

## Student/Parent Handbook 2008-2009

This important source of information about school activities, policies, and procedures can be found on our web page, [www.xbhs.com](http://www.xbhs.com). The Student/Parent Handbook is updated annually at the end of each school year. During our summer mailing, all families will receive what's known as a Student/Parent Contract. Students and parents must sign the Contract indicating they have read, understand, and accept the policies outlined in the handbook. Signed Contracts must be returned to Xaverian Brothers High School by the date specified on the document.

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## **XAVERIAN BROTHERS SPONSORED SCHOOLS**

### **XAVERIAN BROTHERS SPONSORED SCHOOLS MISSION STATEMENT**

The mission of the Xaverian Brothers Sponsored Schools flows directly from the mission of the Congregation of the Xaverian Brothers which is:

*to serve the Church in its work of evangelization,  
particularly through the Church's ministry of education.*

(Constitutions of the Brothers of Saint Francis Xavier)

Today Xaverian Brothers Sponsored Schools are located in several countries and situated within very distinct cultures. This international dimension of Xaverian Sponsorship makes real the universality of the Church's mission of evangelization. Enriched by cultural pluralism, Xaverian Brothers Sponsored Schools are challenged to understand, respect, affirm and celebrate the diversity of cultural values and worldviews.

The Gospel of Jesus Christ forms the core belief that impels the educational ministry of the Xaverian Brothers Sponsored Schools. Within their distinct cultural contexts, Xaverian Brothers Sponsored Schools strive to respond to the call of evangelization by focusing on three important dimensions:

1. Proclaiming the Good News of Jesus Christ for the purpose of understanding His message about life as found in the Gospels and the authentic tradition of the Church.
2. Creating a community of faith in which all members of the school can encounter Christ and experience and celebrate the meaning of Christian living.
3. Preparing students to understand life in light of the Gospel imperatives that call all believers to discipleship, using their talents and competencies to build the Kingdom of God with justice and love of neighbor.

Aware of the developments and ever-changing needs of the time, the Congregation, Corporate Members and representatives of the school communities periodically articulate the Vision, Values and Goals that give direction to the educational activities of Xaverian Brothers Sponsored Schools.

### **PHILOSOPHY**

Inspired by the charism of their founder, Theodore James Ryken, the Xaverian Brothers have served the Catholic Church in the ministry of education since 1839. Today, the Xaverian Brothers continue that ministry through sponsorship of Catholic schools committed to the spiritual, intellectual, cultural, emotional and physical development of the students.

Xaverian schools are Christian communities of learning, characterized by an emphasis on Gospel values and the pervading influence of Christ's message of love and service and by liturgy and prayer. All members of these communities are guided by, and are accountable to, the principles of Christian morality.

Xaverian schools challenge students to achieve their human potential. A curriculum rooted in the traditional studies of the humanities and sciences prepares the learners for living in an interdependent, complex, technological and multi-cultural global society, while extracurricular activities of a wide variety foster students' individual talents and self-esteem, and promote collaboration, cooperation and mutual respect.

Above all, Xaverian schools are dedicated to the Xaverian Brothers' tradition of service to God and to the people of God.

## **FOUNDATION**

The story of Xaverian Brothers High School would be incomplete without first mentioning its roots in the Mission Parish of Roxbury. The Xaverian Brothers began operating a boys' division of Mission High School in September 1926. The school grew in size and reputation so that by the early 1960's, it seemed clear that a more modern and spacious building was needed. Many of the school's graduates had moved west to the suburbs of Boston and with the support of Cardinal Richard Cushing, the Archbishop of Boston, the Xaverian Brothers established Xaverian Brothers High School, in Westwood on a vast tract of land originally part of the Forbes estate. Although it is quite a different setting from Mission, Xaverian Brothers High School continues the Xaverian Brothers' tradition of providing college preparatory education, in answer to the call of the Church to provide such education in a Christian and Catholic manner.

On August 31, 1963, Cardinal Cushing officiated at the dedication ceremonies for the new Xaverian Brothers High School. Since that day, the school's reputation has been heightened by its accomplishments in the field of academics, athletics, and Christian service. The school's success can be attributed to the vision of the Xaverian Brothers and lay teachers, the support of parents, and the efforts of the students themselves. The enthusiasm of the present students continues the Xaverian tradition of excellence.

## **THE XAVERIAN BROTHERS**

Theodore James Ryken founded the Brothers of Saint Francis Xavier, commonly called Xaverian Brothers, in 1839 in Bruges, Belgium. Although Brother Francis Xavier, as Ryken was called, had intended a religious community to work among American Indians, God had other plans.

The small congregation grew slowly in Belgium, establishing schools in several cities of that country; an English province began in 1848. On August 16, 1854, the American colony of Xaverians opened two schools in Louisville, Kentucky. Despite difficulties and hardships, the work of the Brothers spread quickly in America. Schools were opened along the Atlantic coast from Maine to Virginia; the first school in Massachusetts was opened at St. Patrick's Parish in Lowell in 1882. In Massachusetts the Brothers today also sponsor St. John's Preparatory School in Danvers, Malden Catholic in Malden, St. John's High School in Shrewsbury, and Lowell Catholic in Lowell.

As religious, the Brothers publicly dedicate their lives to God through vows of poverty, chastity, and obedience. In service, the Xaverians are committed primarily to delivering Christian education and to helping people know God. A missionary spirit, following the example of Francis Xavier, continues to be a vital part of Xaverian life. Xaverians are involved in missionary work in Bolivia, Haiti, Kenya, the Congo, Uganda, Sudan, and Lithuania. The original work of the Founder was never really forgotten; in 1970 two small groups of Brothers began working with the Sioux Indians in South Dakota.

## **XAVERIAN BROTHERS HIGH SCHOOL MISSION STATEMENT**

Xaverian Brothers High School, a boys' Catholic college preparatory school, cherishes its identity as a Xaverian Brothers Sponsored School. Drawing on the traditions of the past, living in the strength of its present and preparing for the needs of the future, Xaverian Brothers High School is a community of faith and learning that is committed to developing the integration of spiritual, moral, intellectual, physical, emotional, cultural and social dimensions within each young man. Through participation in academic, extracurricular, athletic and campus ministry programs, a Xaverian graduate will be prepared to meet the demands of higher education, to contribute to society, and to answer the call of Christian service.

### **GOALS**

- ◆ The reason for our existence as a school is the commitment to develop and nurture the religious dimension of each individual in the context of a Catholic-Christian Community. This premise should be an ongoing concern of each segment of the Xaverian Brothers High School Community.
- ◆ Xaverian Brothers High School fosters a challenging academic environment and meaningful extracurricular programs that complement the religious dimension and complete the education of the whole person. To maintain, strengthen and enhance this Christian environment, we cultivate alternative avenues to respond to future conditions.
- ◆ In order to meet the needs of the Xaverian Community, it is necessary to integrate the activities of the administration, teachers, students and parents through effective and concise communication. To make this ideal practical requires a total commitment on the part of the entire Community to this philosophy and the subsequent rules and guidelines.

### **OBJECTIVES**

- ◆ To manifest its Catholic and Xaverian Brothers Sponsored Schools identity as proclaimed in the Gospels through curriculum, spiritual formation programs, and Christian Service.
- ◆ To nurture an environment of Catholic Christian community in which students, staff, families, alumni, and Board of Trustees grow in awareness of and responsibility towards self, others, and God.
- ◆ To encourage use of talents as servant leaders by asking the entire Xaverian Brothers High School community to become aware of the need to minister to one another, including the poor and marginalized peoples of the global community.
- ◆ To establish and maintain a rigorous college preparatory curriculum that challenges the students of differing abilities and interests through required and elective courses.
- ◆ To provide a faculty that has expertise in particular subjects, and whose professionalism is enhanced by being representatives of a Christian role model.
- ◆ To evaluate and update continually our program in light of current directions and alternatives.
- ◆ To encourage and provide opportunities for the entire Xaverian Brothers High School community to participate in the Civic Community, the Church, and especially the Family.
- ◆ To encourage staff and students to participate in extracurricular activities and Christian Service Programs.
- ◆ To provide a full program of interscholastic activities, intramural activities and extracurricular activities that encourage a spirit of cooperation, participation, competition, and fair play, thus enhancing the curriculum and complementing the cultural and aesthetic education of the students.

# ORGANIZATION AND ADMINISTRATION OF XAVERIAN BROTHERS HIGH SCHOOL

## GOVERNANCE

Xaverian Brothers High School is a corporation with the power of the corporation residing in the General Superior and his Council. The General Superior appoints trustees to the Board of Trustees who manage the business affairs of the school and establish policies for the successful operation of the school. The Headmaster implements the policies of the Board. The members of the Board for 2008 - 2009 are:

Mr. John F. Brennan, Jr.	Mr. Stephen J. Gill, '75	Mr. Paul Noble, '73
Mr. Robert T. Brennan,	Ms. Judy Jenkins	Mr. Richard J. Towle, '71
Mr. James J. Ciapciak, '81,	Mr. Richard Wood	Mr. Thomas O'Neill, III
Mr. Paul R. Daoust	Mr. Stephen F. Kern, '82	Bro. Thomas Puccio, C.F.X., Ed.D.
Mr. John R. Egan, '75, Vice Chairman	Ms. Judith Kraft	Mr. John Redmoni, '80
Mr. Edmond J. English, '71	Mr. Frank Mahoney '81	Bro. Daniel E. Skala, C.F.X., Ph.D.
Mr. William Garrity	Mr. Brian Murphy, '74	Mr. Richard Spillane '68, Chairman
Mr. Thomas Gavin, '91	Mr. John E. Murphy, '70	Mr. Patrick Sullivan '77
		Mr. David Zoppo '81

## ADMINISTRATION

Bro. Daniel E. Skala, C.F.X., Ph.D. - Headmaster  
Mr. Domenic Lalli, M.Ed., C.A.E.S. – Principal  
Dr. Keith A. Crowley, Ph.D. - Assistant Principal – Academics (Grades 11 & 12)  
Bro. Raymond Hoyt, C.F.X., M.A. - Assistant Principal – Academics (Grade 9 & 10)  
Mr. James Spillman, M.A. - Dean of Students/Transportation Coordinator

## DIRECTORS

Admissions – Mr. Tim McDonough, B.A.  
Athletics — Mr. Charles E. Stevenson, M.A.T.  
Campus Ministry — Mr. James E. Conley, M.A.  
Technology — Ms. Theresa R. Jay, M.Ed.  
Guidance — Mr. Thomas Gunnoud, M.A., LICSW  
Library — Mr. Alexander V. Salachi, M.A.  
Staff Formation – Ms. Katherine M. Spillman, M.Ed.

## DEPARTMENT CHAIRPERSONS

Computer Science — Mr. Ron Erikson, M.Ed.  
English — Ms. Eileen Schofield, M.A.  
Fine Arts — Ms. Paula A. Duddy, M.S.  
Mathematics — Mr. Denis J. Smith, M.Ed.  
Modern Language — Ms. Catherine A. Douglas, M.Ed.  
Physical Education — Mr. Keith P. Farley, B.S.  
Science — Mr. James McPhillips, M.A.T.  
Social Studies — Mr. James E. Glinski, M.A.  
Theology — Dr. Edward Pirozzi, Th.D.

