



Brebeuf Jesuit Preparatory School Student Handbook

August 2021

BREBEUF FAQS AND ANSWERS

Absences and Appointments

Parents should call the Dean's Office at 317.524.7118 between 7:00-10:00 a.m. if their student will be absent or needs to leave for an appointment. Students must sign out in the Dean's Office and will not be permitted to leave without contact from a parent. Students who become ill during the school day must report to the Dean's Office.

Convo Dress

Convo Dress is worn all day, not just during the special event.

Options for all students include:

- Bottoms: Skirts and dresses that extend at least 3-4 inches below the top of the leg, slacks, or dress pants with a belt. Shorts and blue jeans of any kind are NOT permitted on Convo Days.
- Tops: Dress shirt with tie, blouse, or similar top. Sweaters and blazers are optional.

Drop-off Procedures

Enter via main entrance driveway, turn left and drive as far eastward as possible before dropping off your student(s). Please exit via the east end driveway. The front drive is one-way due east until 8:40 a.m.

The East Gym Lobby door opens at 7:30 a.m. Students may enter through the east gym lobby only throughout the school day and must show their Brebeuf Student ID.

JUG: (a Jesuit-school term, acronym for “Justice Under God”)

Similar to detention; JUGs are held from 3:30-4:30 p.m. on school days. JUGs may be assigned and served on the same day.

Medication

Parents should notify the Dean's Office of any prescription medications their student is taking. The Dean's Office neither holds nor distributes medications.

Other School Communications

Brebeuf sends out a weekly online newsletter, *InDepth*, that comes out every Thursday. You will automatically receive it according to the email address you registered with or you can email our Director of Marketing and Communications, Mike Higginbotham at mhigginbotham@brebeuf.org and he will add you to the distribution list.

Visitor Parking

Parents should park in the Visitor's Lot in front of the school if they need to come to school for any reason between drop-off and pick-up times. All numbered spaces (including those along the soccer practice field) are reserved for faculty, staff and administration.

Pick-up Procedure

School day ends at 3:30 p.m. with the Daily Examen. Enter via the main entrance, turn left and park forming a line along the curb beginning at the furthest east end open spot, as far as possible toward the gym entrance to the school; usually a double line of cars forms there. This will help alleviate back

up and help traffic flow quicker and more smoothly. Exit via the east driveway. Students may exit the building through the gym lobby only. Please do not stop in front of the main entrance or make u-turns.

Spirit Store

Located in the east wing main floor, students may purchase basic school supplies at the store. Its hours of operation are from 9:00 a.m. – 1:00 p.m., Monday through Friday. The Spirit Store will be open just prior to and throughout Back-to-School Night and other special occasions. Check the *InDepth* newsletter for added times to particular events.

MISSION STATEMENT

Brebeuf Jesuit, a Catholic and Jesuit school, provides an excellent college preparatory education for a lifetime of service by forming leaders who are intellectually competent, open to growth, loving, religious and committed to promoting justice. Fostering a culture of understanding and dialogue, Brebeuf Jesuit seeks and welcomes students from diverse religious, ethnic and socio-economic backgrounds. Students at Brebeuf Jesuit are called to discover and cultivate the fullness of their God-given talents as a responsibility and as an act of worship.

CORE VALUES

Education of the Whole Person

Brebeuf Jesuit fosters the intellectual, spiritual, physical, emotional and social development of every student. Each student is challenged and inspired to strive for academic excellence, to engage whole-heartedly in co-curricular activities, to develop confidence in leadership abilities and to discover God's presence in everyday life. As students grow in each of these areas, they become more able to share their unique gifts as *men and women for others*.

A Caring and Diverse Community

Brebeuf Jesuit believes that the authentic development of each student unfolds within a safe and supportive environment. Rooted in the Catholic tradition and guided by its Jesuit heritage, the Brebeuf community embraces the fullness and diversity of creation, accepts and respects all people, and encourages genuine interreligious and intercultural dialogue. Brebeuf Jesuit's ultimate goal is that every student will journey through life with the confident assurance of a personal friendship with a loving God.

The Greater Glory of God

Through intellectual pursuit, prayerful discernment and generous service, Brebeuf Jesuit strives to give students the foundation, the skills and the will to make the world more just, humane and loving. All are called to a holy boldness – to do all things for the greater glory of God.

THE CHARACTERISTICS OF THE GRADUATE AT GRADUATION

Intellectually Competent

The Brebeuf Jesuit graduate exhibits not only a mastery of the academic requirements for college admission, but he or she has also developed analytical skills and intellectual abilities that go beyond the academic requirements for advanced education. The graduate has begun to think independently and critically, and he or she applies this intellectual ability in his or her personal quest for religious truth and in his or her response to issues of social justice.

Open to Growth

The Brebeuf Jesuit graduate has matured—emotionally, intellectually, socially, physically and religiously—to a level that reflects personal responsibility for his or her own growth. The graduate is beginning to reach out in his or her development, seeking opportunities to stretch

his or her mind and imagination, his or her feelings and religious consciousness. There is a willingness to encounter, appreciate and learn from people of diverse backgrounds and experiences. There is recognition that learning is a lifelong endeavor.

Loving

The Brebeuf Jesuit graduate is well on his or her way to recognizing and accepting his or her self-worth. The graduate is moving beyond self-interest or self-centeredness in relationships with others. He or she is beginning to risk some deeper levels of relationship in which he or she can disclose self, accept the mystery of other persons and love them.

Religious

Brebeuf Jesuit is a Jesuit, Catholic educational ministry that has a commitment to ecumenism and inter-religious dialogue. In this rich educational environment, the Brebeuf Jesuit graduate has begun to explore his or her personal religious experience, has started to integrate more fully into his or her own religious community, has engaged in the study of and dialogue with the religious traditions of others and is striving to embody his or her faith in the service of justice as a man or woman for others.

Committed to Promoting Justice

The Brebeuf Jesuit graduate has developed broad knowledge and understanding of the many needs of local and wider communities and is preparing for the day when he or she will take a place in these communities as a competent, concerned and responsible member predisposed to justice. The graduate has begun to acquire the skills and motivation necessary to live as a man or woman for others; one whose commitment to doing justice will come to fruition in mature adulthood.

Jesuit and Catholic

Brebeuf Jesuit was founded by the Society of Jesus in 1962. The Chicago-Detroit Province continues to send Jesuits to Brebeuf, to appoint Jesuits to serve on the Board of Trustees, and to grant Brebeuf the ability to operate as a work of the Society of Jesus through a regular review process.

The Jesuit educational philosophy is grounded in the Catholic intellectual tradition that affirms the goodness of creation, the important role of the human intellect in the search for truth, the possibility of discovering God in human experience through rational reflection on experience, the compatibility of faith and reason and the moral value of intellectual excellence.

That philosophy is also grounded in the Catholic mystical tradition: God is present in every aspect of human life, inviting people of good will to faith and fullness of life. We invite our students of the Catholic tradition—and all other traditions—to seek God in their experience and to share their experiences of God with one another, including those of other religious traditions.

While remaining faithful to our Catholic and Jesuit roots, Brebeuf invites those of other religious traditions into full participation in the life of the school. We recognize that to be Catholic today is to be committed to inter-religious dialogue (dialogue with non-Christian religions) and ecumenical dialogue (dialogue with other Christian denominations).

