any alcoholic beverage, illicit drug, controlled substances, (including medications such as Adderall and Ritalin contrary to school policies on medications referred to on page 53) intoxicating inhalant, counterfeit controlled substance, or drug paraphernalia

- on St. Xavier property at any time
- at any event related to St. Xavier on or off campus
- at any event sponsored by another Catholic school in the Archdiocese of Cincinnati ordinarily **will be expelled.**

A student who has not committed the actions above but who **exhibits any sign** of having consumed any alcohol or drug or any substance listed above in any of the contexts listed above will be **subject to expulsion.** If, due to extenuating circumstances, expulsion is not invoked, at the very least the following consequences will be imposed:

1. Assessment by a certified drug/alcohol counselor recommended by the school; a written report on the assessment must be filed with the school.
2. Ten days in after-school detention and ten demerits
3. Suspension from attendance at and participation in all school events and activities and events for one semester.
4. Disciplinary probation for a full year.
5. Expulsion upon a second violation.

**N.B.** The school reserves the right to employ a breathalyzer or other monitoring devices on school property, or at any school-related function.

**N.B.** In the event of a possible expulsion from St. Xavier, the Disciplinary Board will meet to consider all the facts in the case.

**N.B.** Participation in co-curriculars is a privilege. Coaches and Moderators may impose additional sanctions at their discretion.

**Searches:** The school reserves the right to search lockers, personal belongings, baggage, and cars parked on school property if there are reasonable grounds to suspect that contraband is present. In addition to these searches, and at the discretion of the administration, unannounced canine searches may be conducted throughout the school building and parking lots at various times during the school year.
Jugs and Demerits: Those who violate school or classroom discipline are subject to detention ("jug") after school. Students who are jugged must report to the Assistant Principal by 3:10 p.m. A student who skips jug for any reason incurs an additional jug and demerit. For every misconduct punishable by jug, the student receives demerits at the discretion of the Dean of Students. Misconduct may also result in detention and/or demerits. Students who incur twelve demerits in a semester or twenty in a year are subject to expulsion. Listed below are some types of misconduct and the demerits normally assigned.

- Classroom misconduct 1
- Improper dress/appearance 1
- Boisterous, rowdy 1
- Chewing gum 1
- Not prepared for class 1
- Tardiness for class 1
- Littering 1
- Unlocked locker 1
- Failure to check in (tardy) or out (early dismissal) 2
- Obscenity 3
- Forgery 3
- Dismissal from class 3
- Skipping class or assembly 3
- Dishonesty 5
- Fighting 5
- Leaving campus 5
- Smoking, tobacco use 5
- Reckless driving 5
- Bus misconduct 5
- Disrespect for another person 5
- Skipping mandatory prayer services and/or Mass 5
- Truancy 8

The above list is a guideline, and is not an exclusive list of misconduct. Punishments may be altered or adjusted depending on the individual case.

Suspension: Suspension is a serious penalty imposed only for serious offenses. During this time the student may not attend classes or other school functions nor participate in co-curricular activities. However, the student is still responsible for class work and assignments. The length and type of suspension may vary in accordance with the seriousness of the offense.

Probation: Probation is intended to serve as a formal and serious warning to the student and his parents. During the probationary period the student must be all the more intent upon improving his conduct and avoiding an accumulation of demerits. All decisions regarding probation are at the discretion of the Dean of
Students. At the discretion of the Dean of Students, probationary status may include one or more sanctions.

**Expulsion:** The following offenses are grounds for expulsion:
1. conduct, whether inside or outside school, that is detrimental to the reputation of the school.
2. conduct detrimental to the well-being, health, or safety of others (e.g. bomb threats, false fire alarms, tampering with fire equipment, possession of any kind of weapon or explosive or their look-alikes, physical or verbal abuse of another).
3. misconduct by a student who has been previously placed on probation or suspended.
4. twelve demerits in a semester or twenty in a year.
5. theft or vandalism of school property or the personal property of others.
6. possession, distribution and/or sale of material harmful to minors.
7. conduct inconsistent with the philosophy of the school or the school’s mission, principles or objectives.
8. possession or use of alcoholic beverages, drugs, drug paraphernalia or counterfeit drugs at school or at school-related events.
9. defiance, disrespect or insubordination.
10. Serious computer violation.
11. Harassment

**Due Process:** For situations that could possibly lead to expulsion for disciplinary reasons, St. Xavier has a due process procedure involving notice of the charges and evidence, an opportunity for a review by the Disciplinary Board, and the right to appeal an unfavorable decision. At the time of the serious disciplinary problem, the student and his parents are given complete information about due process. Representation of the student or his parents by legal counsel or other advisors is not permitted at any stage of the disciplinary process.

Expulsion from St. Xavier High School is permanent. Once a student has been expelled, he will not, under any circumstances, be considered for re-admission.

The Principal is the final recourse in disciplinary situations and reserves the right to interpret and apply any and all disciplinary rules in his or her discretion.

**Computer Use Policy**

St. Xavier High School provides network access to enhance students’ technological capabilities and to support achievement in academic courses. Use of the network is a privilege, not a right, and will be withdrawn if abused. Student access of any network services is strictly limited to educational purposes. All computer use must comply with local, state and federal laws and
with school policy. A student who thinks that his computer activity might be interpreted as inappropriate should consult with a member of the computer staff before proceeding.