## FACULTY

Mr. John Arias, M.A.	Modern Language
Mr. James E. Baker, B.A.	Science
Ms. Elizabeth Barry, M.A.	Modern Language
Mr. Dana Belmonte, M. Ed.	Music
Mr. Judah Boulet, M.S.	Science
Mr. Garrett T. Bowers, M.Ed.	Social Studies
Mr. Matthew P. Brennan, M.A.	English
Ms. Mary C. Briody, M.Ed.	Mathematics
Mr. Lucien P. Brodeur, M.A.T.	English
Mr. Robert A. Bruckner, M.A.	Mathematics
Mr. Sean P. Burke, M.A.	English
Mr. Matthew D. Cavanaugh, M.Ed.	Social Studies/Fine Arts
Mr. John J. Connolly, M.Ed.	Science
Ms. Laura L. Corkery, B.A.	Modern Language
Mr. Stephen Dacey, M. Ed.	Science
Mr. Timothy H. Dalton, M.A.T.	English
Mr. Dennis L. Donovan, M.S.	Mathematics
Mr. David D. Eggli, B.A.	Computer Science
Mr. Jeffrey Farmer, M.A.T..	Modern Language
Mr. Liam D. Fitzgerald, M.Ed.	Guidance
Mr. Michael D.Fitzgerald, B.A.	Campus Ministry/Theology
Mr. Francis X. Fleming, M.A.	Modern Language
Mr. Timothy C. Gardner, M.S.	Mathematics
Mr. Robert C. Gill, M.A.	Campus Ministry/Theology
Ms. Laura W.Guzzi, M.A.	Modern Language
Mr. Christopher A. Heaton, M.A., M.Ed.	Social Studies
Mr. Michael T. Higgins, M.Div.	Theology
Mr. Christopher J. Holet, M.Ed.	Theology
Mr. Ryan J. Howard, M.S.	Science
Mr. Jonathan M. Kelly, M.A.	Social Studies
Mr. Matthew J. Kelly, M.A.	English
Mr. Gerard S. Lambert, M.S.	Mathematics
Mr. James D. Lewis, M.A.	Modern Language
Mr. Sean J. Lohmar, M.T.S.	Theology
Mr. Dennis C. Lozzi, M.A.T	Mathematics
Mr. Joseph MacKinnon, M.A.	Social Studies/English
Mr. Conor J. Maguire, M.A.T.	English
Mr. Robert McCready, M. Ed.	Science
Mr. Joseph D. McGilvray III, M.Ed.	English
Mr. Paul Mendes, M.S.	Athletic Trainer
Ms. Anne M. Merritt, M.Ed.	Computer Science
Mr. Donald Mills, B.S.	Physical Education
Mr. Courtland G. Morse, M.A.	Social Studies
Mr. Paul E. Owens, Jr., M.A.	Mathematics
Mr. David Palmieri, M.T.S., M.Ed.	Theology
Br. Joseph Pawlika, C.F.X., M.A.	Guidance
Mr. Phillip A. Penza, M.B.A.	Social Studies
Mr. Michael Plunkett, M.A.	English
Mr. Chad Puclowski, B.S.	Science
Mr. Michael A. Pulizzi, M.S., M.Ed.	Theology
Mr. Daniel F. Scanlan, M.A.	Social Studies
Ms. Cindy Shannon, M.A.	Theology
Mr. Brendan Shea, M.A.	English
Mr. Steve Steinbergher, M.Ed., C.A.E.S.	Guidance
Mr. Thomas J. Sullivan, B.A., B.S.	Science
Mr. Daniel E. Tucker, M. Div.	Theology
Mr. Christopher J. Vasta, M.Ed.	Campus Ministry/Mathematics

## **OFFICE FOR SCHOOL ADVANCEMENT**

Mr. Marc Cregan, B.A. – Director of Advancement  
Mrs. Mary Risio, M.A. – Director of Leadership Giving and Stewardship  
Mr. John Dondero, B.S., M.B.A. – Director of the Annual Fund  
Mr. Patrick Collins, B.A. – Director of Alumni  
Mr. Charles Carmone, B.S.– Director of Communication  
Ms. Mary M. Taylor, B.S. – Advancement Services Manager  
Ms. Pamela Fothergill – Gift Processor  
Ms. Donna O’Connor – Administrative Assistant for Advancement

## **BUSINESS OFFICE**

Mrs. Janet Kaduboski, B.S. – Business Manager  
Ms. JoAnn Farrell, B.S. – Staff Accountant  
Mr. Frank McGurl, B.S. – Business Office Associate  
Ms. Deirdre Pickens – Business Office Assistant

## **STAFF**

Ms. Wendy Joseph, A.S. – Administrative Assistant to the Headmaster  
Ms. Linda Corbett – Administrative Assistant to the Principal  
Ms. Dorothy A. Russ – Administrative Assistant to the Assistant Principals/Academics  
Ms. Mary Amirault – Receptionist  
Ms. Julie Horne, A.S. – Administrative Assistant to the Dean of Students  
Ms. Mary Kiley, B.A. – Administrative Assistant to the Director of Admissions  
Ms. Debra Gallagher – Administrative Assistant/Athletics  
Ms. Joanne Fay – Administrative Assistant/Guidance Department  
Ms. Patti Stokinger, B.S. – Assistant to the Librarian  
Ms. Mary Ann Donald, B.A. – Library Aide  
Ms. Karen A. Bryda, B.S. – Assistant to the Technology Director  
Ms. Joni DeCenzo, M.S.N., R.N. – Head, School Nurse  
Ms. Elaine Webber, B.S. R.N. – School Nurse  
Ms. Janis Iddings A.D., R.N. –School Nurse  
Mr. Gregg Whitaker, A.S. – Systems Administrator

## **MAINTENANCE DEPARTMENT**

Mr. James McCarthy – Director of Maintenance  
Mr. Richard Buczynski – Assistant Director of Maintenance  
Mr. Richard King  
Mr. Dennis Dempsey  
Mr. Dominic DiCicco  
Ms. Krystyna Jasinska  
Mr. Michael McDonnell  
Mr. Thomas Trovato  
Mr. Paul Portanova

## **TUITION AND FEES**

### **TUITION AND FEES 2008-2009**

Xaverian Brothers High School receives no aid from Church or State and thus depends upon the prompt payment of tuition in order to operate. The actual cost per student this year is expected to be close to \$15,000. Thus the school must make up \$2,000 per student in order to meet operating expenses. This difference is made up through a variety of fund-raising endeavors. We urge full cooperation by all members of the Xaverian community in these endeavors.

### **GENERAL CHARGES 2008-2009**

Tuition	\$12,400.00
Activity Fee	500.00
Carrying Charge (Plan #3 only)	300.00
Graduation Fee (Seniors only)	300.00
Registration Fee (One-time only new students enrolling to Xaverian)	700.00

### **SANCTIONS**

- a) No student will be allowed to attend class in September unless his tuition payment schedule is paid in full.
2. No report cards will be issued to students with delinquent accounts and students will not be allowed to attend school.
3. No student will be allowed to take final exams until all financial obligations to the school have been settled.
4. No Senior will be allowed to participate in graduation activities unless all bills are paid in full.
5. Neither final grades nor transcripts will be released until all financial obligations to the school have been settled.

### **TUITION REFUNDS**

The school's expenses are incurred on an annual basis. Therefore, the school is obligated to meet costs it cannot cancel because of student withdrawals. A student who voluntarily withdraws from the school before July 1 will receive a refund of tuition paid, except his non-refundable reservation deposit and fees. Neither final grades nor transcripts will be released until all final obligations to the school have been settled.

- ◆ Withdrawal after July 1 – NO REFUND

If a student is expelled, there is no refund of tuition. Financial aid and scholarship awards are not considered as payment for tuition owed when a student withdraws.

All requests for refund of tuition must be made in writing to the Headmaster.

### **NONDISCRIMINATORY POLICY STATEMENT**

Xaverian Brothers High School admits students of any race, color, religion and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, religion, national and/or ethnic origin, in administration of educational policies, admission policies, or scholarships.

# TRANSPORTATION

## BUS TRANSPORTATION 2008-2009

### FULL YEAR PASS

**COST: \$1,700.00**

Provides the rider with transportation in the morning and afternoon for the entire school year.

Payment in full is due June 1, 2008.

### MORNING OR AFTERNOON FULL YEAR PASS

**COST: \$1,200.00**

Provides the rider with transportation in the morning or afternoon for the entire school year.

Payment in full is due June 1, 2008.

### SEMESTER PASS

**COST: \$1,200.00**

Provides the rider with round trip transportation for one Semester.

1<sup>st</sup> Semester begins September 8, 2008

1<sup>st</sup> Semester Payment is due on or before June 1, 2008.

2<sup>nd</sup> Semester begins January 20, 2009

2<sup>nd</sup> Semester Payment is due on or before January 2, 2009.

### MORNING OR AFTERNOON SEMESTER PASS

**COST: \$900.00**

Provides the rider with either one-way morning OR one-way afternoon transportation for one semester.

1<sup>st</sup> Semester begins September 8, 2008

1<sup>st</sup> Semester Payment is due on or before June 1, 2008.

2<sup>nd</sup> Semester begins January 20, 2009

2<sup>nd</sup> Semester Payment is due on or before January 2, 2009.

### LATE BUS

**COST: \$600.00 per season  
or \$8.00 per ride**

The late bus is included in all afternoon passes and leaves XBHS at 5:00 P.M.

The cost for a late bus only pass is \$600.00.

The late bus will not operate if insufficient numbers ride.

**PLEASE NOTE THE TOWNS SERVED BY THE LATE BUS BEFORE REGISTERING.**

### ONE-WAY EMERGENCY TICKETS

**COST: \$8.00 per ride**

One-way emergency tickets provide the rider with one-way transportation on an occasional basis.

Emergency tickets must be purchased from the Dean's office

**REFUND POLICY:** The school's bus transportation expenses are incurred on an annual, contractual basis. Since the school must meet its contractual obligations, no refunds will be issued as a matter of policy. However, in extenuating circumstances the Headmaster will consider refund requests on a case by case basis. Such requests must be in writing **and** submitted to the Headmaster's Office.

## **PARKING RULES AND GUIDELINES 2008-2009:**

- ◆ Seniors and Juniors only are eligible for Xaverian parking privileges. Sophomores **may** be issued parking permits after the first semester.
- ◆ Parking permits are issued on a **first come first serve basis**.
- ◆ Parking is a privilege, not a right. Parking permits may be revoked without refund by Xaverian Brothers High School as deemed necessary by the administration.
- ◆ Students must **register all automobiles** (model, color, year, license plate #) that could potentially be parked on Xaverian or Mercer property with the Dean's Office.
- ◆ Students are NOT to exceed 10 mph while driving on Xaverian Brothers High School or Mercer property.
- ◆ Parking Permits must be hung from the rearview mirror at all times. Failure to display a parking permit will result in disciplinary action.
- ◆ The front lot is for faculty, staff and students with a FRONT LOT PERMIT only.
- ◆ Students issued REAR LOT PERMITS must park in the rear lots.
- ◆ Parking space has been negotiated with Mercer. Students issued MERCER PERMITS are to park in the "C Section" of the Mercer lot.
- ◆ In order to ensure all students granted permits have a place to park, Xaverian Brothers High School has attained devices to immobilize illegally parked vehicles. It is therefore imperative that your son park in the appropriate place each day and that his parking permit is in place. **In the event that a vehicle is immobilized, a \$25.00 fee will be charged in addition to disciplinary action.**
- ◆ The initial fee for each parking permit is \$100.00. Replacement permits (\$25.00) may be issued once per student. The Dean can waive this rule if deemed necessary.
- ◆ Students are permitted to park in **YELLOW LINED SPACES only**.

# ACADEMIC POLICIES

## PROGRAM OF STUDIES

Within its over-all college preparatory program, Xaverian makes provisions for both the exceptionally talented and for the usual aspirant to higher education. Students are generally grouped according to their abilities. Periodic adjustments are made to move students to the section more in keeping with their abilities.

The philosophy that guides the faculty at Xaverian in its attitude towards students and the curriculum is a sound one. Personal involvement, self-initiation, and evaluation - all are felt to be integral to any search for a significant or experiential system of learning. Basic to its understanding are the elements of accountability and academic integrity. The entire school community realizes that with freedom in scheduling and in handling of unstructured time comes responsibility and accountability for such choices. The widespread availability of extra help from teachers in department centers provides extensive support for students. Students are expected to avail themselves of this opportunity to complete their work in a timely fashion. **Students are cautioned against the misuse of study aids, on-line or otherwise, which may subvert the learning process.** The Xaverian way of life attempts to prepare all students to face such decisions that will be an integral part of their academic and post-scholastic lives.

## GRADUATION REQUIREMENTS

To be eligible for a diploma from Xaverian Brothers High School, a student must complete the course of studies prescribed by the Xaverian Brothers High School Board of Trustees.