All religious traditions are welcome at Brebeuf Jesuit.

Academic Information and Policies

(A full listing of available courses may be found in the Course Catalog)

The minimum course load for sophomore, junior, and senior students is six classes per semester. Freshmen must take seven classes.

The school-wide **grading scale** is as follows:

| | | | | |
|------------|------------|------------|------------|----------|
| A = 93-100 | B+ = 87-89 | C+ = 77-79 | D+ = 67-69 | F = 0-59 |
| A- = 90-92 | B = 83-86 | C = 73-76 | D = 63-66 | |
| | B- = 80-82 | C- = 70-72 | D- = 60-62 | |

Rounding of percentage grades is at the discretion of the policy of each individual teacher, or the academic departments if there is a departmental rounding policy.

Letter grades A through D reflect a quality of performance that ranges from excellent to minimally acceptable, respectively. The grade of F represents an unacceptable level of performance. When a student fails a year-long or one-semester course that is required for graduation, he/she must retake the course. The original grade of F, however, will **not** be removed from the student's transcript.

Options for retaking a failed course include the following:

1. Completion of an approved, equivalent course taken at an accredited summer program (such as a local public school or online).
2. Completion of an equivalent college-level course at an accredited university (original transcript must be provided at the completion of course in order to have the grade appear on Brebeuf Jesuit transcript)
3. Retaking the course at Brebeuf in a later semester

When an F is received in the first semester of a course such as Algebra I, Algebra II, Geometry, French, Spanish, Chemistry, Physics, or English (i.e., year-long courses with content that builds from basic to more advanced learning), the student may remain in the second semester only through special arrangement made by the student's counselor and based on the advice of the teacher. If a student fails the first semester but receives a passing grade for the second semester of these types of year-long courses, the first semester grade will be changed to a D-.

A student may not retake a course at Brebeuf for credit, that was previously taken and passed, because a student cannot receive credit for the same course twice. If a student retakes a course outside of Brebeuf (for example, online), the resulting grade will not replace the Brebeuf grade, will not receive Brebeuf credit, and will not affect the student's GPA.

Grade Point Averages (GPAs) are assigned according to the following numerical values:

| | | | | |
|-----------|-----------|-----------|-----------|----------|
| A = 4.00 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | F = 0.00 |
| A- = 3.67 | B = 3.00 | C = 2.00 | D = 1.00 | |
| | B- = 2.67 | C- = 1.67 | D- = 0.67 | |

GPA Weights are assigned to the following courses:

- Courses designated as Honors receive an additional +0.50
- Courses designated as AP or ACP receive an additional +1.00

An example of calculating GPA is as follows:

| Quarter 1 | Grade | Numeric Value | Honors/AP Weight | Total |
|-------------------|-------|-----------------------------------|------------------|----------------|
| Algebra II | B- | 2.67 | | 2.67 |
| English 10-Honors | A | 4.0 | +0.5 | 4.5 |
| P.E. | B | 3.0 | | 3.0 |
| Religion II | B+ | 3.33 | | 3.33 |
| Spanish III | A- | 3.67 | | 3.67 |
| US History-AP | A- | 3.67 | +1.0 | 4.67 |
| Wind Ensemble | A | 4.0 | | 4.0 |
| | | Sum of total/Sum of credits = GPA | | 25.84/7 = 3.69 |

An “**Honors**” designation is awarded to those students with averages of 3.50 through 3.74.

A “**High Honors**” designation is awarded to those with averages of 3.75 through 3.99.

A “**Class Honors**” designation is awarded to students with averages of 4.0 or better.

Graduation Honor status determination is based on a student’s cumulative GPA.

Academic Probation is enforced as Brebeuf Jesuit students are required to maintain a GPA of 2.0. Students with a GPA below 2.0 at a semester grading period will receive a warning. If in a subsequent semester, this student’s GPA is again below 2.0, he or she will be placed on **Academic Contract** stating that the student will have to leave the school if his or her GPA again falls below 2.0 at the end of the semester. The Principal may also, at his or her discretion, place a student on academic contract at any time because of poor academic performance.

Any student who is not permitted to continue the second semester after failing a course, and therefore cannot meet the six-class minimum course load, will be dismissed from school. Any student who fails three or more courses in a school year will be dismissed.

Grades of “I” for Incomplete may be given in rare situations upon approval of the teacher and the Principal’s Office, where some portion of the class work is not completed due to extenuating circumstances. Incomplete grades must be rectified by the beginning of the following semester.

Eligibility

A student who is not passing at least five subjects in any marking period becomes ineligible in IHSAA athletics for that and the entire following quarter. The student will also be ineligible for participation in any co-curricular programs until such time that the Principal is advised the student is passing five classes. A student’s eligibility will not resume prior to the end of the next grading period.

Extra time for tests is made available for a Brebeuf Jesuit student who has a written report concerning the nature of the learning disability or physical condition that necessitates extended time testing and must be filed with the student’s counselor. This report and recommendation may come from a psychologist, physician or learning disabilities specialist and must be updated every three years. (Brebeuf Jesuit uses the criteria that the College Board outlines to determine eligibility for extended time PSAT or SAT testing.) Copies of the College Board guidelines may be obtained from the student’s counselor. All students who qualify for extended time testing through the College Board are expected to use extended time testing for exams (finals) in order to maintain eligibility for extended time on standardized tests (SAT, ACT, etc.).

Students enrolled in Brebeuf Jesuit’s **Learning Center** are scheduled for one period each day to receive support services. Learning Center students may take some of their routine tests and quizzes in the Learning Resource Center or may take them with the rest of the class under the supervision of the classroom teacher. In either case, extra time should not exceed one-and-a-half or two times the normally allotted time for the tests. (The recommendation on the individual’s report determines the amount of extra time the student is allowed.) Students who are not enrolled in the Learning Center but who have a documented need for extra time for tests will take tests and quizzes under the classroom teacher’s supervision, or in our testing room. In this case, extra time should not exceed one-and-a-half or two times the normally allotted time for the test.

Class Scheduling

Students will be contacted by their counselors regarding how to make an appointment for their individual conferences. In these conferences, the student’s four-year plan will be revised and implemented. **These conferences are mandatory for students, and parents are welcome to attend.**

Schedule Changes may be made on specified dates in the initial days of each semester. To change a schedule, the student needs to meet with his or her counselor. It is the policy of Brebeuf Jesuit not to give preferential treatment with regard to teacher selection.

Withdraw Pass/Withdraw Fail (WP/WF)

| Students may drop a class at Brebeuf Jesuit, but must do so before the first progress report due date of the semester. Withdrawing from a class after the first progress report requires that a notation be made on the student's transcript. The minimum course load for students is six classes per semester, and this requirement must be met. | Able to drop? | Transcript Notation |
|---|----------------------|----------------------------|
| Beginning of semester to day before the first progress report due date of the semester | Yes | None |
| First progress report due date of the semester until the end of the quarter (first quarter for first semester classes; third quarter for second semester classes) | Yes | WF or WP* |
| End of first or third quarter until the end of the semester | No | Final Course Grade |

* Courses dropped between the first progress report due date and the first or third quarter will be withdrawn from the class with a notation of "Withdraw Pass" (WP) or "Withdraw Fail" (WF) on the student transcript.

Full senior year requirement

In order to receive the Brebeuf Jesuit diploma, a student must be in attendance at Brebeuf Jesuit during both semesters of his or her senior year.