The following activities are forbidden on the St. Xavier Computer Network:

1. Making any attempt to access the operating system or to circumvent or subvert system security.
2. Using the network or e-mail service to harass, threaten, or inconvenience others.
3. Making any attempt to access sexually explicit material or material that promotes violence, racism, sexism, substance abuse, or any other topic inconsistent with the Catholic Jesuit principles of the school.
4. Entering the files and/or accounts of another person without specific permission of the computer staff.
5. Abusing or damaging any computer equipment or removing equipment from the computer center.
6. Attempting to introduce computer viruses or destructive or nuisance programs.
7. Illegally installing or making copies of copyrighted software or unauthorized downloading of licensed and/or copyrighted material, software or images.
8. Accessing or copying another's files or accessing any material that could be used in an academically dishonest manner.
9. Utilizing the computer or network to perform, or aid in the performance of, any illegal activity.
10. Use of other networks to cause or create a significant risk of on-campus disruption.
11. Using inappropriate or offensive language within electronic messages generated on the network.
12. Accessing, or attempting to access, web sites that provide fraudulent academic services (i.e. term papers or book reports to be plagiarized).
13. Use of the network for financial gain, political gain or commercial transactions or activities (i.e. purchasing goods or services).
14. Misrepresenting your identity, or another person's identity, within the network (i.e. allowing another student to use your user name and password, or using another student's user name and password, to access the network).
15. Providing personal information, or the personal information of another person, over the network (i.e. name, address, school or telephone number or other identifying information).
16. Use of the network to encourage the use, sale, or distribution of controlled substances or material harmful to minors.

All computer files, accounts and network activity are subject to monitoring and review by the computer staff. All individual network activity, including the Internet, is actively logged and archived. All e-mail and web postings (sent or
received) are subject to review by the School. Internet accounts will be revoked for those who violate this Policy or the educational intent of Internet access. If any user violates the terms and/or provisions of this Policy, the person’s access to the computers and network will be denied and the person may also be subject to further disciplinary action in accordance with the Student Code of Conduct and/or Board policies of St. Xavier High School. Furthermore, inappropriate use of the school network may be prosecuted under local, state and federal laws.

The following conditions will be applied to a student’s personally owned electronic device(s) while in their possession on St. Xavier school property or at any school sponsored event:

1. St. Xavier High School will not be held liable for any damage that may occur as a result of connecting to the school’s Wireless Network or any electrical power source.
2. St. Xavier High School will not be held responsible for any physical damage, loss or theft of the personally-owned device.
3. The St. Xavier Wireless Network will provide filtered Internet access and related web-based services only.
4. St. Xavier High School reserves the right to inspect, at any time, any personally-owned device while connected to the St. Xavier Wireless Network. Any other inspection of any personally-owned device is subject to the requirements set forth in the Student Code of Conduct.
5. Personally-owned devices will only be connected to the St. Xavier Wireless Network or personal internet service at designated locations.
6. Student use of personally-owned devices in the classroom setting will be at the discretion of the classroom teacher.
7. Persons connecting personally-owned devices to the St. Xavier Wireless Network agree to maintain current anti-virus software enabled on their computers.
8. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited.
9. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse St. Xavier High School for any damage that their student may cause arising out of and relating to the use of the St. Xavier Wireless Network with his/her personally-owned device.

INTERNET ACCEPTABLE USE POLICY
General Information for Internet Users: St. Xavier High School provides network access to enhance students’ technological capabilities and to support achievement in academic courses. Student use of the school’s computers and network for internet access and other activities in the school are strictly limited to educational use and are teacher supervised and monitored.

In keeping with the mission of St. Xavier High School to assist in the formation of leaders and men for others through rigorous college preparation in the Jesuit tradition, the school will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

Account Information: For the purposes of this document, "student personal accounts" means student internet, email or messaging accounts not assigned by the school. Also, for the purposes of this document, "adult" means administrators, faculty and staff members, parents, volunteers, and other school-affiliated persons and does not include students who are 18 years of age or older.

Student and adult access of the Internet with either school accounts, school-sponsored accounts, or personal accounts in the school setting is strictly limited to educational purposes. In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Acceptable use is subject to the requirements of the Children's Internet Protection Act (CIPA) and may be further governed by the policies of St. Xavier High School and the Internet service provider. Students, including those age 18 and over, are not allowed to use school computers or the school network to access student personal accounts at school. School personnel (administrators, faculty and staff members) are allowed to use school computers and/or the school network to access personal accounts at school but are subject to the provisions of this policy.

School Intent: It is the school's intent to ensure educational use, address security and discipline issues, supervise and monitor student access, guard against the access of objectionable material through school technology, and comply with all technology protection measures of the CIPA. The school shall take measures to help provide for the safety and security of minors if using electronic mail, chat rooms, and other forms of direct electronic communications through school technology. The school shall forbid and take measures to prevent unauthorized disclosure, use, and dissemination of personal information regarding minors.

User Responsibility: Each user is responsible for all the information that is sent and received under his/her personal account and/or school account. Passwords are to be guarded and not displayed or shared with others. In addition, the user must strictly adhere to the copyright laws. The
use of school technology or facilities for unethical and/or illegal activities will not be allowed. Unauthorized access to the school’s computers, network or other assets is strictly forbidden. Internet privileges will be revoked for those who violate the educational intent of internet access.

All computer use must comply with local, state and federal laws, and with school policies as well as conditions of CIPA.

**Disciplinary Action:** All school computer files and accounts are subject to monitoring and review by the information technology staff and school administrators. All individual activity on the school network, including the Internet, is actively logged and archived. Internet accounts will be revoked for those who violate this policy or the educational intent of Internet access. Any inappropriate use of the school network will result in serious disciplinary action (including but not limited to suspension from the computer lab) and may be prosecuted under local, state and federal laws.