This course of studies includes the following:

- (a) **Campus Ministry:** A Freshman Day of Awareness and a Sophomore Overnight
- (b) **Computer Science:** ½ (year Survey of Software Tools)
- (c) **English:** 4 years
- (d) **Fine Arts:** ½ year
- (e) **Mathematics:** 4 years
- (f) **Modern Language:** 2 years French or Spanish (3 years strongly recommended for qualified students)
- (g) **Physical Education:** 3 semesters (Grades 9, 10, 11)
- (h) **Science:** 3 years (Biology, Chemistry and Physics)
- (i) **Social Studies:** 3 years
- (j) **Theology:** 4 years
- (k) Students are required to elect six academic courses each year. If you wish to take an additional academic course, academic performance in the previous three academic terms would weigh heavily in the decision making process. Final discretion is up to the Assistant Principal for Academics in consultation with the Guidance Department and parents.
- (l) In all course selections, the Department Chairperson and the Assistant Principal for Academics have final approval. The Administration reserves the right to withdraw a course offering because of insufficient student enrollment or to change a student to balance class size.
- (m) **All requests to add, drop or change an elective course must be made within the first four days of classes of each semester.**

## COURSE OFFERINGS

### 9th Grade

**Required:** Theology; English; Mathematics, (Algebra I, Algebra II); Modern Language (French, Spanish); Biology; World History to 1900; Physical Education; Survey of Software Tools.

**Electives:** Fine Arts: Chorus

### 10th Grade

**Required:** Theology; English; Mathematics, (Algebra I Completion, Algebra II, Advanced Algebra, IMP); Modern Language, (French, Spanish); Chemistry; Social Studies (U.S. History to 1900 or AP U.S. History I); Physical Education.

**Electives:** Computer Science, (Introduction to Computer Based Design\*, Web Design\*, Video Design\*, Robotics); Fine Arts, (Survey of Western Music, Music Theory and Composition, Chorus, Jazz Band, Beginning Guitar, Beginning Piano, Survey of Western Art, Cartooning, Studio Art IA, Studio Art IB and Introduction to Theater).

### 11th Grade

**Required:** Theology, (Theology III-Honors, Theology III-Accelerated); English, (AP English Language & Composition, American Literature); Mathematics, (Algebra II, Advanced Algebra, Intermediate Algebra, and Intro to Calculus, IMP); Physics; Social Studies (U.S. History to 1900 or AP U.S. History II); Physical Education, and electives equal to one full credit.

**Electives:** Computer Science, (Java Programming, Web Design\*, Video Design\*, Robotics, Introduction to Computer Based Design); Modern Language, (French III, IV; Spanish III, IV); Science, (Bio-Ethics – online); Social Studies, (Vietnam, American Government, History of Rock'n Roll\*); Fine Arts, (same as Grade 10, Studio Art II, Survey of American Film, Architectural Design I and II, and Intermediate Piano).

### 12th Grade

**Required:** Theology; English, (AP English Literature & Composition, British Literature, World Literature); Mathematics, (Algebra II-CP, IMP, Finite Mathematics, Pre-Calculus, Calculus, AP Calculus AB, AP Statistics, AP Calculus BC); and electives equal to three one year courses.

**Electives:** Computer Science, (Accounting, Java Programming, (AP Computer Science A), Robotics, Video Design\*, Introduction to Computer Based Design\*, Web Design\*); Modern Language, (French IV, AP French Language, Spanish IV, AP Spanish Language, German); Science, (AP Biology, AP Chemistry, AP Physics, Bio-Ethics – online, Biochemistry - H, Physics II - H, Chemistry II, Forensics and Biotechnology, Marine Biology, Anatomy and Physiology, Statics); Social Studies, (AP European History, AP Micro/Macroeconomics, Economics, Psychology, Legal Studies, Vietnam, American Government, International Relations - H, History of Rock'n Roll\*); Fine Arts, (same as Grade 10 and 11, AP Studio Art, Senior Recital).

\* Course fulfills .5 Credit in Fine Arts

# ACADEMIC REGULATIONS

The Administration is responsible for the ordinary daily running of the school. For good order and efficiency the following requirements are to be observed.

## **Academic Integrity Policy and Procedures**

### **I. Xaverian Brothers High School Statement on Academic Integrity**

Xaverian Brothers High School is a Catholic community of learning. Teachers and students are encouraged to pursue their studies not only with zeal, but also with a sense of integrity and accountability. Virtuous study requires wise judgment, courage, and self discipline. As a Catholic institution we accept Jesus' challenge that "much will be required of those entrusted with much" (Luke 12:48). As a Xaverian Brothers Sponsored School, we embrace the vision of Theodore Ryken that our mission is to "mutually help, encourage, and edify one another" (*Fundamental Principles of the Xaverian Brothers*).

### **II. Academic Integrity Policy**

All members of the Xaverian Brothers High School community – students, parents, teachers, administration, staff – have a responsibility to support and uphold the fundamental principles of academic integrity while fostering an atmosphere of honesty and mutual respect. Our mission is to empower students with the essential skills and knowledge necessary to be successful in the pursuit of authentic learning by developing a sense of responsibility, humility, and integrity. *Students who do not pursue virtuous study must be held accountable for their errors – as a matter of justice, character formation, self respect, and respect for the educational community.*

### **III. Academic Integrity Procedures**

In order to promote academic integrity at Xaverian Brothers High School, we understand that students need direction as they develop the skills of virtuous scholarship. Students who violate the academic integrity policy will face academic and disciplinary sanctions. Accordingly, the school has developed the following procedure to address violations.

Violations of the academic integrity policy include, but are not limited to:

- ◆ Copying or sharing written homework
- ◆ Bullying other students for information or assignments
- ◆ Sabotaging the work of others
- ◆ Sharing quiz or test questions with other students in any way
- ◆ Cheating on a quiz or test
- ◆ Falsifying lab data
- ◆ Submitting the same assignment in different courses
- ◆ Plagiarism
- ◆ Buying assignments
- ◆ Using online translators or unauthorized materials (*see handbook statement*)
- ◆ Intentionally missing a test or major assignment by dismissal or absence
- ◆ Lying to a teacher or administrator about academic work
- ◆ Forging a signature

When a violation occurs, the teacher will report the student to the appropriate assistant principal. If necessary, the assistant principal will meet with the student and determine the appropriate academic sanction in consultation with the teacher. Academic sanctions will

range from resubmitting work for reduced credit to a zero on the assignment. For disciplinary action, the assistant principal will refer the student to the dean of students. Disciplinary sanctions will range from a formal warning to dismissal from Xaverian Brothers High School.

A student in one or more academic honor societies who violates the academic integrity policy will be sanctioned according to the honor society's bylaws in addition to the school's policy. For a student not already a member of an honor society, some violations of the academic integrity policy could preclude acceptance.

Students may appeal academic and/or disciplinary sanctions to the principal whose decision shall be considered final. In cases of dismissal from an academic honor society or from Xaverian Brothers High School, the student shall have the right to the appropriate appeals process.

**Statement on Unauthorized Materials:** Xaverian's commitment to helping students pursue academic excellence is evidenced by the academic department centers which are valuable resources for asking questions, clarifying material, and seeking extra help. These centers should be used by students as one step in the learning process. No shortcut can substitute for the learning that takes place through student-teacher interaction and independent effort to engage material. If students need study aids, the school expects that students will consult their teachers and the library staff for direction to appropriate sources for academic scholarship.

Xaverian Brothers High School prohibits possession of or access to unauthorized materials that are intended to subvert the learning process or circumvent course assignments. Unauthorized materials include, but are not limited to, *CliffsNotes*, *SparkNotes*, and all other comparable resources that may be used to replace a sincere effort to gain knowledge. Beyond their widespread use to replace primary sources, these materials are known to contain significant citation inconsistencies and omissions. Consequently, Xaverian Brothers High School prohibits the use of these materials in the pursuit of authentic learning.

In addition, the Modern Language Department regards the use of foreign language online translators as a breach of the academic integrity policy. While electronic and print dictionaries are permissible to locate single words or phrases for an assignment, any additional use of online translation services is not allowed as it does not reflect the student's own work and impedes the learning process.

Students should approach online resources like Wikipedia with caution. Wikipedia allows users to easily add and alter information making the credibility of the information questionable without further research. Because of the threat to virtuous scholarship, students may not cite Wikipedia as a research source at Xaverian Brothers High School. This is a sentiment shared by Wikipedia: "In all academic institutions, Wikipedia, along with most encyclopedias, is unacceptable as a major source for a research paper" (*Researching with Wikipedia*).

Possession or use of unauthorized materials is viewed as a violation of the academic integrity policy and students will be sanctioned accordingly. Specific concerns about the permissible use of materials should be directed to teachers before students engage the materials in question.

## **ATTENDANCE AND MAKE UP WORK**

- a) Students absent for one or two days should contact other students in their classes for their homework assignments. If a student is absent for more than three (3) days due to serious illness or other extraordinary circumstances, he should contact his Assistant Principal for Academics for study assignments or tutorial arrangements.
- b) On the day of his return, it is the student's responsibility to see his teachers to arrange make up work and to complete that work as soon as possible. Students with prolonged illness will arrange for the completion of make up work in consultation with his Assistant Principal for Academics and teachers.
- c) Teachers are not obligated to give make up work to students with unexcused absences.

- d) Students with repeated absences on days when tests are scheduled or projects and papers are due will be brought to the attention of the appropriate administrator and parent.

## **COURSE CHANGES**

- a) To initiate a course change, a student should consult his Guidance Counselor. Course Change forms are available from the Guidance Department.
- b) All requests to add, drop or change a course must be made within the first four class days of each semester.

## **EDLINE**

EDLINE gives students and parents the opportunity to monitor academic progress on a secure site.

Parents and students are asked to use EDLINE to monitor student progress and to be sure to check grading policies, posted on EDLINE, prior to contacting teachers with questions on grades. EDLINE is meant to serve as a tool to facilitate communication especially between parents and their sons; it is our hope that this communication tool will not create excessive demands on faculty time. Please be conscious of this concern as you develop your use of EDLINE.

**All parents and all students are asked to activate their respective EDLINE accounts. Those who do not activate their account will not be eligible to receive e-mail announcements from teachers and XBHS. To activate your code, go to the Xaverian homepage ([www.xbhs.com](http://www.xbhs.com)) and click on the link labeled "XBHS EDLINE Page". Once you are on the EDLINE page, click the link in the top left corner that reads "Click Here If You Have an Activation Code." Enter your activation code and then follow the prompts on the screen.**

## **ELIGIBILITY**

All students are urged to participate in extracurricular activities. All students in good standing are eligible to participate. A student may lose eligibility through poor conduct or unsatisfactory school work. The Dean of Students will determine when a student's behavior is so poor that he can no longer represent the school in its extracurricular activities. An Assistant Principal for Academics has discretion to declare a student ineligible who is doing poor academic work.

A student who is ineligible will be required to sever his ties with all extracurricular activities.

Academically, a student qualifies to take part in athletic and all other extracurricular activities if he has a passing grade in four one-credit subjects in the most recently completed marking period of the current school year.

## **EXTRA HELP**

Students are encouraged to seek extra help from teachers in the department centers during their unstructured time as well as after school from 2:24 p.m. until 2:50 p.m. **REMINDER:** Buses will not leave school until 3:00 p.m. on Wednesdays.

## **FINAL EXAMS**

- a) At the end of the year, all students will sit for exams for each subject they are taking. An absence from an exam will result in a zero unless positive proof of serious illness is presented. Exception: Seniors will not sit for final exams.
- b) There is no minimum failing grade for final exams.
- c) Final exams will be 120 minutes in length. No student will be dismissed from the exam room until three quarters of the time has elapsed.

- d) The dress code will be in effect during final exams unless otherwise waived.
- e) No student may leave the property until his last exam is completed.

## **HOMEWORK**

- a) Students are expected to be fully prepared for their classes each day. This will require considerable homework as well as proper use of unstructured periods during the school day. Homework is an integral component of grading.
- b) In this regard, it is to be noted that homework does not only mean written work. A day's assignment may include some written work, but the larger part of the assignment should be the study and review of the matter covered in class that day and the preparation of assignments for the next class.
- c) Students often must work. Although working teaches responsibility, a college preparatory school is demanding; therefore, Xaverian recommends that the student does not work late and/or excessive hours that might impair the quality of his schoolwork.

## **HONOR ROLL**

The Honor Roll has three categories. The first is Ryken Honors (highest honors), which means all marks are 90% or better. The second is First Honors, which means all marks are 85% or better. The third is Second Honors which means all marks are 80% or above. Honor Roll is not conferred to Seniors during the Fourth Marking Period.