TRANSFERRING CREDITS INTO BREBEUF JESUIT AND CREDIT BY EXAMINATION

Students who transfer into Brebeuf after attending another high school

When students transfer into Brebeuf Jesuit after attending another high school, the credits that they earned in their previous schools may be applied to the requirements for the Brebeuf Jesuit diploma. However, only credits for courses which are comparable to courses actually offered by Brebeuf Jesuit are counted toward the Brebeuf Jesuit diploma. When calculating any student's grade point average, Brebeuf Jesuit only weights courses that are designated by course title and description as Advanced Placement, Honors or ACP. Even if the previous school has weighted the grade for a course that is not designated as above, Brebeuf Jesuit will not weight the grade when calculating the student's Brebeuf Jesuit grade point average. All final decisions regarding transfer of credits are at the discretion of the Principal.

Students who are currently enrolled at Brebeuf

Once a student enrolls at Brebeuf Jesuit, as a general rule, their coursework must be completed here. It is rare for Brebeuf to accept transfer credits for **current students** for courses taken elsewhere, including other schools or online. If a situation exists in which a current student would like to request that credit from another institution be transferred to Brebeuf credits, *permission from the Principal's Office must be obtained prior to taking the course*. Examples of situations in which transfer of

credit might be permitted include studying abroad, or taking a summer course which is not offered at Brebeuf in order to make up credit for failure in a Brebeuf course.

Incoming freshmen who are taking placement tests to place into advanced courses

Credit earned by examination does not count toward the minimum credit requirements for Brebeuf Jesuit or for the Indiana Academic Honors Diploma. The number of credits listed for each department refers to the minimum number of credits they must earn by taking Brebeuf Jesuit courses. For example, if a student earns credit by examination for Algebra I, he or she will still be required to earn six credits of math by taking courses at Brebeuf Jesuit.

Incoming freshmen who have taken high school courses while in middle school

Incoming freshmen who had Algebra II or Geometry in middle school must take and pass a placement exam for those courses in order to receive credit at Brebeuf. Students who receive credit will be given a “P” for the course on their Brebeuf transcript. This credit will not count towards the four years of Math required for the Indiana Academic Honors Diploma. Incoming freshmen who physically took Algebra II or Geometry at a high school and can provide an official high school transcript may bypass their placement exams. These students will receive credit for these courses on their Brebeuf transcript, including the letter grade that was earned for the course. Although credit will be given for the course, and will count towards the credit required for the Indiana Academic Honors Diploma, students still must take at least three years of mathematics at Brebeuf in order to meet the graduation requirement.

A placement exam will be given to those students who have taken French, Spanish, or Latin in middle school to continue studying that same language at Brebeuf Jesuit. Incoming freshmen who physically took a world language course at a high school and can provide an official high school transcript may bypass the placement exam for that language. These students will receive credit for these courses on their Brebeuf transcript, including the letter grade that they earned for the course. Although credit will be given for the course, and will count toward the credits required for the Indiana Academic Honors Diploma, students still must take at least two years of a world language at Brebeuf in order to meet the graduation requirement.

GRADUATION REQUIREMENTS

Brebeuf Jesuit students must earn 50 credits to qualify for the Brebeuf diploma. Most courses offer one credit per semester of study. Forty-four credits must be completed within specified areas of study; the remaining six credits may be completed through elective courses.

Each student at Brebeuf Jesuit is required to take at least six courses for credit each semester. Freshmen must take seven courses. Other students may choose to take more than six courses during a particular semester and are generally encouraged to take seven courses. On rare occasions, some students take eight courses during a semester. Seniors in their second semester with more than one failing grade towards their graduation requirements will need Principal approval to walk in graduation.

Course Requirements by Department

Computer Science (1 Credit)

One credit in computer science is required. Freshmen take a one-semester course: Digital Citizenship. One-semester electives are offered in advanced computer electives such as Web Design and Programming.

English (8 Credits)

Eight credits in English are required, and students must take an English course during every semester. Honors, AP, and ACP courses are available by application. Although they may be taken as elective courses, neither the Student Publications courses nor the Creative Writing class may be taken to fulfill any of the eight credits for the English requirement.

Mathematics (6 Credits)

Six credits in mathematics are required. Required courses are Algebra I (two semesters), Algebra II (two semesters) and Geometry (two semesters). Incoming students may receive advanced standing if, on Brebeuf Jesuit's Algebra Placement Exam, proficiency in Algebra I is shown. Most all Brebeuf Jesuit students take more than the required three years of math.

World Language (4 Credits)

Four credits in the same language are required. French, Latin, Mandarin Chinese, and Spanish are offered. Incoming students who have studied a world language in middle school may take a placement test to begin in the second or third level of the language as freshmen. Students are encouraged to continue in a world language beyond the required two years.

Physical Education and Health (3 Credits)

Three credits in the area of physical education and health are required. Two semesters of Physical Education are required. One credit must be earned through the PE course, either during the summer or during the school year as a freshman. The second credit may be earned through athletic participation, or through one of the PE elective course offerings. The third credit is earned by taking the required semester of Health, typically during the junior year.

Religious Studies and Community Service (8 Credits)

Eight credits in religious studies are required. Two one-semester courses are taken during each of the freshman, sophomore, and junior years, then one in the senior year. The remaining credit is earned through the Community Service course during the junior or senior year, which includes the requirement of 30 hours of service to the community.

Science (6 Credits)

Six credits in Science are required. All freshmen take Advanced Biology. In addition, students must take (1) a full year of either Chemistry or Physics and (2) one additional year-long science course. Most students take more science classes than the required three years.

Social Studies (6 Credits)

Six credits are required. All freshmen take World History and Civilizations, and sophomores take U.S. History. During the senior year, students are required to take one semester each of Economics

and Government. Several electives are offered, and most students choose to take one or more of them.

Visual and Performing Arts (2 Credits)

Two credits from the Visual and Performing Arts Department are required. One credit comes from the Speech course, which is a required course for graduation from Brebeuf Jesuit. Students must complete one additional credit from any Visual & Performing arts elective; options include electives in the areas of speech, visual arts, or vocal and instrumental music.

College and Career Pathway Seminar Courses (2 credits)

In addition to the above, all students must complete the following courses which meet for one semester, once per week during an assigned PRT:

- **Freshman Seminar (1 credit):** Fall semester of freshman year. Students meet in small groups with their Academic Counselor. Topics include transition to high school, four-year academic planning, getting involved at Brebeuf beyond the classroom, and personal goal-setting.
- **College Counseling Seminar (1 credit):** Spring semester of sophomore year. Students meet in small groups with their College Counselor. Topics include finding the right college fit, the college application process, building your college resume, and financial aid.