**Note:** St. Xavier High School reserves the right to modify this policy as needed.

**Guidance Department**

The Guidance Department provides a variety of pupil personnel services to the St. Xavier High School community. The responsibility of the counselors is to use guidance and counseling skills in assisting students in their educational, cognitive, emotional, and social development. Focus on higher education planning is a major emphasis.

The counseling members of the department are professionally trained educators. A school psychologist is available to assist counselors with individual problem assessment, intervention, and referral to outside intervention. Upon enrollment at St. Xavier, each student is assigned to a freshman/sophomore-team counselor whom he may consult for any academic, psychosocial, career, or higher educational concern. The counselors monitor progress reports and failures. They see students at the request of teachers, parents, or students themselves. Professional guidelines of confidentiality are maintained in student-counselor contacts.

All counselors participate in career guidance by assisting students through the use of evaluation instruments, instruction in the availability and use of textual and computerized career resources, publication of career information quarterlies, and the presentation of occupational speakers.

At the conclusion of the sophomore year, students are transferred to an assigned junior/senior counselor. Beginning in the junior year and continuing throughout the senior year, counselors work closely with students on issues of college investigation, selection, and application. Scholarship bulletins are published weekly and distributed to all seniors throughout the first six months of the senior year. Admissions and information bulletins are also regularly published during the senior year.
Department members are available to faculty and parents as consultants in areas related to general cognitive, social, and emotional growth. In addition, the department provides parents with support programming and with college planning instruction during the academic year.

**Testing:** As part of the guidance program, students take the following tests:
- ACT Explore test: freshmen
- ACT PLAN test: sophomores
- Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT): juniors and sophomores
- College major interest inventory: juniors

**Prohibiting Harassment/Discrimination Policy for Employees and Students**

It is St. Xavier’s policy to afford all employees a workplace and all students an educational environment that is free from all forms of sexual, racial, religious, age (as defined under applicable federal and Ohio law), disability, or national origin harassment or discrimination, as required by law. Such misconduct should be reported promptly, regardless of who originates it or participates in it (employee or non-employee), and regardless of whether it is oral, written, visual or physical conduct. If found to have occurred, such misconduct will result in corrective action that St. Xavier determines is an appropriate resolution of the matter. The corrective action against an offending employee or student could range up to and including termination or expulsion.

1. **Reporting Procedure**
   Any employee who is the object of any such conduct or who observes any such activity should immediately report the matter to either his/her immediate supervisor, St Xavier’s President or Principal, or any other member of St. Xavier’s management. Any student who is the object of any such conduct or who observes any such activity should immediately report the matter to his counselor, St. Xavier’s President or Principal, or any other member of St. Xavier’s faculty or staff.

2. **Investigation/Disciplinary Action**
   Each reported matter will be investigated promptly by St. Xavier. After the investigation has been completed, a determination will be made by St. Xavier. Appropriate corrective action, up to and including termination of employment in the case of an employee or expulsion from St. Xavier in the case of a student will be taken, as St. Xavier deems to be the proper resolution of the matter.

3. **Explanation Of Sexual Harassment**
   The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:
Unwelcome sexual advances (verbal and/or physical), requests for favors and other verbal and/or physical conduct of sexual nature constitute sexual harassment when:

a) Submission to such conduct is either an explicit or implicit term or condition of employment (such as a promotion, job assignment, overtime opportunity, wage increase, etc.); or

b) Submission to or rejection of the conduct is used as a basis for making employment decisions; or

c) The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

In the case of students, unwelcome sexual advances (verbal and physical), requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

a) Submission to or rejection of the conduct is used as a basis for evaluating student performance for grading or other purposes;

b) The conduct has the purpose or the effect of substantially interfering with the student's work performance or creating a hostile or offensive work environment.

While it is not possible to list all those examples that may constitute sexual harassment, the following non-exhaustive list sets forth some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Sexual jokes or offensive sexual language.
- Sexual references.
- Verbal harassment of a sexual nature.
- Subtle or direct pressure for sexual activity.
- Physical contact such as touching, patting, pinching, rubbing or squeezing.
- Leering at or ogling or other sexual references or comments about a person’s body, appearance or clothing.
- Seeking sexual attention with implied or explicit threats or rewards.
- Displaying pictures or objects that have women and/or men as sexual objects.

Using and insisting upon good manners, professional behavior and the exercise of good sense will go a long way in avoiding and preventing the inappropriate
conduct covered by this policy. Again, should there by any incident which runs afoul of this policy, it should be reported immediately. St. Xavier, however, emphasizes that while this policy sets forth its goals of promoting a workplace and educational environment that is free from the above-referenced harassment or discrimination, this policy does not limit St. Xavier’s ability to take corrective action for conduct which St. Xavier determines is unacceptable, regardless whether that conduct violates this policy.

**Religious and Social Affairs**

Though St. Xavier welcomes students of all religious persuasions, the school remains Roman Catholic and more specifically, Jesuit in philosophy and orientation. Therefore, requirements in the area of religious education are the same for non-Catholics as they are for Catholics. These requirements include fulfillment of academic credits (see page 20), participation in the retreat programs, attendance at liturgical celebrations and religious assemblies which are held periodically for the entire school community, and a public morality which brings credit to the individual, his peers, and the school.

The school believes that religious education is an integral part of the education process and that the programs offered are such as to benefit the spiritual development of any young man, regardless of his religious affiliation.

**Campus Ministry:** The campus ministry staff, with help from other faculty and students, coordinates retreats, daily Mass, and other liturgical celebrations. Pastoral counseling for individual students is also provided.