## **LEARNING DISABILITIES**

Xaverian Brothers High School does not have the resources or the personnel to administer or provide individual services to students who have diagnosed learning disabilities. Xaverian does not, therefore, follow Individual Educational Plans formulated by other schools and school districts. Xaverian's counselors are available to attend IEP reviews to offer insights and seek recommendations for helping our students succeed. Parents and prospective students are informed of the Learning Disabilities Policies at Open House and other information sessions. In order for a student to qualify for extended time or other accommodations during college admissions tests, (e.g., SAT, ACT, AP & PSAT), Xaverian Brothers High School must have in its files specific documentation, current within five years, in accordance with the new policies of the testing agency. This process is initiated in the home school district by parental request to their Office of Special Education or arranged through private testing agencies. The documentation provided may result in very limited accommodations; such as: preferential seating, use of a computer for writing, listening devices for students with auditory problems and/or extended time for final exams. The student's guidance counselor will use the information provided and supporting documentation in applying to the testing agency for possible testing accommodations. It is the decision of the testing agency (College Board or ACT), not of Xaverian Brothers High School, if any modifications will be provided on their testing.

## **PARENTS AND TEACHERS**

- a) Parents wishing to discuss their son's academic progress or a particular concern, should first contact the appropriate teacher and/or guidance counselor.
- b) On specified dates in November and February, parents will have the opportunity to meet briefly with teachers to discuss their son's progress. (Please note these dates on the calendar.) If further consultation is needed, parents should make a personal appointment with the teacher by calling the school during school hours (8:00 a.m. - 4:00 p.m.)

## **PROMOTION**

- a) No student can pass on to the next level with a failure on his record.

- b) One or two failures can be made up for credit in summer school or by thirty hours of tutoring by a qualified person. Such students are placed on academic probation for the coming school year. At the end of each marking term, a poor academic performance by a student on academic probation could result in the student being asked to withdraw.
- c) Three failures or more mean an automatic transfer to another school. There will be no exceptions to this policy. In the case of a Senior, he will not receive a diploma.

## **SCHOLASTIC PROGRESS**

- a) There are four report cards and four interim evaluation reports issued during the year (exception seniors receive three interim evaluations). **The student will bring interim evaluations home.** Report cards will be mailed home. Please note these dates on the calendar.
- b) 65% is the passing grade at Xaverian Brothers High School. 55% is the minimum failing grade for a marking period, but it can be lower if performance dictates.
- c) All students who wish to contest a grade received in a course must do so within two weeks of the mailing of all report cards. Once the two-week period has concluded, no student or parent may contest a grade.
- d) Parents should feel free at any time to contact their son's teachers, Guidance Counselor or the Assistant Principal for Academics regarding the academic program or progress of their son. Parents should review their son's progress on EDLINE. (see item 13 for EDLINE guidelines)

## **TRANSCRIPTS**

A transcript of a student's records will be sent to any college designated by him as long as all financial obligations are being met. Seniors should apply for transcripts early. The Guidance Office automatically sends mid-year and end-of-year grades to the college.

## **TUTORIAL HELP**

If a student is experiencing difficulty in a subject, he should first approach his teacher for extra help, then his Guidance Counselor or the Assistant Principal-Academics who will arrange with the moderator of the National Honor Society for special tutorial help from a member of the National Honor Society. (Preference is given to Freshmen.)

## **UNSTRUCTURED TIME**

- a) Students are encouraged to make good use of their unstructured time in school. There are four recommended alternatives offered to all students: the library for SILENT study or research, the department centers for enrichment and extra help, science labs when available, and the computer center. The cafeteria is available for lunch and socializing throughout the day. Profitable use of time is each student's responsibility. Students are allowed to go to their lockers the first and last five minutes of the period. Students are NOT to congregate in the corridors while classes are in session.
- b) A student, whose behavior or academic achievement warrants, may have his unstructured time taken away. Students receiving two or more F's on Interim Evaluations or Report Cards will be placed on Academic Restriction.

# GUIDANCE DEPARTMENT

## Guidance Department

Mr. Thomas Gunnoud, M.A., LICSW, Director  
 Mr. Liam D. Fitzgerald, M.Ed.  
 Bro. Joseph Pawlika, C.F.X., M.A.  
 Ms. Michaela Fitzpatrick, M.Ed.  
 Mr. Steve Steinbergher, M.Ed., C.A.E.S.

### GUIDANCE COUNSELOR ASSIGNMENTS — 2008-2009

	<u>Fitzpatrick</u>	<u>Gunnoud</u>	<u>Steinbergher</u>	<u>Fitzgerald, L.</u>	<u>Pawlika</u>
<u>Freshmen '12</u>	A-C	D - H	I - Mc	Me - Q	R - Z
<u>Sophomores '11</u>	A - C	D - G	H - L	M - P	Q - Z
<u>Juniors '10</u>	A - C	D - H	I - McC	McD - R	S - Z
<u>Seniors '09</u>	A - Derb	Dere - Jack	John - McNe	McW - Sch	Schl - Z

### COUNSELOR'S RESPONSIBILITIES

#### Academic:

- ◆ Provides counseling to students who are encountering academic difficulties
- ◆ Assists students in course selection
- ◆ Maintains an updated file on each student
- ◆ Oversees each student's progress

#### College / Career:

- ◆ Interviews students
- ◆ Provides career information
- ◆ Tests and distributes test results
- ◆ Assists students with post secondary plans
- ◆ Provides college information
- ◆ Writes letters of recommendation  
Provides financial aid and scholarship information

#### Parents:

- ◆ Provides information to parents
- ◆ Confers with parents regarding their son's progress and future plans

#### Additional:

- ◆ Maintains a Guidance bulletin board
- ◆ Maintains college catalogues
- ◆ Sponsors college day and college nights
- ◆ Organizes information evenings for parents
- ◆ Conflict resolution
- ◆ Guidance Curriculum group meetings which all students are expected to attend when scheduled

# CAMPUS MINISTRY

## CAMPUS MINISTER ASSIGNMENTS — 2008 – 2009

	<b>Conley</b>	<b>Gill</b>	<b>Vasta</b>	<b>Fitzgerald, M.</b>	
<b><u>Freshmen '12</u></b>	A-C	D - H	I - Mc	Me - Q <b>(Conley)</b>	R - Z
<b><u>Sophomores '11</u></b>	A - C	D - G	H - L	M - P <b>(Gill)</b>	Q - Z
<b><u>Juniors '10</u></b>	A - C	D - H	I - McC	McD - R <b>(Vasta)</b>	S - Z
<b><u>Seniors '09</u></b>	A - Derb	Dere - Jack	John - McNe	McW - Sch <b>(Fitzgerald, M.)</b>	Schl - Z

The Campus Ministry Team at Xaverian Brothers High School exists to empower our community to live out the mission of the Xaverian Brothers Sponsored Schools. Our goal is to enhance the awareness of God's presence within our community of students, administrators, faculty, staff, parents and alumni. Accepting the Trinitarian nature of the Divine (God-in-relationship), we believe that God is manifested most dynamically through our interactions with each other and with the world around us.

We, therefore, seek to promote discernment within the community of how each member relates to God, to self and to one another.

**To God:**

- ◆ through lively, relevant, and meaningful liturgy
- ◆ through retreat programs
- ◆ through encouraging the community to be people at prayer

**To Self:**

- ◆ by meeting individually for pastoral counseling when appropriate
- ◆ by strengthening self-confidence and Christian identity through proper training and preparation to be servant leaders and peer ministers

**To Others:**

- ◆ by providing opportunities to reach out to marginalized members of our society
- ◆ by providing opportunities to minister to one another

Grounded in the Catholic tradition we acknowledge, welcome, and include all people on journeys of "faith seeking understanding" (praxis). Our primary understanding of ministry is a call to service and we believe that all baptized Christians are called to be servant leaders to one another.

## OBJECTIVES

- ◆ To manifest our identity as a Xaverian Brothers Sponsored School through programs and prayer experiences rooted in the charism of the Xaverian Brothers as expressed in the Fundamental Principles of the Congregation of the Brothers of St. Francis Xavier.
- ◆ To provide meaningful liturgical and prayer experiences for the school community through:
  - school-wide liturgical celebrations,

- community building retreat experiences at all grade levels,
  - daily morning prayer program.
- ◆ To build community within all Campus Ministry programs.
  - ◆ To encourage administration, faculty and staff to join in Christian ministry within the Campus Ministry programs.
  - ◆ To develop formation programs that enable juniors and seniors to function as peer ministers to underclass students.
  - ◆ To provide a team model of ministry coordinated by a director, as a model of church for the entire school community.
  - ◆ To develop programs for each grade level that nurture faith and human development.
  - ◆ To foster a consciousness of the reality of poverty and marginalized peoples and the Gospel mandate of Christian service both locally and globally.
  - ◆ To foster consciousness of the message of Christian non-violence and justice in one's approach to life and in one's relationships to the world and others.
  - ◆ To affirm its relationship and interdependence with the goals and objectives of the Theology Department.
  - ◆ To collaborate with the Guidance Department to provide necessary and appropriate support services for students.

## **REQUIREMENTS**

Participation in the Freshman Day of Awareness and Sophomore Faith Experience is required for graduation. All other programs are open to students, but space limitations and personnel limits the number of students who can attend.

### **FRESHMAN DAY OF AWARENESS**

**GRADE 9**

Faith Experience: This day introduces the Freshman Class to the Xaverian Christian Community. Through varied activities conducted in a day away from Xaverian at a local parish, the student is welcomed into the community and given the opportunity to interact with his classmates. The day includes experiences of conversation, recreation and prayer. The Campus Ministry Team coordinates the experience and is facilitated by members of the junior class who offer their insight and experience to the Freshmen.

### **SOPHOMORE FAITH EXPERIENCE**

**GRADE 10**

Faith Experience: This retreat builds upon the development of faith during the Freshman year. The SFE consists of talks, small group discussions, group activities, recreation, sacramental and prayer experiences. The Campus Ministry Team and a group of trained Senior Peer Ministers coordinate SFE. The retreat takes place off campus from Thursday afternoon to Friday evening.

### **JUNIOR X-CEL PROGRAM**

**GRADE 11**

Faith Experience: X-CEL (Xaverian Community Encounters Life) is an urban immersion retreat experience for selected members of the junior class. Students are required to apply for admission to the program and complete an interview with a member of the Campus Ministry Team to be considered for the program. Participants in X-CEL spend three days living in Boston and ministering to a wide range of individuals and social service agencies. Prior to participating in X-CEL, students must attend an evening orientation session. During the retreat students participate in prayer experiences, and small group discussions at the end of each day. Six students and two faculty members participate in each of the four X-CEL retreats. The Chinese Catholic Pastoral Center is the base of operations. Students serve as the Greater Boston Food Bank, St. Francis House, Shelter for Homeless Veterans, Woods Mullen Shelter, and other social service agencies.

### **FRESHMAN - SOPHOMORE - JUNIOR - RETREATS**

**GRADES 9/10/11**

Faith Experience: Each year the Campus Ministry Team sponsors optional retreats for underclassmen. Students are invited to take part in overnight retreat experiences that are designed to meet the spiritual needs of adolescents at their grade levels. The retreats are facilitated by the Campus Ministry Team, Faculty Members and trained Peer Ministers.

### **SPIRITHAWK**

SpiritHawk is a weekly faith sharing meeting which is a student-facilitated program sponsored and overseen by the Campus Ministry Team. SpiritHawk provides students on all grade levels an opportunity for discussion on the meaning of faith in their lives. Christian Fellowship is also a key element of this community-building program.

- ◆ Students meet for dinner prior to the SpiritHawk meeting to form a sense of community in order to facilitate faith sharing and to provide support for living out the Gospel in daily life.
- ◆ SpiritHawk, which meets in the school chapel, begins with prayer. A student leader then gives a brief presentation on a faith-related topic and proposes questions for discussion by the group. Leaders use Scripture readings, as well as other spiritual writings, as part of their talk.
- ◆ On occasion, a member of the Campus Ministry Team gives a more formal presentation.
- ◆ The large group, usually numbering around fifty, then breaks into small groups led by student facilitators for discussion and faith sharing.
- ◆ SpiritHawk concludes with prayers of intercession and closing remarks by the student leader for the evening.