STATE OF INDIANA ACADEMIC HONORS DIPLOMA REQUIREMENTS

Students seeking the Indiana Academic Honors Diploma should discuss this option with their academic counselor when selecting courses. In order to earn the Indiana Academic Honors Diploma, students must meet the Brebeuf Jesuit diploma and the following state requirements:

1. Earn grades of "C" or above in all courses required for this diploma
2. Earn an overall grade point average of at least a 3.0 ("B")
3. One of the following must be completed:
 - 1) AP courses equaling 4 credits (two full-year AP courses or four one-semester AP courses) and corresponding AP exams
 - 2) Academic, transferable dual high school/college courses resulting in 6 college credits
 - 3) AP courses equaling 2 credits (one full-year AP course or two one-semester AP courses) and AP exam and academic transferable dual high school/college courses resulting in 3 college credits
 - 4) Minimum 1750 combined SAT score with a minimum 530 on each of the math, critical reading, and writing sections
 - 5) Minimum 26 composite on ACT and complete the written section of the ACT
4. Meet the following course requirements:

| Department | Brebeuf Jesuit Diploma | Indiana Academic Honors Diploma |
|-------------------|-------------------------------|--|
| Computer Science | 1 credit | Not required for IAHD (though still required for all Brebeuf diplomas) |
| English | 8 credits | 8 credits |
| Mathematics | 6 credits | 8 credits |

| | | |
|---|--|---|
| World Language | 4 credits | 6 credits in one language OR 4 credits each in two languages |
| Visual and Performing Arts | 2 credits – 1 credit Speech and 1 credit VPA elective IAHD counts Speech & Debate as English courses, so credits from these courses cannot count toward Fine Arts credit requirements. The speech electives of Media Arts: Film & Video, and Theatre Arts do count as Fine Arts courses and can be used toward IAHD Fine Arts credit requirements. | 2 credits Fine or Performing Arts Courses offered that count toward the IAHD Fine Arts requirement are: Ceramics, Computer Graphics, Drawing, Painting, Printmaking, Sculpture, Media Arts: Applied Music, Advanced Concert Band, Advanced Orchestra, Choral Chamber Ensemble, Electronic Music, Music History & Appreciation, Instrumental Ensemble, Intermediate Chorus, Intermediate Orchestra, Piano & Electronic Keyboard, Photography, Studio Art – AP. Media Arts: Film & Video and Theatre Arts count both as an IAHD Fine Arts course and as a Brebeuf Jesuit speech elective. |
| Physical Education and Health | 3 credits | 3 credits |
| Religious Studies and Community Service | 8 credits | Not required for IAHD (though still required for all Brebeuf diplomas) |
| Science | 6 credits | 6 credits |
| Social Studies | 6 credits | 6 credits |
| Additional Electives | 6 credits | 11 credits (which includes Digital Citizenship, Speech, and Speech/VPA elective, all of which are required by Brebeuf for graduation) |

ACADEMIC HONESTY AND INTEGRITY

Brebeuf Jesuit is very concerned with top quality academic performance. We are more concerned, however, that every student sees the tremendous importance of honesty and integrity in these academic pursuits. It is the school's sincerest hope that everyone understands the notion that no grade, test, or paper is ever worth compromising the slightest measure of one's personal integrity.

Cheating

Cheating is a dishonest attempt to gain an unfair advantage on homework, quizzes, tests, and other assessments.
Such cheating may include, but is not limited to:

- Leaving books or notebooks open during an assessment or test period;
- Using unauthorized crib-sheets, study notes, or other unauthorized materials during, or in preparation for, an assessment;

- Writing information on desk tops, hands, legs, arms and/or other parts of the body, or clothing;
- Looking onto another's test paper;
- Talking with another student during an assessment or test period;
- Writing down answers copied from others when tests/assessments are handed in;
- Talking with students from previous class periods in order to get test questions/answers;
- Stealing, reproducing, circulating, or making use of test materials prior to the test being given;
- The use of technology to retrieve and/or distribute information about an assessment (e.g. test);
- Using class materials from a previous semester/year without authorization from the teacher;
- Handing in a paper or project for credit for two different classes without the approval of both teachers;
- Falsifying information, records, or signatures on class forms (such as documentation of community service, permission slips, other documents requiring parent signatures).

Plagiarism

Plagiarism is the presentation of someone else's words or ideas as your own. This includes:

- Actual words, oral or written; paraphrased passages of another's work, oral or written;
- Statistics, facts, programming or illustrative materials from another's work;
- Another's ideas, opinions, or theories not considered to be common knowledge.

Any use of another's work must be properly noted using established attribution and citation procedures such as footnotes, endnotes, or in-text and works cited pages.

Working Together

Teachers often advise students to cooperate and work together. However, working together can cross the line into dishonest action. So let it be said, it is a violation of academic integrity:

- To copy answers when working together;
- To copy another person's work with minor changes;
- To stop attempting to solve a problem on one's own and simply writing down another person's solution;
- To provide another student any opportunity to copy your work in any way;
- To give or accept money, gifts, etc. in exchange for another's academic work, including (but not limited to) completed study guides.

These are instances when working together has crossed the line into dishonest behavior. At Brebeuf Jesuit, the norm is that the student will work alone unless told otherwise by the teacher. Therefore, if students wish to work together, they should always ask the teacher. If the teacher agrees, then it is the students' responsibility to clarify expectations regarding collaboration and the final product.

When in doubt, always talk to your teachers to find out what is acceptable and what is not. Do not assume that what might be acceptable for one teacher will be acceptable to another.

Academic and Disciplinary Penalties

Academic penalties for any of the violations above may include, but are not limited to, a zero for the assignment or exam in question. Disciplinary penalties may include suspension or expulsion.

- First Offense- Class penalty
- Second Offense- One day suspension and a zero on the assignment
- Third Offense- Removal from Brebeuf Jesuit

Anti-Harassment Policy

Brebeuf Jesuit Preparatory School (“School” or “Brebeuf Jesuit”) is committed to providing a learning environment free of unlawful harassment based on a student’s race, religion, color, age, sex, national origin, sexual orientation, disability or any category protected by law. The School is committed to protecting students from such unlawful harassment whether from other students, administrators, faculty members, other staff or anyone with whom students interact at school, on school property or while participating in school-related activities. Prohibited conduct includes any behavior or action which violates law or this policy, regardless of where such behavior or action occurs. The School’s commitment further includes protecting students from any type of offensive, intimidating misconduct that interferes with their educational pursuits. Unlawful harassment and/or prohibited misconduct against any student are reprehensible and will not be tolerated. All employees, students, volunteers and members of the School’s religious community are expected to exhibit the highest ethical standards and personal integrity.

Harassment may be physical, verbal, written, visual, non – visual and/or non – verbal in nature. Harassment may include, among other things:

- Epithets, slurs, stereotyping or threatening, intimidating or hostile acts that relate to a student’s race, color, age, religion, sex, national origin, sexual orientation, disability and/or any other category protected by law;

To clearly define unacceptable behavior, a list of inappropriate conduct/behavior is provided below. Examples of inappropriate behavior include, but are not limited to, the following:

- Offensive or vulgar jokes
- Racially charged slurs, slurs directed to any category from above, hate speech
- Name calling
- Comments about one’s body
- Offensive or sexually-related physical gestures
- Comments about one’s or other’s sexuality, sexual history or sexual practices
- Display of any pornographic, sexually explicit or sexually oriented material, magazines, media or clothing (this does not apply to legitimate educational material, such as material relating to the study of art, etc.)
- Any form of physical restraint
- Any type of massage (except with respect to authorized personnel engaged in appropriate and legitimate athletic/training endeavors)
- Use of school resources or property to download, upload, display or distribute any pornographic, sexually explicit or sexually oriented material (this does not apply to legitimate educational material, such as material relating to the study of art, etc.)