**Mass and Sacraments:** To afford students, faculty, and staff members of the St. Xavier community the opportunity to attend the Eucharist regularly, Masses are scheduled during Flex Time on the normal school day. All students are invited and encouraged to attend. Parents are most welcome.

Communal reconciliation services are held throughout the year; the Sacrament of Reconciliation is available in connection with these services.

**Retreats:** The school recognizes the importance of the retreat experience and therefore gives it high priority. All freshmen and sophomores participate in a retreat day. All juniors are required to make a closed overnight retreat. Seniors are encouraged to make a longer closed retreat such as Kairos. These retreat experiences are designed especially to meet the needs of high school students.

**Liturgical Celebration:** During the course of the school year a number of liturgies are scheduled to celebrate such events as the opening of the school year, the Advent season, Ash Wednesday and Lent, the commissioning of the student body and graduation. At such times the whole school gathers to recognize and celebrate God’s activity in our lives.
**Mission Collection:** All students are encouraged to contribute to the material and spiritual support to those less fortunate than themselves. Each week a collection is taken up in the homerooms for the support of the Jesuit missions in India and Peru.

**Community Service and Community Action:** The Community Action Program and Community Service are designed to educate St. X students to the needs of others and to put that learning to use in the performance of volunteer work wherever help is needed. During the school hours, after school, and on weekends, St. Xavier students can be found in schools, hospitals, orphanages, rest homes, and many other locales doing whatever work needs to be done. CAP is an co-curricular activity; Community Service is a course within the curricular framework and earns credit in religious education and social studies.

**Canned Food Drive:** Each year during Advent St. Xavier students sponsor an extensive drive to collect canned goods and other foodstuffs. The tons of food collected are distributed just before Christmas through various social agencies in Cincinnati and Appalachia.

**Co-curricular Activities**

All qualified students may try out for membership on sports teams and in co-curricular activities. Membership on teams and participation in activities is at the discretion of the school. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

If a student arrives at school after 10:00 a.m., he will not be eligible for co-curricular activities that day unless his tardiness is excused. Only certain excused absences will be accepted for this purpose (doctor's appointment, funeral, court appointment). A parental note or phone call indicating the student was ill will not be accepted to allow a student to participate in co-curricular activities that day.

**Athletics:** The school sponsors a complete interscholastic athletics program as well as intramural sports open to all students. St. Xavier is a member of the Greater Catholic League with Alter, Badin, Carroll, Chaminade-Julienne, Elder, Fenwick, LaSalle, McNicholas, Moeller, Purcell Marian, and Roger Bacon.

St. Xavier sponsors fourteen teams in three seasons:

- **Fall** – football, golf, soccer, cross country, water polo;
- **Winter** – basketball, bowling, hockey, swimming, wrestling
Spring – baseball, tennis, track and field, volleyball, lacrosse, rugby  
(Hockey, volleyball, lacrosse, water polo & rugby are club sports)

All students who meet eligibility criteria established by the Ohio High School Athletic Association and Greater Catholic League are welcome to try out for the school’s teams.

Eligibility rules pertain to age, enrollment, health, attendance, scholarship, conduct, character, discipline, residence, transfers, and amateur status. No student is permitted to participate in the athletic program without the consent of his parents and an OHSAA physical form on file signed by a doctor.

The athletic department has a special policy regarding substance abuse by student athletes in addition to the school policies. The specifics of the policy can be found in the Parent Resource Guide.

**Intramurals:** The St. Xavier Intramural Department offers a variety of fun yet competitive activities. The program is designed for those students not participating in a particular sport on the interscholastic level. Activities include touch football, basketball, volleyball, golf, whiffleball and soccer.

The intramural program offers league play as well as tournaments with the winners of each division (freshman, sophomore, junior, senior) receiving championship tee-shirts. All students are welcome and encouraged to participate.

**Band:** There are four distinct but related St. Xavier bands: marching, pep, stage, and concert. Members of the band serve three important functions; they develop their own musical talents, they entertain thousands each year during their performances at concerts and athletic contests, and they represent the school at a number of public events and parades.

**Choral Groups:** The two premiere choral groups at St. Xavier are the XMen and Something Blue. Both groups are auditioned and perform a wide variety of music. Every year, the groups travel and sing with other groups such as the Yale Glee Club, St. Ursula and Ursuline Academy groups.

**Community Action Program:** CAP consists of volunteer programs available to students. There are three school-year-long components (After-School CAP, Big Buddies, and Junior Big Brothers) as well as major seasonal programs (the Advent Canned Food Drive and Summer Mission Trips for seniors to be).

After-School CAP is open to students of all four years. Students give typically one day per week after school to volunteer at local schools, hospitals, and other service agencies.

Big Buddies is open to students of all classes. Students are paired with disadvantaged, fatherless boys from area boys/girls clubs and participate in various recreational activities, usually on Saturday afternoons. Carpoons are arranged.
Junior Big Brothers is open only to juniors and seniors who have access to a car. Students are paired with boys ages 5-10 and participate in various recreational activities, usually on Saturday afternoons.

Applications for the year-long programs may be obtained in the Community Service office beginning on the first day of school. Information on the seasonal CAP programs is announced at the applicable time.

**Hands Across the Campus:** This organization is dedicated to celebrating the cultural differences within the St. Xavier community and the world. In respecting and celebrating our diversity, students also affirm the oneness of our common humanity.

**Language Honor Societies:** The French, German, Latin, Russian, and Spanish Honor Societies give recognition to outstanding students of the foreign languages. Membership is open to junior and seniors who meet certain academic requirements.

**Liturgical Music:** This group helps to plan, develop, and provide music for all student-related prayer services and liturgies. This group is open to all students who are interested in music.