### **XAVERIAN LEADERSHIP INSTITUTE (XLI)**

### **GRADE 12**

Faith Experience: XLI is a five-day Servant Leadership retreat designed for Seniors and takes place during the month of August. The retreat is coordinated by the Campus Ministry Team and staffed by members of the faculty, administration and alumni of Xaverian Brothers High School. The Xaverian Leadership Institute is a retreat experience grounded in the Roman Catholic tradition and rooted in the mission statement of the Xaverian Brothers Sponsored Schools. As a retreat experience, XLI seeks to facilitate personal and communal reflection on the student's primary relationships with God, oneself and others. The primary aims of XLI are to develop servant leaders for the Xaverian Community and to empower students within their faith tradition. Through formal presentations, experiential exercises, small group discussions and prayer experiences, students will be empowered to serve others as they discover their God given gifts and talents. It is hoped the participants' example will enhance the greater community's commitment to fulfill the Gospel's mandate of service to others.

#### **The Goals of the Xaverian Leadership Institute are fourfold:**

- 1) To help students and staff grow in their understanding of the teachings, life and example of Jesus Christ as found in the Gospels.
- 2) To come together as a reflective Christian Community as a means of discerning our role in the development of the Kingdom of God.
- 3) To empower students to grow as leaders of Christian service, justice and peace within the XBHS community as well as the Global community.
- 4) To enable students to maximize and develop their God given talents to discern their vocation and focus their senior year at Xaverian Brothers High School.

### **SENIOR GRADUATION RETREAT**

### **GRADE 12**

Faith Experience: In addition to our optional retreat program for Juniors, we offer an optional retreat program for our Senior students. This retreat allows the student to focus his attention on his faith and his future.

### **CHRISTIAN SENIOR SERVICE PROGRAM**

### **GRADE 12**

Faith Experience: The Christian Service Program is conducted during the last term of the Senior year. This five to six week program places seniors in approved social service agencies to complete full time volunteer work for a minimum of 25 - 30 hours per week. In addition to the student's volunteer work, he is required to participate in a formation program staffed by the Campus Ministry Team, Faculty and Administration.

### **Prerequisites:**

- ◆ Passing all subjects of his Senior year through the third marking period.
- ◆ Seniors failing two or more subjects in the third quarter will not be allowed to participate in the Christian Service program.
- ◆ Student must be accepted as a volunteer by an approved social service agency and with his supervisor, complete the Xaverian Brothers High School Christian Service Contract.
- ◆ Parental signature on the Service Contracts.
- ◆ Approval of Administration

### **Requirements:**

- ◆ Successful completion of the Christian Senior Service Application process as defined by the Campus Ministry Team and Administration.
- ◆ Attendance at orientation meeting at beginning of program.
- ◆ Attendance at evenings of reflection throughout the program.
- ◆ Meet once a week with faculty mentor.
- ◆ Maintain a daily reflection journal throughout the experience.
- ◆ Reflection paper on Christian Service - five (5) pages.
- ◆ Once a student is accepted into the Christian Senior Service Program, successful completion of all program components becomes a requirement for graduation.

### **XAVERIAN GLOBAL ENCOUNTER**

**GRADES 10/11/12**

Xaverian Global Encounter is an optional retreat/service experience that takes place during the April Vacation. Candidates are required to successfully complete an application process to participate in the program. Once accepted to the program, participants attend a series of orientation meetings to build community and develop an understanding of Christian ministry. During the experience, students travel to marginalized areas to live, work and pray with established communities. Students are exposed to the realities of poverty and encouraged to process their experience through nightly reflection meetings and Gospel - based prayer services. Upon their return students are expected to share their experiences with the Xaverian Community through a variety of special projects. Past global encounter sites have included: Pine Ridge Indian Reservation - South Dakota, Rostro de Cristo Program - Duran, Ecuador, Los Ninos International - Tijuana, Mexico, Bethlehem Farm - Pence Spring, West Virginia, Camden, New Jersey and other sites.

### **X-ACT**

**GRADES 9/10/11/12**

Originally developed as a Freshman and Sophomore Program X-ACT has evolved into a student directed organization. Coordinated by the Campus Ministry Team, X-ACT works with all members of the Xaverian Community to educate and involve the community in issues of peace and justice. X-ACT is open to all members of the community and provides a large number of opportunities for students to serve people in need and reflect on the Christian dimensions of service.

### **LITURGICAL LIFE AND PRAYER**

The Campus Ministry Team believes that Xaverian Brothers High School must be a praying community. Through liturgies, morning prayer and weekly bible study, we aim to foster a deeper understanding of the sacraments, especially Eucharist, and our rootedness in the Catholic tradition and to empower students in their faith tradition. The Campus Ministry Team coordinates the liturgical and prayer life of the school with assistance from the Liturgy Committee, Faculty, Administration and Students.

### **PASTORAL COUNSELING**

The Campus Ministry Team strives to provide emotional and spiritual support for the Xaverian Community by accepting all peoples as they grow in faith. Through yearly pastoral interviews, retreat programs and an active ministry of presence Campus Ministers make themselves available to the entire Xaverian Community. The Campus Ministry Team works closely with the Guidance Department to provide spiritual and emotional support and counseling for members of the Xaverian Community.

### **PEER MINISTRY**

This program is designed to allow for upperclassmen (grades 11-12) to help Freshmen adjust to Xaverian through facilitating small groups that will explore adolescent transition issues and/or mentoring individual Freshmen that are identified by the professional student services staff as needing some more focused guidance and/or support as they begin their high school experience. The peer minister will provide important leadership for the incoming Freshmen students. Peer ministers are one aspect of a comprehensive support network to assist in the high school transition. Students in grades 11 and 12 may apply to become a peer minister.

### **SCHOOL WIDE SERVICE PROJECTS**

Throughout the academic year the Campus Ministry Team provides a number of opportunities for the Xaverian Community to reach out to others in need. Students are encouraged to take leadership roles and join with the Campus Ministry Team in developing and coordinating school wide service projects. Some of the service projects sponsored by the Campus Ministry Team are:

- ◆ Brother Bede Fund Dress Down Days. Dress Down days are held periodically during the school year. For a \$1 or \$2 donation students and faculty are allowed to “dress down” for the day; all donations benefit the Brother Bede Fund. The Fund is used to subsidize the social justice and service programs of the Xaverian Community and individual students. The Fund is named after Brother Bede Benn, C.F.X., a former faculty member at Xaverian, who worked for many years with the Native Americans on the Rosebud Reservation in South Dakota.
- ◆ Thanksgiving Food Drive — Students work to collect canned food donations from the Xaverian community for local Food Pantries and Food Assistance Programs in Boston.
- ◆ Santa Hawk Toy Drive — During Advent the Xaverian community focuses their attention on the goal of collecting new toys for underprivileged children in our local area. The toys are gathered in the month of December and delivered to local social service agencies for distribution.
- ◆ Lenten Clothing Drive — Each year the St. Francis House Shelter calls upon the Xaverian Community to donate clothing for their male residents. The drive is coordinated during Lent and specific lists of the needs of St. Francis House residents are distributed to guide donations.
- ◆ St. Katherine Drexel After School Program – Each Tuesday afternoon students and faculty volunteers go to the St. Katherine Drexel After School Program in Roxbury to tutor and socialize with elementary school children from 3:00p.m. to 5:00 p.m. Many of these elementary students who participate in the program come from Mission Grammar School.
- ◆ Campus Ministry provides opportunities for the school community to develop, nurture and support faith development in the context of a Catholic Christian community.
- ◆ It enhances the Christian environment of the school through programs that build community, presents the values and message of Jesus and His Gospel and inspires service, justice and peace.

# REGULATIONS TO FOSTER THE XAVERIAN BROTHERS HIGH SCHOOL (MEN OF INTEGRITY)

## PHILOSOPHY OF DISCIPLINE

Self-development, self-expression, self-discipline, and integrity are major themes expressed in the Xaverian philosophy of education. The philosophy of discipline is, therefore, based on the same principles. It is realized that young men need direction in the process of self-growth and that errors along the way must be called to their attention.

Every student has the responsibility to respect one another's person, property, space and opinion. All students should have the privilege to further their education in a peaceful, secure atmosphere. The attainment of this goal requires the full cooperation of the administration, the faculty, the student body and the parents.

## DISCIPLINE

The Detention System controls violations of the school's rules or regulations. Any member of the faculty observing a student committing an act contrary to good order should take action. If a faculty member deems it serious enough to merit punishment, he/she should report the incident to the Dean of Students. The Dean of Students will award the punishment and see that it is carried out.

A student whose behavior outside of the school jeopardizes the school's good name may, at the discretion of the Administration, be asked to leave school, do home study, be barred from participation in school activities, or be subject to disciplinary action.

The Dean of Students will maintain records of offenses reported for each student. He will inform the parents of all serious offenses or an accumulation of minor offenses, and when necessary, he will request the parents to meet with him to discuss the student's conduct.

Continued poor conduct or a single very serious offense may call for suspension or dismissal from school. After a suspension, a student may be placed on probation. This will be done only after consultation with the parents and the student. A student on probation may be ineligible for all extracurricular activities. He is subject to dismissal for any violation of school rules or regulations.

The Dean of Students has the authority to suspend a student for disciplinary reasons. Suspensions may be for a specific number of days or they may be indefinite. In any case, the student with his parent(s) will be given the opportunity to be heard before he is suspended. Work missed because of suspension may only be made up with 4/5ths credit

For more serious disciplinary situations warranting an expulsion, the Dean of Students will investigate the situation thoroughly before recommending to the Principal the dismissal of the student. The Principal will have a meeting with the student and his parents. If the Principal's decision is to expel the student, it may be appealed to the Appeal Board.

The Appeal Board is composed of the Headmaster, the Assistant Principal-Academics, the student's Guidance Counselor, an appointed faculty member and a faculty member of the student's choice. The function of the Appeal Board is to assure that policies and procedures have been carried out fairly by all involved.

## ATTENDANCE

### 1) **ABSENCES**

#### **ABSENT – CALL (781) 326 – 6392 EXT. 6615**

- a) For each day that a student is absent, we must insist that parents call the school office before 10:00 a.m. (781-326-6392). When he returns to school, the student **must** present a note from his parents to the Dean of Students, explaining his absence. Failure to do either of the above will result in disciplinary action.

College visits should be planned for the October PSAT Test Day, faculty days, holidays and school vacations, not during school time.

Do not plan vacation during school time. However, in circumstances where time away from school cannot be avoided, there will be consideration given on an individual basis by the Dean of Students. Any request for such consideration must be made well in advance. **This request must be made to the Dean of Students, not to the teachers.** If this procedure is not followed, the days absent can be designated as unexcused absences subject to academic and disciplinary penalties.

- b) Regular attendance is essential. If a student is to make satisfactory progress and receive credit for his year's work, parents must be sure that their sons are absent only when absolutely necessary because excessive absenteeism can result in a failing grade. It is school policy that six absences from any class during a marking period or twenty or more absences for the year, whether excused or unexcused, may result in a grade no higher than 63% in that class at the teacher's recommendation. Participation in school sponsored field trips and school related events, and the use of a voucher will not be considered absences for the purposes of this rule. The Dean of Students may waive the requirements of this rule. A student will be considered absent from a class because of absence from school, tardiness to school, unexcused lateness to class by more than 10 minutes, or by cutting the class.

## 2) TRUANCY

- a) Students are expected at school on every scheduled day. A student who is truant will be liable for suspension and a grade of zero for all work missed.
- b) There are no such thing as "skip days" provided within the school calendar. Any student who participates in a skip day will be liable to suspension and a grade of zero for all work missed.

## 3) CLASS ATTENDANCE

- a) All students are required to attend all scheduled classes. Cutting a class will result in three hours detention and notification of parents. A second cut in a school year will be cause for suspension from school.
- b) If a teacher does not arrive for a class, a student representative is to inform the Main Office.

## 4) LATE FOR SCHOOL

Any student who arrives after 8:15 a.m. must secure an admittance slip from the Dean of Students before reporting to homeroom or to class. Excessive tardiness will result in disciplinary action. Students who miss their first class or more will be liable to immediate disciplinary action.