- Nudity (this does not apply to legitimate educational material, such as material relating to the study of art and as appropriate in locker rooms, changing facilities, shower rooms, etc.) or inappropriate attire
- Inappropriate physical contact, such as full body or lengthy embraces, kissing, pinching, patting, fondling or touching of another's body
- Punishing or retaliating against a person for refusing to comply with implied or explicit sexual advances
- Any unwelcome conduct or behavior which implicitly or explicitly seeks sexual contact or sexual relationship

The above examples of inappropriate conduct/behavior are not intended to be a complete list of prohibited conduct/behavior. It is provided as a list of examples of such prohibited conduct/behavior.

A good general rule is: if you have any question about whether conduct or behavior is appropriate, then do not engage in the behavior.

Any student or parent who believes a student has been subjected to behavior that violates this policy is encouraged to and has a responsibility to immediately report the concerns to the Dean of Students, the Principal's Office or a trusted adult. No action will be taken against any student because he/she or his/her parent reports behavior believed to violate this policy.

The School will respect the confidentiality of the student reporting concerns and the individual(s) about whom the report is made to the greatest extent possible consistent with the School's legal obligations and necessity to investigate alleged violations of this policy. The School will take appropriate disciplinary action when inappropriate behavior has occurred.

The school will take appropriate steps to investigate any alleged violation of this policy and will take appropriate corrective action to ensure that students have an opportunity to learn in an environment free of inappropriate comments and conduct. An investigation may include interviews and reviews of other evidence pertaining to the allegation, including communications between students. All parties will have the opportunity to be heard in the course of the investigation. Following the conclusions of the investigation, consequences may include disciplinary actions such as disciplinary probation, suspension, or expulsion, as well as restorative justice process where appropriate.

It is the responsibility of all administrators, faculty, staff, volunteers and students to behave in accordance with the letter and spirit of this policy to maintain a productive educational environment of which all can be proud.

Complaint Policies for Students

Any person who reports harassment may use the procedure outlined below. Filing a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments. The confidentiality of both the complainant and the accused will be respected consistent with Brebeuf Jesuit's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action.

When an individual alleges a violation of the Anti-Harassment Policy, he or she will be asked to put pertinent facts and circumstances in writing on a form provided by Brebeuf Jesuit. If the individual is reluctant to or refuses to provide a written report, the Dean, the Assistant Principal, the Principal or the President should promptly interview the individual and obtain the facts and circumstances upon which the complaint is based and investigate and act appropriately on the information. The School should not insist that the person place his/her concerns in writing. The names of neither the complainant nor the accused will be released by Brebeuf Jesuit to the public.

Harassment Report

Today's Date:

Complaint provided by (print name):

Complainant's phone number and email address(print):

Date(s), Place(s) and Name(s) of the alleged inappropriate comments and/or conduct of those involved:

Specific details about the alleged inappropriate behavior:

Names of any witnesses to the alleged inappropriate behavior:

Others who may have relevant information:

Have you reported these concerns to anyone else and, if so, to whom?

Complainant's Signature:

Mark G. Kite Wellness Center

The Wellness Center will be available for all students, Monday-Friday, from 7:00 a.m. – 5:00 p.m. only when it is staffed by a Brebeuf Jesuit faculty or staff member.

Brebeuf Jesuit Athletics and the Brebeuf Jesuit Administration reserve the right to further limit access to the Wellness Center as needed.

Dance/Event Policy

Brebeuf Jesuit typically sponsors three or four dances during the year. Policy guidelines apply to all dances.

- Brebeuf Jesuit students may only enter with a Brebeuf Jesuit ID.
- Non-Brebeuf Jesuit students will be admitted as a guest of a Brebeuf Jesuit student under the following conditions:
 - Purchase of a pre-sale ticket from faculty/staff sponsor or parent designee.
 - Parent signature of the Brebeuf Jesuit sponsoring student on a guest form acknowledging the name of the guest and the Brebeuf Jesuit student's responsibility for the conduct of his/her guest.
 - Student ID from guest's high school or written permission from the administration of another school (a driver's license will NOT suffice, and no college students will be admitted to any dances, except Prom.)
 - Following pre-sale, the guest list will be compiled by the faculty/staff sponsor. After the final guest list is compiled, the moderator will file the completed guest forms with the Dean.
 - Guest's name must appear on the separate guest list at the door.
- A minimum number of 5 faculty and 5 parent chaperones required for an event.
 - Chaperones will be enlisted by the sponsoring student group.
 - Chaperones will be confirmed by the faculty/staff moderator.
- The Dean of Students will employ uniformed Indianapolis Police Department or Marion County officers.
- Students who leave the front area of the building will not be permitted to return to the dance. The Dean will instruct the moderators to assign at least one staff prefect to this area and to assign chaperones to monitor the restrooms and the south gym doors. The Prom moderator will assign chaperones similarly.
- All infractions should be reported to the moderators or the Deans.
- Students determined to be dressed or dancing inappropriately by an attending faculty/staff/administration member may be dismissed from the dance.
- All Brebeuf Jesuit rules, regulations and policies apply to Brebeuf Jesuit students as they attend events at other schools.
- This policy will be communicated with and reviewed by Student Council as needed and reviewed periodically with staff by the Dean.

DISCIPLINE

Brebeuf Jesuit Preparatory School endeavors to create an atmosphere which fosters academic achievement, personal responsibility and respectful relationships among students, faculty, staff, administrators, families, and other members of the Brebeuf community. Any behavior or action which is contrary to Brebeuf Jesuit's purpose is considered an infraction and is subject to, though not limited to, the consequences below at the discretion of the Dean. Brebeuf Jesuit rules also apply to Brebeuf Jesuit students as they attend events at other schools. Disciplinary matters are confidential and for internal purposes. It is the policy of Brebeuf Jesuit to not disclose student disciplinary records to colleges and universities. Students will be advised to self-disclose the disciplinary infraction when asked on a college application, as it maintains the integrity of their application.

JUG is a punitive action given for infraction of school rules. Failure to serve a JUG when assigned will result in an additional JUG. JUGs are held from 3:30-4:30 p.m. on school days. A student may change an assigned JUG one time, unless specifically instructed by the Dean on the date to be served. Changes to JUGs will not be granted after 3:00 p.m.

Some infractions which could result in JUG include but are not limited to the following:

- Cutting class/unexcused absence (2 JUGs)
- Disrespectful behavior or language
- Hazing, harassment or bullying of any form, of any student, family, faculty, staff, or other member of the Brebeuf community, including sexual harassment or defamation through any medium, including the internet
- Dress code violations
- Entering school or a school event without student ID
- Propping an outside door open without permission
- Inappropriate public display of affection
- Going to the parking lot without permission (Unless you are leaving the school premises)
- Leaving campus without permission – 1st offense (2 JUGs)
- More than three tardies (each tardy after the third)
- Parking violation, i.e. parking in faculty or visitor lot (Note: your vehicle may also be towed)
- Possessing food or drinks outside of designated areas
- Speeding or reckless driving on school property
- Misuse of social media
- Use of cell phones or other electronic devices in a disruptive or unauthorized manner.

Suspension

Suspension is treated as an unexcused absence and lasts from one to five days. During suspension, students are not permitted to attend classes or co-curricular activities. In keeping with the Jesuit charism of *cura personalis* (care of the person) and the high academic standards of Brebeuf Jesuit, students are expected to adequately complete all work missed due to a disciplinary suspension. Note: for information on academic penalties, please see "Unexcused Absences."