**Mock Trial:** The Mock Trial Team simulates courtroom trials in competition with other schools. Students practice and play the roles of defendant, witnesses, attorneys, etc. Students of all four years are invited to participate.

**The Marshall L. Lochbiler, S.J. Chapter of the National Honor Society:**

At St. Xavier High School, the National Honor Society is open to juniors and seniors who have a cumulative average of 90 or greater, and who demonstrate outstanding character, leadership, and service to the school and/or community. Selection for National Honor Society begins after grades are reported at the end of a school year. The chapter moderator sends a Student Activity Form to those who are academically eligible; they must submit the filled-in form, signed by the student and a parent, as well as returned by the announced deadline. The moderator presents applications to a Faculty Advisory Council appointed by the principal; the Council bases its deliberations on students’ forms as well as any other verifiable information about the candidate’s character, leadership, and service that members of the Council choose to obtain. Definitions of how the council considers leadership and service (both community and individual), and co-curricular activities are spelled out in the Handbook for the Faculty Advisory Council; a copy of that handbook is available in the library. A majority vote of the Faculty Council determines membership.
Students are usually informed of the Council's decisions by mid-September. School officials are not obligated to share information about why a student is not selected, but the student may consult with the faculty moderator, who might be able to counsel him on how to reach his goal. If the student or his parents are not satisfied with the outcome of the student’s discussion with the moderator, the parents may then appeal to the principal. An appeal may be made to the principal only on the grounds of a procedural mistake. Procedural errors might include the inadvertent omission of a student's name from the list of people qualified for admission, the erroneous averaging of grades, or failure by the school to follow the prescribed procedures. If the principal believes that a procedural mistake might have been made, the principal may ask the Faculty Advisory Council to review the situation. Decisions about membership remain with the Faculty Council.

The moderator also informs students who are selected for membership of the date and time of the Induction Ceremony. The induction ceremony is typically the first or second Sunday of October. A candidate must be formally inducted in order to be considered a member of the National Honor Society. These procedures are spelled out in the bylaws, which are published on Edline under “NHS,” and recorded in a handbook available in the school library. The Student Activity Form is also on Edline and in the handbook, which contains more detailed information about chapter activities.

**Freshmen and sophomores who hope to be invited to join the NHS should look for opportunities during their underclass years to demonstrate leadership in their homerooms, with the Canned Food Drive, the ambassador program and any other service activity inside and outside the school. Participation in service and leadership activities is significant in determining membership.**

**Student Council:** The council has two main goals: to represent the views of the students to the administration and faculty and to organize and promote a wide range of student activities. The council regularly sponsors events to fulfill the students' spiritual, social, and recreational needs. Dances, mixers, films, pep rallies, gym nights, intramurals, and other events occur as the result of the energy of student council members. All students in good academic and disciplinary standing are eligible.

**Theatre Xavier:** TX is a coeducational co-curricular activity with participation open to any St. X student as well as to young women from area schools. Each year members of TX stage several productions. TX consists not only of actors and musicians who actually perform but also many persons behind the scenes; stage crew, light and sound technicians, makeup and costume crew, student producer, student director, production assistants and the house manager and staff.
NOTE: St. Xavier High School awards school letters to St. Xavier students only. In athletics and band, freshmen numerals, reserve letters, and varsity letters are awarded according to criteria established by the coach or band director. In other co-curricular activities, letters are awarded according to criteria established by the moderator of each activity.

Student Services

Bookstore: St. Xavier students are required to purchase supplemental books which are not provided by the school. These books are available through a link on the St. Xavier website, to our virtual bookstore maintained by MBS Direct. Additionally, the Bookstore offers an assortment of St. Xavier Spiritwear and accessories, gym uniforms, and school supplies. You may also shop online via www.stxavier.org. Class rings and graduation announcements, and caps and gowns are also handled through the Bookstore. Hours are typically 7:45 a.m. to 4:00 p.m. on regular class days, 8:00 a.m. to 12:30 pm on exam days, and as posted on the website. VISA, Mastercard, and Discover Card are accepted.

Cafeteria: The student cafeteria offers meals and short-order foods as well as beverages and snacks. Some items are available before school. The cafeteria is staffed and operated by an independent caterer.

Graduation Information: Graduation is normally the last Wednesday of the school year with Baccalaureate Mass the preceding Sunday. Baccalaureate is at 10:00 a.m. and is followed by a Continental Breakfast. The graduate and two parents are generally invited. Graduation robes are not worn at the mass. Graduation practice is at 10:00 a.m. on the day of Graduation. Graduates are expected to attend. Graduation is at 7:30 p.m. Graduates should wear shirt, tie, long pants, and dress shoes. Admission is by ticket only (generally 8 per family). Announcements will be available for purchase through the bookstore.

Jobs: From time to time, employers seeking part-time student help and/or summer help inform the school of their needs. These jobs are advertised on the assistant principal’s bulletin board.

Lost and Found: The lost and found is located in the assistant principal’s office. Students finding property should turn it in there. Those who have lost property should check the lost and found before presuming that an item has been stolen.

Selective Service Registration: There is a registrar for selective service on staff. Students may register in the assistant principal’s office within thirty days of their eighteenth birthday.
Health Matters

Nurse: The school nurse is on duty from 7:45 until 3:15 each school day. She is available for emergencies as well as to screen students for vision and hearing difficulties. No student is permitted to leave school due to illness unless a parent is notified (emergency medical forms should indicate an alternate person to contact in an emergency).