## 5) EARLY DISMISSAL

If a parent feels there is an urgent need for a student to be excused before the end of the school day, the student must bring a note to the Dean of Students **prior to 8:15 a.m.** on the day of early dismissal. This note must contain the reason for the dismissal. We reserve the right to deny this privilege if we deem the reason to be insufficient. **Parents are advised to schedule doctor and dentist appointments outside of the school day.**

## 6) LATE FOR CLASS

Students tardy for class will report directly to class, and the subject teacher will take appropriate measures to ensure that this does not happen again. If a student should come ten minutes or more late to a class, it will be considered as a class cut, and his name will be sent to the Dean of Students. If a teacher detains a student, a note must be given to admit that student to his next class. The Main Office **will not** issue late-for-class slips. Class tardiness will result in disciplinary action.

## **ALCOHOL/DRUG POLICY**

- ◆ A student who has an alcohol or drug problem is encouraged to seek the aid of any member of the school staff or any other outside assistance.
- ◆ If a student is detected to be under the influence of, or in possession of, alcohol or drugs during a school session or a school related activity, this must be reported to the Dean of Students who shall notify the student's parents. The student will be liable for suspension or dismissal from school.
- ◆ If a student is detected to have sold or distributed alcohol or drugs, the Dean of Students will notify the student's parents and the legal authorities, and the student will be expelled from school.

## **AUTOMOBILES**

Only Juniors and Seniors who drive to school may apply to park at the school and they must register their cars with the Dean of Students. Sophomores may be allowed to park at school after first semester. All cars parked on campus must display an appropriate parking permit. Due to the limited amount of parking on campus, permits will be issued on a first come first served basis. All information and regulations regarding parking are contained in the pamphlet students receive when registering cars in the Dean's office. Parking permits will cost \$100.00 per permit. Permits are non-transferable. It is important to note that driving and parking on campus is a privilege that can be revoked at the discretion of the Administration.

Students are not permitted to go to their cars during the day without permission from an Administrator.

## **BOOK BAGS**

Students will be allowed to transport their books in their book bags to and from school. Book bags must be stored in student lockers prior to entering homeroom. Students will **not** be allowed to carry book bags during the day, unless they are going to or from Physical Education.

## **CELLULAR TELEPHONES**

Cellular telephones must be turned off and placed in the student's locker during the school day. A student caught carrying or using a cell phone during the school day will receive a minimum of three (3) hours of detention. A second violation will result in multiple hours of detention and a possible suspension. Parents will be asked to pick up their son's cell phone from the Dean when it is confiscated.

## **COMPUTER AND INTERNET POLICIES**

These policies are in detail in the appendix at the back of this book. Please consult the Appendix.

## **CONTAGIOUS DISEASE POLICY**

Xaverian Brothers High School respects the dignity of all students. Any student who has a contagious or life threatening disease will be treated with compassion and dignity. All applicable state health regulations will be enforced.

## **DRESS CODE**

For daily attire, neatness and cleanliness will be the prevailing factor. All matters of questionable dress will be referred to the Dean of Students. The Dean will decide if the student may remain in school, go home to get properly dressed or stay out of class until proper clothes are brought to him from home. Violation of the dress code will lead to disciplinary action.

**Appropriate Attire and Appearance for each school day includes:**

- ◆ Dress pants with no more than four pockets, (two hip pockets and two rear pockets) and **belt**

- ◆ Shirt with a folded over collar or a turtleneck shirt
- ◆ Sweater, Xaverian jacket or vest or Xaverian crewneck sweatshirt
- ◆ Shoes or sneakers and socks
- ◆ All shirts must be tucked in and fully buttoned throughout the school day
- ◆ Students are permitted to wear one stud earring in the lower lobe of one ear, if they choose. No other piercing is permitted.
- ◆ Students must be clean shaven each day

**On school days with a school wide Liturgy, Academic Convocation, when students are attending a school related wake or funeral, or other occasions as deemed appropriate by the Administration appropriate attire includes:**

- ◆ Dress shirt (solid color oxford type), tie, and shoes **(NO BOOTS OR SNEAKERS)**

**The following items of dress and appearance are not allowed in school:**

- ◆ Studded belts
- ◆ Dungarees or jeans of any style or color
- ◆ Painter's pants, cargo pants, overalls, zippered pocket pants, pants with a drawstring waist, or excessive baggy pants
- ◆ T-shirts or any other shirt without a collar
- ◆ Long-sleeved t-shirts underneath polo shirts
- ◆ Work clothes, sweat pants/jacket, nylon pants/jacket
- ◆ Hooded sweatshirts of any style
- ◆ Non Xaverian crew neck sweatshirts
- ◆ Hats of any style are not to be worn in the building
- ◆ Hoop or dangling earrings
- ◆ Mustaches or beards
- ◆ Sideburns may not be lower than the ear lobe
- ◆ Hair length will not be allowed below the collar of the shirt; bangs must not be below the eyebrows
- ◆ Extreme hairstyles (some examples include: Mohawks, lettering in hair, messy/unkempt or skinhead) coloring, dying or highlighting of hair is not permitted
- ◆ No jackets are to be worn or carried throughout the school day
- ◆ Non-Xaverian jacket , vest, crewneck sweatshirt or fleece

**All dress code regulations are in effect from arrival in the morning until 3:00 PM.**  
**The Dean of Students is the final arbiter in matters concerning dress code**

## **E-MAIL**

Faculty list and e-mail policy can be found in the appendix at the back of this book.

## **GAMBLING**

Gambling in any form is not allowed. This includes cards, dice, coin games, sports betting cards, etc.

## **GRAPHING CALCULATOR**

The purpose of the graphing calculator is not to provide entertainment; students should be careful what programs they store on the calculator. Games and other programs tend to distort the original settings and may cause difficulty with everyday uses of the graphing calculator. Students inappropriately using the calculator will be subject to disciplinary action.

## **GUM**

The chewing of gum is not allowed in the building.

## **HAZING**

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Students involved in hazing another student(s) will be liable to suspension or expulsion. State law also prohibits the practice of hazing and imposes heavy penalties. This law is in detail at the back of this book. Please consult the Appendix.

## **LANGUAGE**

The use of vulgar, obscene, offensive, violent or threatening language (whether written, spoken, or acted out) is contrary to the Christian philosophy of the school. Such language will not be tolerated and students violating this policy will be subject to disciplinary action.

## **LAPTOP COMPUTERS**

Students bringing laptops to school must register them with the Dean of Students and the Director of Technology. The laptops must also be battery operated.

## **LEAVING CAMPUS**

Students are not permitted to leave the campus during the school day without expressed authorization from an Administrator. This pertains to students' unstructured time, with the exception that seniors may leave the school grounds if they have the senior lunch period unscheduled. Students are not allowed in the parking lots or in front of the school except when arriving at or departing from school. Leaving the school grounds without permission during the school day will make the student liable for suspension.

## **LOCKERS & LOCKER ROOMS**

Xaverian Brothers High School is co-tenant of all lockers. School authorities will inspect any and or all lockers, as they deem appropriate. Locks must be on lockers at all times. Only locks purchased at XBHS are permitted. Non-XBHS locks will be removed.

The locker rooms are off limits during the school day, except for physical education classes.

## **MULTI-MEDIA**

Portable radios, televisions, I-pods, CD players, DVD players, or other similar equipment are not to be carried or used during school hours.

## **RESPECT FOR PROPERTY**

Human dignity requires that each of us respects the personal property of one another and the school property that is intended for the responsible use of all the members of the Xaverian Community. Stealing and vandalism will render a student liable to expulsion.

Our expectation is that students who find books and other personal property should return them to the Lost & Found in the Dean's Office.

It has been customary at Xaverian for students who accidentally break something or who see some school area in need of repair to report this fact to an Administrator so that prompt repairs can be made. If a student notices that anything has been vandalized (school desks, walls, etc.) he should report this vandalism promptly to a teacher or administrator.

Students are not allowed to go on any property surrounding the school grounds (including across the street) without an Administrator's permission. Students are to respect our neighbors and their properties. Students found on these properties or who are disrespectful to our neighbors will be held accountable.

## **SEXUAL HARASSMENT**

Xaverian Brothers High School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. This policy is in detail at the back of this book. Please consult the Appendix.

## **SMOKING**

In view of the clear and convincing evidence that smoking and chewing tobacco are injurious to the health, possession of smoking and chewing tobacco is prohibited anywhere on the campus or surrounding properties, and at any and all student activities. A student will be liable for suspension.

## **STUDENTS DISMISSED FROM CLASS**

Any student sent from class by a member of the faculty must report at once to the appropriate Administrator. Under no circumstances may a student stand outside his classroom or wander the corridors. A student must report to the appropriate Administrator or Front Office.

## **TATTOOS**

Tattoos should not be visible while a student is at Xaverian or involved in any activity related to Xaverian.

## **VOUCHERS**

Students may obtain a voucher from their participation in the school wide raffle drive. The rules of the voucher are:

- ◆ Non – transferable
- ◆ Student is responsible for course work missed
- ◆ May not be used the day when a test is scheduled
- ◆ Parents must sign and indicate day of voucher
- ◆ Must be presented one day prior to use
- ◆ Must be used in the same school year

## **WEAPONS**

No student shall bring onto school property any instrument that may be used to attack or threaten another individual or their property. This will result in suspension or expulsion from school.

# SCHOOL LIFE

## BELL SCHEDULES

Period	Regular		9 Period Day		Delayed Opening		"J" Schedule	
Warning bell	8:10		8:10		9:10		8:10	
Homeroom	8:15	8:22	8:15	8:22	9:15	9:20	8:15	8:22
A	8:26	9:16	8:26	9:11	9:24	9:58	8:26	8:57
							8:57	9:12
							9:12	10:12
B	9:20	10:00	9:15	9:50	10:02	10:36	10:22	10:53
C	10:04	10:44	9:54	10:29	10:40	11:14	10:57	11:28
D Fresh. Lunch	10:48	11:28	10:33	11:08	11:18	11:52	11:32	12:03
E Soph. Lunch	11:32	12:12	11:12	11:47	11:56	12:30	12:07	12:38
F Junior Lunch	12:16	12:56	11:51	12:26	12:34	1:08	12:42	1:13
G	1:00	1:40	12:30	1:05	1:12	1:46	1:17	1:48
H Senior Lunch	1:44	2:24	1:09	1:44	1:50	2:24	1:52	2:24
I			1:44	2:24				

## DANCES

Xaverian dances are open to all Xaverian students and girls from invited schools. Xaverian students may from time to time obtain vouchers for girls from non-invited schools. All Xaverian students are responsible for the behavior of their guests. **Vouchers must be obtained through the Dean of Students Office and signed by a parent or guardian. All students are required to present a picture ID at the entrance to the dance.** All students attending the dance are expected to obey the posted rules of conduct. Violations of the rules will result in disciplinary action. If a Xaverian student's guest(s) violate the code of conduct, the Xaverian student will be held accountable for his guest's actions. No book bags/backpacks are allowed at the dances by either student or his guest. **First dance, is Saturday, September 19, 2008, from 7:00-10:00.**

The school community disallows the use of limousines at school dances and the semi-formals. Thus, students are not to arrive in (or) be picked up in rented luxury cars (limousines, Rolls Royces, buses, etc.).

## DELAYED OPENING

An official announcement will be broadcast on WBZ (1030) Radio and other stations. Delayed opening will be one hour. The delay would be a result of weather conditions. Thus, we give this time so your son would have more time to get to school. We would not expect your son to leave the house one-hour later thus causing him to be late for the delayed opening. Buses will run regular schedule. **CONSULT DELAYED OPENING SCHEDULE ON PAGE 31.**

## FIELD TRIPS

- 1) A school field trip is an educational experience and is an extension of the classroom. All school rules and regulations apply.
- 2) Students must have a permission slip signed by a parent/guardian to attend.
- 3) To attend a field trip is a privilege, not a right.

## FIRE DRILLS

Whenever the fire signal sounds, all classes proceed immediately in **SILENCE** in orderly lines along the route designated for each room and the building. When the return signal is given, students are to return to the building in **SILENCE**. The first student through a swinging door should hold the door until all have passed. Any student who acts inappropriately will be reported to the Dean of Students.