Some behavior which could result in suspension (including suspension from events, such as graduation ceremonies) includes but is not limited to the following:

- Accumulation of 10 JUGs in a year
- Cheating, including plagiarism (see Academic Honesty and Integrity, p. 17)
- Fighting
- Stealing/theft
- Leaving campus without permission (2nd offense)
- Possession or use of a controlled substance on or off school grounds
- Possession or use of tobacco (products) on school grounds
- Pranks or disruptive behavior
- Threats, hazing, harassment or bullying of any form of any student, family, faculty, staff, or other member of the Brebeuf community, including sexual harassment or defamation through any medium, including the internet
- Skipping a JUG (2nd offense)
- Speeding or reckless driving on school premises.
- Repeated absences
- Use of obscene or abusive language, symbols, signs or innuendo
- Vandalism
- Repeated violations of school rules whether or not on disciplinary probation
- Violation of the Acceptable Use Policy (see Information Technology Policy, pp. 42-44)
- Any refusal of a lesser consequence, such as JUG
- Any infraction listed under Expulsion
- Refusal to cooperate in searches or an investigation

Disciplinary Probation results when a student's conduct warrants a stronger sanction than JUGs or suspension alone. A student is placed on Disciplinary Probation at the discretion of the Dean and may remain on probation for the remainder of the student's enrollment. Elements of probation may include a parent contract, a mandatory exclusion and/or appropriate and mandatory counseling.

Expulsion is reserved for serious offenses against persons, property or the good order and reputation of the school. Expulsion can be deemed appropriate for consistent noncompliance with school rules. These serious offenses include both on and off campus activity. Expulsion is part of a student's permanent record. **Some behavior which could result in expulsion includes but is not limited to the following:**

- Any action which endangers life and property either on or off school grounds
- Cheating (4th offense)
- Unauthorized possession of a firearm or facsimile of or any other weapon on or off campus
- Possession or use of a controlled substance/paraphernalia on or off school grounds
- Possession or use of tobacco (3rd offense)
- Disrespectful or vulgar language (written or verbal) or behavior
- Setting off false fire alarms or fire extinguishers

- Threats, hazing, harassment or bullying of any form of any student, family, faculty, staff, or other member of the Brebeuf community, including sexual harassment or defamation through any medium, including the internet
- Unauthorized possession of school keys
- AUP violation (see IT Policy and subsequent heading, Violations)
- Stealing/theft
- Vandalism
- Unauthorized after hours activities on school grounds
- Repeated violations of school rules whether or not on disciplinary probation
- Any refusal of a lesser consequence, such as Disciplinary Probation or Suspension
- Refusal to cooperate in searches or an investigation

Expulsion Hearing Procedure

If a student is being considered for expulsion from Brebeuf Jesuit, the following procedures will take place:

1. The Dean of Students will provide written notice to the student and parent(s) of the nature of the offense which precipitates the expulsion consideration.
2. The Dean of Students will provide written notice to the student and parent(s) of the date and time of the Expulsion Hearing.
3. During the period of investigation and the convening of the Expulsion Hearing, the student will be suspended from school and all school activities.
4. Those present at the Expulsion Hearing will include the Dean of Students, the Principal, the President, and any other faculty/staff members as determined at the discretion of the Principal.
5. In the Expulsion Hearing, the student will have the opportunity to explain his/her actions, and parent(s) will have the opportunity to speak.
6. Following the hearing, the Dean of Students, the Principal, and the President will deliberate and make a decision. The Principal will inform the student/parent(s) of the decision, which is final.
7. Should the student and parent waive their right to a hearing, the decision of the Dean, Principal and President is final.

ALCOHOL · DRUG · TOBACCO POLICY

Alcohol and Illegal drugs, including inhalants, K2, Spice, Salvia, Vapes, E-Cigarettes and other manufactured facsimiles, are not permitted at school or any school related activities, including games, dances, and After Prom. Students who possess or are under the influence of controlled substances/drug paraphernalia will be suspended with the possibility of expulsion. Continued enrollment will be dependent upon the completion of a substance abuse evaluation/treatment by a provider approved by Brebeuf.

The School Social Worker will facilitate the referral to a substance abuse treatment provider and serve as liaison between the treatment provider and the Dean. Brebeuf Jesuit also requires a letter from that facility verifying successful participation, which may require signing a release of information form. The student will be subject to disciplinary probation for the remainder of his or

her enrollment at Brebeuf Jesuit. A second offense or failure to comply with the counseling and education program will result in expulsion. Those who sell or provide controlled substances will be subject to expulsion.

The inappropriate use of prescription drugs, including possession or use of another's prescriptions or use of prescription medication that is not in accordance with a doctor's written or verbal instructions will result in the same consequences as the use of controlled substances. Students are required to report the possession and use of their own prescribed drugs to the Dean's Office.

Drug/alcohol testing at a school-designated facility or on-site may be required of students at any Brebeuf Jesuit Preparatory School function on or off campus. Further, students may also be tested universally, at random, or upon suspicion of use with a breathalyzer and/or other testing mechanisms. Students may be suspended until the results of examinations have been made available to the Dean. Students who refuse to comply with testing/temper with the test are considered to have a positive test. Students who test positive for drug or alcohol use during a random test, will be subject to the following disciplinary action:

- **First offense** - removal from 10% participation of all scheduled athletic/extracurricular contests/performances, mandatory drug/alcohol assessment/treatment and evaluation (through school social worker)
- **Second offense** (follow up tests)- removal from 50% participation of all scheduled athletic/extracurricular contests/performances (continued treatment), school suspension
- **Third offense**- removal for 365 days of said test in all scheduled athletic/extracurricular contests/performances and school suspension

Any student who obtains a positive test will also be subject to consistent testing for the remainder of their enrollment at Brebeuf Jesuit.

Brebeuf Jesuit officials reserve the right to search students, their lockers, backpacks, electronic devices, cars or personal belongings while on school property or at school sponsored activities. This action will be taken if there is a reasonable suspicion of a problem or for the common good of the school. Refusal to cooperate with searches may result in suspension/expulsion.

School personnel are required to contact the Dean immediately with knowledge of any of the above disciplinary infractions by students.

In general, potential discipline of Brebeuf Jesuit students by the school is limited to inappropriate or unlawful conduct or activity (including conduct which is inconsistent with Brebeuf Jesuit policies) by the students "at school," including such conduct or activity on campus, at off campus school sanctioned events (such as dances, proms, games, retreats, field trips or the like) or involving school faculty, staff, administrators, other students or equipment regardless of physical location. While it is the policy of Brebeuf Jesuit not to discipline students for inappropriate or unlawful conduct or activity other than that set forth above, Brebeuf Jesuit reserves the right in extraordinary circumstances to consider certain improper or unlawful "non-school" conduct or activity for potential discipline if it is such that the good order and/or reputation of the school or integrity of the educational process or health, well-being or safety of students, family, faculty, staff or other members of the Brebeuf Jesuit community may be jeopardized.