Entrance Requirements: The Ohio Department of Health has established the following requirements with which all new students to a school must be in compliance:

- 4 D.T.P. or Td (adult) vaccine or combination
- 3 or more doses of polio vaccine
- 1 measles (rubeola) immunization – after first birthday
- Rubella measles immunization – after first birthday
- Mumps immunization – after first birthday
- Second MMR
- 1 Tdap (adult vaccine)

Notification: It is the policy of the school to inform faculty of medical problems notes on health records. Parents who do not wish such information to be distributed should notify the nurse. Parents must sign a waiver releasing the school of responsibility for non-notification.

It is the parent's responsibility to notify the nurse of any medical problem or medication taken at home that would affect the performance or safety of the student. Parents should also notify transportation authorities of any medical problem that could result in an emergency.

MEDICATION POLICY: School personnel are prohibited from giving any medication to a student without the written permission of a custodial parent; in the case of a prescription medication the written order of a licensed prescriber is also required. When it is necessary for medication to be administered during school hours, the following procedures must be followed. (Exceptions may be made in the case of emergency care, in which case the school's emergency care policies will apply.)

**IF YOUR SON WILL NEED PRESCRIPTION MEDICATION DURING THE SCHOOL DAY:**

A Prescription Medication Form must be completed by the licensed prescriber, and parent, and must be submitted to the school nurse before any medication will be administered. This form provides the licensed prescriber's order, parent permission, and medical information required by law.

A separate form is required for each medication. New forms must be submitted each school year and for each change in medication and dosage.
The school nurse and designated school personnel will administer all medication in accordance with school practices and the instructions stated on the forms.

To ensure the safety and health of all students, students may not carry or administer their own medication. The only exception is for asthma inhalers, EpiPens, and insulin. If your son would like to carry these medications, the licensed prescriber, and a custodial parent must give authorization for the student to carry and administer these medications on Prescription Medication Form or the Epinephrine Self-Carry Form.

Medication must be received in the original container which it was dispensed. It is highly recommended that parents deliver all medications directly to the nurse.

**IF YOUR SON WILL NEED OVER THE COUNTER MEDICATION DURING THE SCHOOL DAY:**

Over the counter medications may be administered to students at the discretion of the school nurse with the permission of a custodial parent. An Over the Counter medication form must be completed by the parent and submitted each school year.

The school has a supply of frequently requested over-the-counter medications such as Tylenol and Ibuprofen. These stock medications are listed on the Over the Counter medication form. Other over-the-counter medications must be supplied by the parent in the original package and will be kept in the nurse’s office for their son’s use when accompanied by a parent’s written request.

Over-the-counter medications will only be administered in the dose indicated on the original medication packaging. If your son will need to have a dose that exceeds that on the package an order is required from a licensed prescriber (see Prescription Medication section above).

If your son has a change in his health status, recent illness/injury, or a new drug allergy diagnosis, the parent is required to notify the school nurse as soon as possible.

A one-time dose of an over the counter medication may be administered with the verbal permission of the parent. Any additional doses may only be made pursuant to a written request.

**NOTE: Medications are not stored at school over the summer. Any remaining medication not claimed by the last day of school will be destroyed.**

**TB Policy:** The following students must provide documented evidence of having a negative TB test within 90 days of enrollment at St. Xavier.

- All Foreign born students who have been in the United Stated for 5 years or less.
- All students who have traveled to a high risk country in a non-tourist capacity for more than one week.
Please check with the school nurse, Sandy Grammel R.N., to see if you need to be tested.

**Communicable Disease:** A variety of communicable diseases exists that vary in degree of risk or transmission to others and in severity of potential health risks to others. Recently the impact of the Acquired Immune Deficiency Syndrome (AIDS) upon our society has resulted in much discussion, concern, and conflicting evidence regarding the nature, progression, and transmission of this serious health problem. There are also other communicable diseases that may pose significant health risks to individuals and to the high school population.

Therefore, St. Xavier High School attempts to develop clear and consistent policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of individuals. These policy and procedure statements are formulated on the basis of current medical and legal opinions regarding communicable diseases and will be administered within the bounds of legal, moral, and ethical responsibilities.

While St. Xavier High School endeavors to protect its members from unreasonable risk of contracting communicable disease, it is not an insurer or guarantor that this infection may not occur. For example, the transmission of communicable disease can result from private, individual contact over which the school has no control.

St. Xavier High School does not routinely segregate or exclude any applicant, employee, or student considered to be afflicted with a communicable disease unless current medical opinion so recommends. For example, it has been the recommendation of the American Academy of Pediatrics as well as the Centers for Disease Control that children diagnosed with AIDS attend school normally with three exceptions. One is a child who might exhibit aggressive behavior, such as biting others, the second is a child who is unable to control bodily secretions, and the third is the child who exhibits open skin sores or lesions that cannot be covered.

St. Xavier High School attempts to protect the privacy of school affiliated persons with communicable disease. Only faculty in direct contact with an infected student should be advised of said student’s identity. The need to know additional information will be reviewed by a team of professionals who will determine if the inquirer in their opinion has a right or need to know. This team will include the principal, the school nurse, the assistant principal for student affairs, and a representative of the guidance department.

Within this context, St. Xavier High School:

- refers when necessary any person affiliated with the high school who may have a communicable disease to appropriately qualified individuals for health care and/or counseling services. The goals of these referral efforts are to educate such persons about their disease, receive necessary treatment, learn appropriate hygiene and the importance of not engaging in behaviors that are know to be likely means of transmitting the disease to others.
-will attempt to counsel, when necessary, persons with communicable diseases to adhere to responsible standards of behavior that should minimize the risk of transmission of their disease to others.