## **LOST AND FOUND**

Lost and Found is in the Dean of Students' Office. Xaverian Brothers High School is not responsible for lost or stolen items.

## **LUNCH PERIOD**

All students have been scheduled for a lunch period. The students may take the entire forty minutes for lunch or they may use some of the time to:

- 1) Confer with a teacher for extra help/study.
- 2) Go to one of the department centers, library and or computer lab.
- 3) Food or beverages (including water bottles) are not allowed to be taken out of the cafeteria without permission.

The following rules apply in the cafeteria:

- 1) Each student is responsible for the cleanliness of the table he sits at. A student who does not clean his area will be subject to disciplinary action. Deposit all trash or leftovers in the wastebaskets, and wipe up spills.
- 2) Good manners will be observed at all times.

## **MEDICATIONS**

All prescribed medications must be accompanied by a written prescription from the prescribing M.D. Alternately, prescription orders may be faxed to the Nurse's Office via the XBHS fax number. All medications must be in the original pharmacy container. Please note; pharmacy containers are not a substitute for prescription orders.

For all non-prescribed medications, parents are to notify the school nurse in writing. "Administration of Medication" forms are available in the Nurse's Office. Parents are to identify the medication, the reason for use, duration of use, and times during the school day when the medication is to be administered. All medications will be kept in the Nurse's Office. Students are never permitted to carry medications (except inhalers for asthma) during the school day. If the nurse is not available, students are to go to the Main Office for assistance

## **MESSAGES**

Messages for students should be left only in the case of an extreme emergency. Please call the school office and your message will be delivered. Review doctor's appointments, transportation, etc. before your son leaves for school. Your help in this area is appreciated.

## **NO SCHOOL**

Official announcements for "NO SCHOOL" because of bad weather will be broadcast on WBZ (1030), WRKO (680) radio stations, and the major television stations. The school website and EDLINE Site will also be used to make the announcement.

## **THE SCHOOL DAY**

The school officially opens at 7:30 for the school day. Parents should not drop their son off before this time since there is no supervision. The school's main office closes at 4:00 p.m. Students involved in athletics should be picked up right after practice.

## STUDENT LIFE

### EXTRACURRICULAR ACTIVITIES

The school offers the following extracurricular activities:

After School Gym	Foreign Exchange	Radio Station
All-Grade Semi Formal	French Club	Recycling Club
Ambassadors	Fresh/Soph. Semi-Formal	Robotics Club
Art Club	Homeroom Representatives	RykenForensic Society/Speech
Billiards	Improv Club	Science Club
Bowling Club	Intramurals	Senior Prom
Chess Club	Jazz Band	Ski Club
Chess Team	Junior Prom	Spanish Club
Chorus	Liturgical Group	Student Council
Computer Club	Mathematics Team	Talent Show & Classic Cafe
Concordian (Magazine)	Model UN Club	Talon (Yearbook)
Cribbage Tournament	Multi Media Club	Weight Training Program
DanielWebster Society/History	National Honor Society	Witness (Newspaper)
Drama & Musical	Peer Ministers	
Film Club	Photography Club	
	Racquetball Club	

**Eligibility to Participate:** All students are urged to participate in extracurricular activities. All students in good standing are eligible to participate. A student may lose eligibility through poor conduct or unsatisfactory school work. The Dean of Students will determine when a student's behavior is so poor that he can no longer represent the school in its extracurricular activities. The Assistant Principal-Academics has discretion to declare a student ineligible who is doing poor academic work.

A student who is ineligible will be required to sever his ties with all extracurricular activities.

Academically, a student qualifies to take part in athletic and all other extracurricular activities if he has a passing grade in four one-credit subjects in the most recently completed marking period of the current school year.

### NATIONAL HONOR SOCIETY

Students may not apply for membership in the Rocco Zoppo Chapter of the National Honor Society. Membership is granted only to those students who have satisfactorily met all the criteria, as stated in the bylaws of the chapter and the Student Handbook.

The following are the criteria into the Rocco Zoppo Chapter:

- ◆ Un-weighted cumulative average of 88% or higher
- ◆ Two or more leadership activities within the school
- ◆ Two or more leadership activities outside the school
- ◆ Two or more service activities within the school
- ◆ Two or more service activities outside the school
- ◆ Two letters of recommendation attesting to the candidate's character and integrity
- ◆ No major disciplinary offenses or repeated minor offenses from Freshman and Sophomore years
- ◆ An interview with a member of the faculty council if needed to clarify any of the above

During the third quarter of the academic school year, Sophomores and Juniors who have met the academic requirements are invited to participate in the selection process.

Prior to the induction ceremony in the fall, every candidate's grade point average will be reviewed. If the candidate's grade point average falls below an 88%, then that candidate will not be inducted. However, the student has the opportunity to become involved in the selection process during the third term of his Junior year if he has successfully improved his grade point average to an 88%.

While the academic criterion is important, a candidate must also demonstrate high qualities of leadership, service and character.

## **STUDENT COUNCIL**

The Council enables students to actively participate in the decision-making process and day-to-day functioning of Xaverian. By their participation, the students experience, first hand, the intricacies of planning and executing programs and projects that are initiated by students, for students. A student in each of the academic years (9-12) must be elected or appointed to his position. The elected members of the Council Executive Board, through an interview process, make appointments for committee chairs. Committee chairs are open to any student in good standing and applications are made through self-nomination. The Student Council meets every Monday after school. The time of year and the needs of current projects dictate follow-up meetings. Committee meetings are held weekly and at the discretion of committee chairs. Executive Board members are also involved in numerous projects that require additional time commitments.

**Officers for 2008-2009** are:

	<b><u>Seniors</u></b>	<b><u>Juniors</u></b>	<b><u>Sophomores</u></b>
<b>President:</b>	Jacob Barnett	Sean Paradise	John Henderson
<b>Vice-President:</b>	Matthew Cerullo	Andrew Jenkins	Peter Nevers
<b>Secretary:</b>	Matthew DiPlacido		
<b>Treasurer:</b>	Daniel Conroy		

The work of the Student Council is carried on through a number of committees and chairpersons: The following committee chairs will be appointed in September:

<b>Communications:</b>	Jarrold Poirier'09, Robert Finn'09, Ryan Fliss'10
<b>Daily Bulletin:</b>	Orwell Andrade'09, Sung Shin'10
<b>Hawk Squad:</b>	Ted Amendola'09, Daniel Biscoe'09, Bryan Kelly'10, Michael Langley'11
<b>Intramurals:</b>	Casey O'Keefe'09, Ryan Faber'09, Steven Warren'10
<b>Recycling:</b>	Jeffrey Price'09, Patrick Gallahue'10, Brad Sinesi'11
<b>Social:</b>	John Kelley'09, Sean Hagerty, 09, Eric Gesimondo'10, Christopher Nemetz'10
<b>Social Justice:</b>	Joseph Iadonisi'09, Patrick Gunning'09, Michael Zeghibe'09, Vidur Khatri'10

The Student Council, working through its grade level members, also organizes the school Semi-Formals and Proms.

# ATHLETICS

## ATHLETIC PHILOSOPHY

Participation on a Xaverian athletic team can be a rewarding experience. It is important that students realize the time demands commitment, dedication, and sacrifices required for participation on an athletic team before trying out for a team. The emphasis of the program at the sub-varsity level is on the development of basic skills, appropriate attitudes, and team concepts. Varsity levels concentrate on advanced skills and strategies. Participation at the varsity level is generally limited to the most highly skilled and those with the ability to interact with other players for team success. Assessments will be made by the coach throughout the sports season relative to the level most beneficial to the development and progress of each player. It should be understood that at the varsity level, playing time could be limited under certain conditions.

- ◆ The Athletic Director supervises the Interscholastic Athletic Program of the school in accordance with the school's philosophy, goals and objectives.
- ◆ The Athletic Director and Coaches abide by and enforce MIAA Rules and Regulations. The MIAA Handbook July 2007 – June 2009 is located online at [www.miaa.net/bluebook.hdm](http://www.miaa.net/bluebook.hdm).
- ◆ At the beginning of each season the Athletic Department will conduct a meeting for athletes and their parents.
- ◆ All student athletes must have a medical exam on file each year to try out and to participate on a team.
- ◆ Student athletes must be present in school on the day of a contest in order to participate in either practice or contest. The student athlete must attend at least two classes to be marked present. the Principal reserves the right to waive this regulation.
- ◆ It is the school's expectation that student behavior in the locker room will conform to the school policies and regulations of good sportsmanship and conduct.
- ◆ Student athletes are responsible for keeping the locker room clean. We are NOT responsible for lost or stolen items.

## Eligibility

- 1) Academically, a student is eligible if he has a passing grade in four major (one credit) courses each marking period.
  - a) Students planning to participate in college athletic programs (Division I, Division IA, and Division 2) must qualify under NCAA guidelines. See your guidance counselor for further details.
- 2) Taken from the MIAA Handbook July 1, 2007 – June 30, 2009, page 54

### **62. Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco**

**62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest),** a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The full rule, including minimum consequences, is located online at [www.miaa.net/bluebook.hdm](http://www.miaa.net/bluebook.hdm).

- 3) Poor conduct by a student athlete may be cause for loss of eligibility to participate for a given period of time.
- 4) The Coach, the Athletic Director and then the Principal (in that order) hear an appeal made by a student athlete.

The school offers the following athletic activities:

**FALL**

Football:	Varsity, JV, Freshman
Soccer:	Varsity, JV, Freshman
Cross Country:	Varsity, JV, Freshman
Golf:	Varsity, JV

**WINTER**

Basketball:	Varsity, JV, Freshman
Hockey:	Varsity, JV, Freshman
Swimming/Diving:	Varsity, JV
Wrestling:	Varsity, JV
Indoor Track:	Varsity, JV, Freshman
Alpine Skiing:	Varsity, JV

**SPRING**

Baseball:	Varsity, JV, Freshman
Lacrosse:	Varsity, JV, Freshman
Tennis:	Varsity, JV
Outdoor Track:	Varsity, JV, Freshman
Volleyball:	Varsity, JV
Rugby:	Club

<b>PARENTS' COUNCIL</b>
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The Parents' Council is a volunteer organization comprising all parents of Xaverian Brothers High School students. The purpose of the Council is to sponsor, promote, and support educational, spiritual, social, and financial activities that will enhance the "Xaverian Experience" for parents and students.

The Council works closely with the faculty and administration in both a collaborative and advisory capacity. An executive committee who is nominated by the at-large-membership governs the Parents' Council. The Headmaster, Brother Daniel E. Skala, C.F.X., is a member ex-officio of the Parents' Council.

All parents are encouraged to participate. The officers for the 2008-2009 Executive Board are:

**Co-Presidents:** John and Patricia Holiver, 10 Martha's Way, Mansfield, 02048, (508) 261-9352

**Vice-President:** Jenny Reks, 385 Madison Street, Wrentham 02093, (508) 384-5182

**Secretary:** Lindsey Boyd Bringham, 7 Townside Lane, Walpole, 02081, (508) 668-8683

**Treasurer:** Dena Cerullo, 10 Tamworth Road, Norwood, MA (781) 769-2077

**Hospitality Coordinator:** Noreen Fitzgerald, 131 Mass Avenue, Dedham, 02026 (781) 326-8746

**THE ADMINISTRATION RESERVES THE RIGHT TO CHANGE ANY RULE OR REGULATION DURING THE SCHOOL YEAR. STUDENTS AND PARENTS WILL BE INFORMED OF ANY CHANGE.**

## APPENDIX

### GUIDELINES FOR PARENT/STUDENT USE OF E-MAIL

Xaverian Brothers High School maintains its e-mail system to enhance communications among all constituencies of the school by complementing the traditional methods of communications; i.e. face to face contact, the telephone, and written communications. E-mail is not intended as a replacement for other types of communications but rather as an additional medium available for use when appropriate. Individuals using the e-mail system are expected to abide by the following policies.