Accordingly, evidence of such extraordinary, inappropriate, or unlawful student non-school conduct or activity may be reviewed by Brebeuf Jesuit officials and its legal counsel to determine what action, if any, is appropriate in those circumstances. Brebeuf Jesuit's review of the evidence will be conducted in a confidential manner, consistent with the school's practices and policies, and may include interviews with persons who may have knowledge of an incident(s) under investigation. Every student is expected to provide truthful information when asked to cooperate in any investigation or review. Brebeuf retains the discretion to determine whether the conduct or activity at issue falls within the category of conduct or activity subject to this policy. In general, Brebeuf rules apply to Brebeuf students as they attend events at other schools.

DRESS AND APPEARANCE

A school dress code is to provide guidance to students and parents as to appropriate attire for school and school functions. The primary means for a dress code is to help a student learn a skill. Brebeuf Jesuit does not have a uniform, but expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event

Basic Principles

1. Shirts must cover a student's shoulders, chest, midriff, entire armpit area, and back.
2. Shorts and skirts must be no shorter than 4 inches above the knee.
3. Shoes are required.
4. Religious headwear and garments are permitted.

Specifics

Following are specifics about what students may **NOT** wear to school. Students not compliant with all guidelines will receive a JUG and are expected to change before attending class.

Students may **NOT** wear:

- Items that include racist, sexist, homophobic, or transphobic images or language, as well as any images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group.
- Clothing that makes reference to alcohol, drugs, tobacco, vaping, paraphernalia, sex, gangs, or violence.
- Clothing displaying hate speech or profanity.
- Athletic shorts/ pants, sweatpants or yoga pants EXCEPT on days approved by administration. (Sports teams are permitted to wear only approved team shirts during school.)
- Leggings (unless under a dress or tunic).
- Sunglasses.
- Pajamas or undergarments worn as an outer garment.
- Caps, hats, or hoodies worn on the head or anything that obscures the face (other than religious headwear)

Convo Dress

Brebeuf Jesuit will hold several special convocations throughout the school year that will require all students to be in Convocation Dress. Convo Dress is worn all day, not just during the special event.

Options for all students include:

- Bottoms: Skirts and dresses must be no shorter than 4 inches above the knee, slacks, or dress pants with a belt. **Shorts and blue jeans of any kind are NOT permitted on Convocation Days.**
- Tops: Dress shirt with tie, blouse, or similar top. Sweaters and blazers are optional.

FACILITIES

Use of the building and grounds of Brebeuf Jesuit Preparatory School (BJPS) is restricted to students, parents, faculty and staff of the school. The school building is open on school days from 7:30 a.m. until the last scheduled event. Students may not be present in the building outside of school hours except under the supervision of a faculty member, coach or moderator. The school alarm system is engaged when the school building is closed. All use of the building by non-Brebeuf Jesuit persons is directed through the Business Office. On BJPS property, BJPS assumes no liability for personal property of students, staff or visitors inside or outside school buildings. Further, BJPS assumes no liability for personal property at any school related event away from school property.

Areas available to students during the school day include the Information Commons, cafeteria, Student Commons, Tim Boldt Lounge, department centers, cafeteria, classrooms, area in front of the gyms and the playing fields/lawns north of the front driveway.

Restricted outdoor areas during the school day include all areas south, east and west of the building, campus area around the Jesuit residence, parking lots, trees, roof and the north lawn directly beneath classroom windows. Students who need access to their cars during the school day must have the permission of either the Dean or the campus prefect.

Cafeteria/Tim Boldt Lounge/Student Commons are areas where cleanliness is the responsibility of the students. When students are finished, they should dispose of all leftovers and trash and push in their chair. Food and drink are only permitted in the cafeteria and may not be taken to other parts of the building or outside.

Information Commons hours are 7:30 a.m. – 4:00 p.m. Materials returned late are subject to a fine and lost items must be paid for by the student. As students receive a notice of a lost item, so too will the student's parents. Grade notification will be suspended for parents until the issue of notice has been resolved.

Gyms are for class, intramurals and other supervised use only. Students may not be in the gyms without adult supervision.

Parking for faculty and staff includes all numbered spaces.

Students are to park in unnumbered spaces in the general student parking lot just east of the building. All cars must visibly display a Brebeuf Jesuit parking permit. Permits are available in the Dean's Office. Students violating parking lot rules are subject to disciplinary action and their vehicle may be towed.

Valuables should be secured by the student. Students and parents are strongly advised not to leave any unattended valuables in their cars or in the building. Brebeuf Jesuit cannot assume responsibility for damaged or stolen property.

Athletic facilities may only be used when a coach or prefect is present. Books and valuables should not be stored in the gyms or locker rooms.

Restricted indoor areas are the France Stone Room, the Faculty/Staff Lounge, the Support Kitchen, the Admissions and Lobby Conference Rooms, and the southwest staircase. Students may be present in these rooms only with adult supervision. Classrooms are available for use after school with adult supervision.

Lockers are the property of the school and should be kept clean. Students are assigned a locker for the year and may not exchange with anyone else. Locks must be those provided by the Dean's Office. Lockers are to be emptied at the end of the school year and locks taken home for the summer. All posters may be removed from lockers at the end of each month or prior to holidays.

Keys to Brebeuf Jesuit facilities may never be in the possession of students.

INFORMATION TECHNOLOGY (IT) POLICY

Brebeuf Jesuit Preparatory School provides Information Technology (IT) tools for the benefit of its staff and students. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Simply, access to network services and support of those services will be provided to students who agree to act in a considerate manner.

These IT tools are to be used primarily to support teaching and learning, in accordance with the policies and guidelines contained in this document. This "Acceptable Use Policy" (AUP) addresses acceptable and unacceptable ways in which the students in our community may use our IT tools, and it addresses specific user responsibilities, rights and expectations.

However, given the rapidly changing nature of IT systems and services, the policies defined in this document cannot cover every possible situation. Therefore, in addition to the specific acceptable and unacceptable uses presented, this AUP provides general principles which shall direct the use of Brebeuf Jesuit's IT tools. Put another way, students and adults are expected to use good judgment when working in gray areas not covered explicitly by the rules.

Adherence to this policy shall be the joint responsibility of the students, parents and employees of Brebeuf Jesuit. Before an IT tools account will be assigned, a student must have the student handbook signed by the student and the student's parent or guardian.

BRING YOUR OWN TECHNOLOGY (BYOT) GUIDELINES

Brebeuf Jesuit's "bring your own technology" (BYOT) program enables students and adults to attach personal electronic devices to the Brebeuf Jesuit wireless network. It is our hope that students will be able to use this freedom of choice to identify and use the tools that will allow them to pursue their own personalized educational and technological experience within the Brebeuf Jesuit environment. With the convenience and capability of this privilege comes an increased responsibility on the part of community members to use tools, personal and school-owned, appropriately and with consideration of others in mind.

Students using privately owned electronic devices must follow the policies stated in this document while on school property, attending any school-sponsored activity, accessing BJPS provided resources, using the BJPS network or while interacting in real or delayed time with BJPS community members. Use of these devices gives tacit approval for school IT personnel and faculty/administrators to observe and utilize the devices to confirm compliance with school policies described.

In the classroom environment, the teacher or other designated adult is the determiner of appropriate and inappropriate use of technology. Teachers may declare technology-free times, call for the placing of technology at the front of the room or in a ready-to-use position. It is inappropriate to attempt to covertly use technology or overtly use technology in ways that are inappropriate, not indicated by the instructor or that run counter to the educational purpose of the class (for example, texting under the desk)

Electronic devices should be used in the building following guidelines that promote the utmost respect of decency, civilized behavior, and common courtesy. Devices should not be used to conduct audio/video conversations except in authorized areas or with the specific permission of an adult. Notifications and other alerts should be set to silent or vibrate at all times unless requested by an adult.