-may restrict or terminate the employment of any staff member or the enrollment and/or participation in school related activities of any student known to be afflicted with a communicable disease. Such restrictions or terminations will occur only when, in consultation with qualified medical and legal counsel, it is felt that such individual(s) pose a risk to the health of themselves or other members of the high school community by behaving in ways which may increase the possibility of transmitting the disease to others affiliated with the high school. Such notifications of restrictions or termination will be done in writing directed to the appropriate person.

It is the overall goal of St. Xavier High School to treat all incidents of communicable disease among its constituency on a case-by-case method with the assistance of qualified legal and medical counsel within the bounds of the procedures set forth in this document.

**Allergy Action Plan:** Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

- **Student’s Responsibility**
  - Should not trade food with others.
  - Should not eat anything with unknown ingredients or know to contain any allergen.
  - Should be proactive in the care and management of their food allergies and reactions.
  - Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

- **Family’s Responsibility**
  - Notify the school of the student’s allergies.
  - Notify bus driver, car pool drivers or other adults that have regular contact with the student of the student’s allergies.
  - Work with the school nurse to develop a plan that accommodates the student’s needs throughout the school including in the classroom, in the cafeteria, in after-school programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
  - Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the student on the written form.
  - Provide properly labeled medications and replace medications after use or upon expiration.
  - Educate the student in the self-management of their food allergy including:
-safe and unsafe foods
-strategies for avoiding exposure to unsafe foods
-symptoms of allergic reactions
-how and when to tell an adult they may be having an allergy-related problem
-how to read food labels

-Review policies/procedures with the school staff, the student’s physician, and the student after a reaction has occurred.
-Provide emergency contact information

School’s Responsibility
-Review the health records submitted by parents and physicians
-Assign the school nurse to be responsible to work with parents, student and teachers to establish a prevention plan. Any changes to the prevention plan to promote food allergy management should be made with core team participation.
-The school nurse will assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, know what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student’s meals, educational tools, arts and crafts projects or incentives.
-Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
-Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician’s standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designate school personnel, not in locked cupboards or drawers. Severely allergic students should be allowed to carry their own epinephrine, after approval from the students physician/clinic, parent and school nurse, and allowed by state or local regulations.
-For every student who carries an epi-pen, the school nurse will have a back up.
-Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
-Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
-Review policies/prevention plan with the Incident Response, school nurse, team members, parents/guardians, student and physician after a reaction has occurred.
-Follow federal/state/district laws and regulations regarding sharing medical information about the student.
Note: St. Xavier High School reserves the right to modify this handbook as needed.

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   Rector

ASSISTANT PRINCIPALS
   Assistant Principal for Academic Affairs; Cross Country
Lucas A. Schroeder, B. S., M. A. (2014)
   Assistant Principal for Student Services
   Dean of Students; Football
   Director of Athletics; Football
   Dean of Faculty

Carol M. Bernard, B.S. (2006)
   Registrar
Catherine M. Cionni (2011)
   Director of Extravaganza
   Campus Minister; Religious Education; Cross Country, Student Leadership
   Vice President of Operations & CFO
Edmund L. Franchi, M.A. (2011)
   Major and Planned Gifts Officer
   Assistant Vice President for Enrollment and Strategic Initiatives
Ralph A. Nardini '77, B.L.A. (1997)
  Vice President for Development
  Director of Multi-Cultural Initiatives; Basketball, Hands Across Campus
Anthony E. Schad '81, B.A. (2005)
  Assistant Vice President for Development; football
  Director of Alumni Relations
James P. Schurrer, M.Ed. (2012)
  Director of Technology Integration
Rebecca J. Schulte, B.S. (2012)
  Director of Communications and Marketing
Andrew E. Sweeney, M.B.A. (2011)
  Major and Planned Gifts Officer

**Faculty**
  English
  English
  Science; Football
  Physical Education; Football, Intramurals
George A. Beluan '91, B.S., M.S. (1997)
  Mathematics; Math Club
Marianne M. Borgmann, B.A., M.Ed. (2014)
  Guidance
  French; French Club
  English
  English
  Social Studies, Football (department head)
Thomas C. Broe '04, B.S., M.Ed. (2010)
  Mathematics; Volleyball
  Mathematics, Campus Ministry; Swimming
Sean P. Cahill, B.S., M.Ed. '89 (2011)
  English; Blueprint
David G. Cappel, B.A., B.S., M.Ed. (1973)
  Mathematics; Intramurals
English
   English (department head)
   Fine Arts
   Social Studies
Catherine L. Collins, B.A. (2013)
   Religion
   Librarian; Media Specialist
   Science; Finance Club
   Religious Education
John J. D'Alessandro, B.S., M.S., M.S. (2007)
   Science; Robotics Club, Role Playing Game Club, Zombie Defense Council