- ◆ Appropriate disciplinary action will be taken by the school against any student who sends inappropriate or offensive e-mail to a teacher, administrator, other students, or other school official.
- ◆ Parental communications regarding absence from school, tardiness, or personal messages to students concerning scheduled appointments must be handled over the telephone. These correspondences will not be accepted via e-mail.
- ◆ E-mail is not to be used as a way to communicate messages to your son at school through school personnel.
- ◆ E-mail is useful for some types of communications but not for lengthy discussions regarding a student's progress. Parents should call the school to request a parent conference if they feel there is need to discuss their son's progress in one or more classes.
- ◆ E-mail is not intended to be used as a replacement for class attendance - students are expected to submit assignments to teachers in person during scheduled classes, not via e-mail. Assignments submitted using e-mail will not be accepted except with prior approval by the receiving teacher.
- ◆ School personnel move through the school building following daily class schedules that usually prevent them from accessing e-mail messages more than once a day. School personnel will make every attempt to respond to e-mail messages in a timely fashion when school is in session.
- ◆ Urgent messages should be communicated to school personnel either in person or over the telephone, not using e-mail.
- ◆ E-mail is not a confidential means of communication. All documents and attachments passing through the school's e-mail system are subject to review by the XBHS administration and may be shared with appropriate faculty, administrators and other agents of Xaverian Brothers High School in accordance with the policies and procedures of XBHS.
- ◆ To expedite responses to e-mail messages your son's name should appear in the subject line of all correspondence.
- ◆ Faculty e-mail addresses are published as a convenience solely for school related correspondence. Addresses are not to be published, distributed or shared with outside agencies, businesses or organizations. **Any user who is found to have violated the above policies is subject to the following:**
  - Suspension or termination of computer privileges as well as disciplinary action by the appropriate school officials.
  - Referral to appropriate law enforcement authorities for criminal prosecution; or other legal action, including action to recover civil damages and penalties.

# FACULTY/STAFF E-MAIL LIST

Address Format: username@XBHS.COM

Last revised September 4, 2008

<u>FULL NAME</u>	<u>USERNAME</u>	<u>FULL NAME</u>	<u>USERNAME</u>
Mimi Amirault	mamirault	Jonathan Kelly	jkelly
John Arias	jarias	Matthew Kelly	mkelly
James Baker	jbaker	Mary Kiley	mkiley
Elizabeth Barry	ebarry	Domenic Lalli	dlalli
Dana Belmonte	dbelmonte	Gerard Lambert	glambert
Judah Boulet	jboulet	James Lewis	jlewis
Garrett Bowers	gbowers	Sean Lohmar	slohmar
Matthew Brennan	mattbrennan	Dennis Lozzi	dlozzi
Mary Briody	mbriody	Conor Maguire	cmaguire
Lucien Brodeur	lbodeur	James McCarthy	jmccarthy
Robert Bruckner	rbruckner	Robert McCready	rmccready
Karen Bryda	kbryda	Tim McDonough	tmcdonough
Richard Buczynski	rbuczynski	Joseph McGilvray	jmcgilvray
Sean Burke	sburke	Frank McGurl	fmcgurl
Matthew Cavanaugh	mcavanaugh	Joseph MacKinnon	jmackinnon
James E. Conley Jr.	jconley	James McPhillips	jmcpPhillips
John Connolly	jconnolly	Paul Mendes	pmendes
Linda Corbett	lcorbett	Anne Merritt	amerritt
Laura Corkery	lcorkery	Donald Mills	dmills
Marc Cregan	mcregan	Courtland Morse	cmorse
Keith Crowley	kcrowley	Donna O'Connor	doconnor
Stephen Dacey	sdacey	Paul Owens	powen
Timothy Dalton	tdalton	David Palmieri	dpalmieri
Joni DeCenzo	jdecenzo	Bro. Joseph Pawlika	jpawlika
John Dondero	jdondero	Philip Penza	ppenza
Dennis Donovan	ddonovan	Deirdre Pickens	dpickens
Catherine Douglas	cdouglas	Edward Pirozzi	epirozzi
Paula Duddy	pduddy	Michael Plunkett	mplunkett
David Eggli	deggli	Chad Puclowski	cpuclowski
Ron Erikson	rerikson	Michael Pulizzi	mpulizzi
Keith Farley	kfarley	Mary Risio	mrisio
Jeffrey Farmer	jfarmer	Dorothy Russ	druss
Joanne Farrell	jfarrell	Alexander Salachi	asalachi
Joanne Fay	jfay	Daniel Scanlan	dscanlan
Liam Fitzgerald	lfitzgerald	Eileen K. Schofield	eschofield
Michael Fitzgerald	mfitzgerald	Cindy Shannon	cshannon
Michaela Fitzpatrick	mfitzpatrick	Brendan Shea	bshea
Francis Fleming	ffleming	Bro. Daniel Skala	dskala
Pam Fothergill	pfothergill	Denis Smith	dsmith
Deborah Gallagher	dgallagher	James Spillman	jspillman
Timothy Gardner	tgardner	Katherine Spillman	kspillman
Robert Gill	rgill	Steve Steinbergher	ssteinbergher
James E. Glinski	jglinski	Charles Stevenson	cstevenson
Thomas Gunnoud	tgunnoud	Patti Stokinger	pstokinger
Laura Guzzi	lguzzi	Thomas Sullivan	tsullivan
Christopher Heaton	cheaton	Mary Taylor	mtaylor
Michael Higgins	mhiggins	Daniel Tucker	dtucker
Christopher J. Holet	cholet	Christopher Vasta	cvasta
Julie Horne	jhorne	Elaine Webber	ewebber
Ryan Howard	rhoward		
Bro. Raymond Hoyt, C.F.X.	r Hoyt		
Janis Iddings	jiddings		
Theresa Jay	tjay		
Wendy Joseph	wjoseph		
Janet Kaduboski	jkaduboski		

### General Mailing Address

Guidance Department  
 Xaverian Bros.  
 Admissions Office  
 Alumni Office

Guidance  
 Xaverian  
 Admissions  
 Alumni

## HAZING POLICY - CHAPTER 536

"The Commonwealth of Massachusetts" - 1985 - An Act prohibiting the Practice of Hazing.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than five hundred dollars shall punish whoever fails to report such crime.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen

## INTERNET USE POLICY

Xaverian Brothers High School provides Internet access to promote educational excellence by facilitating resource sharing, innovation and communication. With this access comes the availability of material that may not be considered to be of educational value. Access to such material is actively discouraged, but on a global network it is impossible to control all materials. It is the responsibility of each user to access only materials consistent with the educational goals of the school.

### **Terms and Conditions:**

- 1) **Acceptable Use** - Use of the Internet must be in support of education and research, and consistent with the educational objectives of Xaverian Brothers High School. Transmission of material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is also prohibited.
- 2) **Privileges** - USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES. The system administrators will deem what is inappropriate use and their decision is final. Also, a system administrator may deny access

privileges at any time as required. The administration, faculty, and staff of Xaverian Brothers High School may request the system administrator to deny or suspend specific user access.

- 3) **Netiquette** - All users are expected to abide by the generally accepted rules of network etiquette. Remember blogging is a legitimate and authentic form of journalistic publication. These include, but are not limited to the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly forbidden.
  - c. Do not reveal your personal information including Social Security number, Driver's License number, home address, phone number, credit card or checking account numbers) or that of others.
  - d. Note that electronic mail (e-mail), blogging and podcasting is not private. People who operate the XBHS system do have access to all mail. People who access to the blog site will be able to read your blog postings. Podcasts will have an Edline audience or we posting to radio station for worldwide ? Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be **copyrighted material**.
- 4) **Rights of Access and Review** - All material that is electronically stored on the school's computers is the property of Xaverian Brothers High School. The school retains the right to access, review, edit, and delete all user files and any material stored on any system provided by the school. This right of access and review includes e-mail.
- 5) **Limits of Liability** - Xaverian Brothers High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, misdirected-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line services is at the user's risk. Xaverian Brothers High School specifically denies any responsibility for the accuracy or quality of information obtained through these services.
- 6) **Security** - Security on any computer system is a high priority, especially when the system involves many users. Any security problems with the school's computer systems or on-line services must be reported to the system administrator. Attempts to log in as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 7) **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges, in addition to actions as dictated by existing school policies.
- 8) **Wasteful Use of Educational Resources** - Using Xaverian Brothers High School's computers for such uses as recreational game playing or Chats is wasteful use of a valuable resource during times which others might want to be using those computers for educational purposes. Recreational game playing is not permitted on school computers. Recreational use of Xaverian Brothers High School computers (non-academic games, chats, are examples of wasteful use of educational resources. Students are expected to limit their computer use within the building for academic purposes only.
- 9) **Damages** - The user specifically agrees to reimburse Xaverian Brothers High School and the system administrators for any losses, costs, or damages, including reasonable attorney's fees, incurred by Xaverian Brothers High School and the system administrators relating to or arising out of any breach of this Internet Use Policy by the user.

*Students should only be given access to networked computers while a teacher or staff member is present to supervise their activity. No student is allowed to use networked computers in the absence of a supervising teacher or staff member.*

## **POLICY ON SEXUAL HARASSMENT**

### **I. Policy**

Xaverian Brothers High School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

### **II. Prohibitions**

#### **A. Sexual Harassment by Students**

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment. This includes students' conduct on buses and school related activities.

As noted above, any condoning of the sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

#### **B. Sexual Harassment by a School Employee**

It is a violation of school policy for any teacher, administrator or other school employee, male or female, to sexually harass a student. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature

- ◆ when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or
- ◆ when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Any condoning of sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

### **III. Examples and Further Policy Discussion**

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct, which all students of the School are cautioned to avoid. This is not an exhaustive list.

- ◆ Comments to, or about, any student or school employee on his/her appearance that are sexually graphic or would otherwise tend to be degrading.
- ◆ Any physical contact of a sexual nature.
- ◆ Jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- ◆ Sexually suggestive sounds or gestures.
- ◆ Display of objects, posters, or pictures of sexual nature.

### **IV. Procedure for Complaint and Investigation**

If any student believes that he has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he has witnessed the sexual harassment of another, the student should report the incident promptly to the Headmaster or the Principal or any other administrator with whom the student feels comfortable.

A complaint of sexual harassment by a student or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will promptly notify the appropriate administrator to initiate an investigation.

It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment will be conducted by the Headmaster or the Principal and will include separate private interviews with the complainant, each person accused of harassment and each witness, if any. The administrator conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.

Information provided during an investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and person or persons accused of harassment. The school is required to report suspected physical, sexual or emotional abuse of children under the age of 18 directly to the Department of Social Services. If the victim is over the age of 18 a report must be filed with the District Attorney's Office.

### **V. Disciplinary Action**

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or permanent exclusion from the school.

Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because he/she complains of sexual harassment or assists an

investigation of harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the school.

Any student found to have condoned sexual harassment by another may, depending upon the extent of his participation, be subject to disciplinary action.

## **RULES GOVERNING STUDENT USE OF SCHOOL COMPUTERS**

Xaverian Brothers High School provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these facilities in a manner consistent with the educational objectives of the school. Any activity that is disruptive or offensive to other students or teachers is inappropriate. Students who use school computers for unethical, illegal or mischievous purposes will be referred to the Dean of Students for disciplinary action.

**Students are prohibited from doing the following on school computers:**

- ◆ Copying copyrighted software
- ◆ Changing machine or software settings and configurations
- ◆ Saving applications on the Xaverian network
- ◆ Changing applications names
- ◆ Installing programs or data files on the local machine or hard drive without the consent and authorization of the Director of Technology
- ◆ Using, altering, creating, or distributing a password not specifically issued to them
- ◆ Adding, deleting, or altering non-owned files stored without teacher permission
- ◆ Setting up and/or running CD-ROMs other than those provided by the school or approved by the Director of Technology
- ◆ Saving files to network drives other than their own J drive
- ◆ Running any programs, from the CD-Rom drive, disk drive, or network drive including games, other than those provided by the school or approved by a teacher for educational use related to a particular course or school activity
- ◆ Downloading illegal or explicit material

Students are responsible for reporting to their teachers or the Dean of Students any violation of these rules by another individual.

## **UNAUTHORIZED USE OF SCHOOL NAME**

No student or student's parent or guardian, without the express written authorization of the school's Headmaster, may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- ◆ To open up any bank account
- ◆ To solicit funds on behalf of the school
- ◆ To collect money on behalf of the school
- ◆ To sell products on behalf of the school
- ◆ To schedule any field trip, vacation or other accommodations
- ◆ To post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.