   Religious Education, Adult Faith Formation, Life Club
   Mathematics; Intramurals
Eleanora H. Denning, B.A. (2014)
   Latin
   Latin
   Physical Education (department head); Baseball
   Science (department head)
   English, NHS
   Spanish; Intramurals
Ivan J. Fulton, B.S. (2009)
   Strength & Wellness Coach
Michael A. Gordon, B.S. (2005)
   Physical Education; Athletic Trainer
   Nurse
Lindsay Greiwe, B.A. (2012)
   Fine Arts; Theatre Xavier
   Campus Ministry; Religious Education
  Science; Science Teams
Angela V. Harger, B.S., M.Ed. (2011)
  Guidance
  Science, Admissions; Baseball
Ronald C. Hatten, B.S. (2007)
  Physical Education; Strength & Wellness Coach
  German, Latin; German Club
  Math; Football
  English; Young Writers Forum
Ray Heyob, B.A. (2013)
  Computer Science
Anthony Hodun, M.Ed. (2009)
  Science
  Guidance
  Science; Chess Club, Science Fiction Club
  Science
  German
George A. Jacob, B.S., M.S., Ph.D. (2007)
  Science; Science Olympiad
  Social Studies
  English
  Guidance, Director of Student Activities; Football
Matthew D. Kemper ’91, B.S., M.Ed. (1998)
  Community Service (department head); Mission Club,
  Amnesty International, Sierra Club
W. Russell King ’63, B.S., M.Ed. (1970)
  Science; Tennis
  Community Service
Nancy L. Klas, B.S., M.Ed. (1997)
  Science
Campus Ministry; Religion
Walter M. Koral, A.B., M.A. (1971)
   English
   Guidance
   Spanish; Foreign Language Honor Society
James B. Laughlin, Jr., Ph.D. (2008)
   Science; Science Olympiad
   Spanish
   Mathematics
Jill Malik, B.S., M.Ed. (2013)
   Learning Center
   Mathematics; Basketball, Intramurals
Michele A. Mascari, B.A. (1982)
   Fine Arts; Theatre Xavier
   English; Mock Trial
Timothy J. McDonald, B.A. (2010)
   Physical Education; Football, Wrestling
   Religious Education (department head)
   Latin & Greek (department head); Latin Club
   Fine Arts
   Spanish
   Guidance (department head)
   Religion
Joseph P. Molony ’84, B.S., M.Ed. (1999)
   Social Studies, Basketball
   Religious Education
   Fine Arts
   Social Studies; World Affairs Council
   Computer Science (department head), Mathematics; Football
   Science; Marine Biology Club
Alexander Nikias, B.S. (2014)
   Mathematics
   Fine Arts
   Religion
   Social Studies
   Social Studies, Young Liberals
   Religious Education; Exemplify
   Mathematics; Summer School, Intramurals
Charlene Ponti, Ph.D. (2008)
   School Psychologist
Tamara L. Prophater, B.S., M.Ed. (2006)
   Student Support Programs Coordinator
   Student Enrichment Programs Director; Basketball, Hands Across Campus
   Foreign Language
Melinda Reilly, B.S., M.S. (2014)
   Biology
   English; Expressions, Guitar Club
   Computer Science, Computer Club
   Guidance; Football; Swimming
   Religious Education, Campus Ministry; Student Conferences
   English
   Guidance; Soccer
   Guidance Counselor
  Spanish; Barcelona Exchange Moderator
  Guidance
  Religious Education; Soccer
Margaret M. Schmucker, B.S. M.A. (2011)
  Guidance
  Community Service, Big Brothers Program
Kyle Schreiner, B.A. (2013)
  Religion
  English
Heather Sepelak, M.S. (2012)
  Mathematics
  Science; Guitar Club
  Science
  Religious Education; Basketball, Football, Student Conferences
  Fine Arts; Director of Bands & Ensembles, Spirit Club, Lacrosses
  Fine Arts, Music; Band, Lacrosse, Spirit Club, Vocal Groups, XMen
  Mathematics; Juggling Club; Young Conservatives
  Spanish; Barcelona Exchange
  Fine Arts
  Mathematics (department head); Volleyball, Mathletes, Math Club
  Fine Arts, String Ensembles; Webpage Editor, Liturgical Music
  Social Studies
  Social Studies; Cross Country, Track, NHS
  English; Cross Country, Track
  Religious Education; Tennis, Intramurals
Thomas E. Wynn, B.S., M.S. (2011)
Physical Education; Learning Center
Michelle L. Yauss, B.S., M.Ed. (2013)
Intervention Specialist
Chinese
Social Studies; Football
Mathematics; Cross Country
Mathematics

Staff
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Cheryl L. Asper – Development Department
Jane A. Barela – Principal’s Office
M. Rosie Bernard – Information Desk
Sylvia M. Betz - President’s Office
Jamie Bitzenhofer – X-travaganza
Paul G. Blank - Work Center
Sally L. Blasche - Business Office
Andrew D. Bohache – Custodial Department
Glenn Branam - Custodial Department
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Kurt Brinkman – Technology Department
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Joseph C. Burst – Maintenance Department
Lisa A. Castellini – Purchasing Director, Bookstore
Donna D. Chabot – Guidance Department
Andrew Chamberlain – Maintenance Department
Ryan Collins – Technology Department
James M. Davis - Maintenance Department
George C. Day – Maintenance Department
Jennifer N. Donahue – Library
Christine D. Doyle – Bookstore
Patrick Enneking – Custodial Department
Heidi B. Eveleigh – Development Department
Dayna I. Foote – Library
Joshua E. Gierhart – Grounds
Linda B. Gloeckler – Community Service
Karl B. Hauck – Library; Archivist
Sandra A. Healey-Wenhold – Switchboard
Tina Heintzman – Assistant Principal’s office
Mary A. Helmheckel - Business Office
Caren Hoelker – Admissions Office
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Colleen S. King – Development Department
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Myeasha S. Thomas – Custodial Department
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Nicholas F. Van Zile – Athletic Office
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Beverly L. Watanabe – Switchboard
Elizabeth E. Weseli – Information Desk
Anetra L. Wilson – Custodial Department
Janice Wilson – Custodial Department
Justin N. Wilson – Technology Department
Darnell L. Woods - Custodial Department
Nicole C. Woods – Information Desk
Benjamin Yauss – Athletic Office
Lee Yeazell – Christian Life Communities, Sacristan
Jayne A. Zimmerman – Registrar’s Office