Use of personal or school communications tools, including but not limited to chat, telephone, e-mail, texting, social networking should follow guidelines of personal decency and decorum. Inappropriate language, harassing behavior, overtly sexual or violent behavior or innuendo is a violation of the letter and spirit of the rule and may be subject to disciplinary action.

Personal electronic devices should not be used in violation of any school policy or direction given by a classroom teacher or other Brebeuf Jesuit employee. Use of personal electronic devices for entertainment or recreational use may be severely limited by Brebeuf Jesuit IT Staff, Teachers or Administrators based on the level of distraction and/or network resources used.

Any devices used or operated in an unauthorized manner may be taken and held in the Dean's Office until a parent or guardian picks them up and may result in the user being subject to other disciplinary consequences.

PRIVILEGES AND ACCEPTABLE USE

We hope that students find Brebeuf Jesuit's IT tools to be useful assets that assist them in achieving their educational goals. An IT tools account grants a student access to:

- An AMDG.brebeuf.org account (powered by Google G-Suite education): This cloud-based computing technology grants all Brebeuf Jesuit students limited access to email, calendaring, document creation, collaboration, storage, and other tools).
- A PlusPortals account: This learning management account gives students access to classroom materials, notes, grade updates, schedules, etc.
- Productivity software (Word, PowerPoint, Docs, etc.) and various departmentally used pieces of software (such as Adobe products used in Art classes);
- The Internet and many subscribed Internet reference and tutorial resources (which are accessible from any student computer in the building and in many cases on personal electronic devices at home and school).
- Note taking and bibliography applications
- Access to and classroom instruction on new media creation tools including music, video, digital graphics and programming software.

Users are encouraged to:

- Use IT tools to support their learning in ways that are consistent with the mission of the school;
- Conduct research using the Internet for instructional purposes related to class curriculum and personal interest and development;
- Access information that will facilitate their selection of the college or university that they want to attend;
- Increase their awareness of career path opportunities;
- Infuse technology into their course work;
- Improve their information literacy and research skills;
- Find ways to use technology for service to others.

SECURITY

Security on our IT network is a priority. Anyone identifying a security problem on the network should notify a teacher or the IT Department. If you find a problem you should not demonstrate the problem to other users or try to bypass the problem by using another individual's account. Users may not use accounts or passwords belonging to other users, or misrepresent other users on the network. Unauthorized attempts to login to the network as a system administrator will result in cancellation of user privileges.

UNACCEPTABLE USE

The list of inappropriate uses of IT tools and accounts currently includes, but is not limited to the following. (This list may be updated at any time.)

- Using the Internet or school network for any illegal activity, including gambling, computer hacking (and all variations thereof) and copyright or intellectual property law violations;
- Use of Anonymous Proxies, Caching Servers, or any other means to avoid restrictions placed on the IT network and/or internet access;

- Gaining intentional access to materials, maintaining access to materials or distributing materials which are obscene, pornographic or whose dominant appeal is sexual arousal;
- Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage excessive use of violence, blood, gore, or the diminishment of the value of life;
- Associating a website, social media account, or system with the school without proper authorization or failing to comply with copyright and other intellectual property laws.
- Downloading, installing or accessing unauthorized software or other executable files (e.g., .exe, .bat, .pif, .reg) without the permission of IT staff; this includes but is not limited to the use of unauthorized operating systems or other root level programs that could be installed on school computers or devices.
- Deliberately introducing a virus to, or otherwise improperly tampering with, the system;
- Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs;
- Attempting to gain access to or gaining access to network hardware (including wall jacks, wires, switches, routers, servers, access points, etc.). This includes placing unauthorized devices onto the school's wired network or setting up man-in-the-middle protocols.
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- Posting messages on or through the network or internet, including those that are anonymous, that use abusive or profane language, or use the system to harass, insult or verbally attack others or disrupt normal function;
- Using limited resources provided by the school in a wasteful manner;
- Causing or contributing to the unnecessary congestion or malicious interference of the network;
- Gaining unauthorized access to resources or files;
- Identifying oneself with another person's name or using password, account, or credentials of another user (including guests);
- Providing access to the school's network to unauthorized individuals or granting limited authorizations to unauthorized people;
- Using IT Tools for financial or commercial gain (unless approved by BJPS administration for a school activity directly supervised by a staff member);
- Stealing or vandalizing data, equipment or intellectual property;
- Invading the privacy of other individuals;
- Attempting to gain access to or gaining access to student records, grades or files outside of the adult supervised and approved shared drives or individual authorized account;
- Degrading or disrupting equipment or system performance;
- Failing to obey school or classroom technology use rules;
- Taking part in any activity related to technology use, which creates a clear and present danger or a substantial disruption to the orderly operation of the school;
- Use of school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams).

RISKS

The educational community of Brebeuf Jesuit makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages the user may suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions. The student is responsible for evaluating any information obtained from the Internet. Brebeuf Jesuit specifically denies any responsibility for the accuracy or quality of information obtained through its services. Additionally, Brebeuf Jesuit will not be responsible for unauthorized financial obligations resulting from provided access to the Internet. The users of Brebeuf Jesuit's IT Tools agree that they waive any right to privacy that they may have for such use (including personal devices) We may monitor the user of technology and may also examine all system activities in which the user participates. Users have no right to privacy as to any information or file created, maintained, transmitted or stored in or on Brebeuf Jesuit's property, through our technical resources or on personal devices at school. Users should know that content that includes but is not limited to: sexual comments or images, racial slurs or other offensive comments, defamatory, discriminatory or harassing materials distributed, accessed or downloaded through IT tools could expose them to legal liability as well as to disciplinary action.

VIOLATIONS AND SANCTIONS

Brebeuf Jesuit Preparatory School endeavors to create an atmosphere which fosters academic achievement, personal responsibility and respectful relationships among students, faculty, staff, administrators, families and other members of the Brebeuf community. Any behavior or action contrary to Brebeuf's purposes is considered an infraction and may result in the immediate and/or permanent loss of access to IT Tools and/or further disciplinary actions (see DISCIPLINE). At any time as required for administrative or technical reasons a network administrator may close an account.

COPYRIGHT

Brebeuf Jesuit does not sanction copyright infringement. We ask all organizations bearing the Brebeuf Jesuit name to honor all copyright and license restrictions.

Brebeuf Jesuit IT acknowledges with appreciation the use of thought and language from Cincinnati Country Day, Fordham Prep and other Jesuit schools in developing these guidelines.

MISCELLANEOUS

Emergency calls should be directed to the Dean's Office.

Grade reports will be withheld and *Portals* accounts will be suspended for parents if there is a problem with non-payment of tuition or fees or for not returning library or athletic materials. Transcripts and diplomas will also be withheld until such obligations have been cleared with the Business Office.

Dropoff items for students, including food for athletic teams, may be left at the Front Desk for students to pick up throughout or at the end of the day.

Lost and Found is located in the Dean's Office.

Personal Responsibility Time (PRT) is set aside for a student's discretionary use within the parameters of the school's rules. Various activities are scheduled during PRTs. Faculty members and administrators may require student presence for PRT activities.

Senior pictures are required to be taken by a studio specified by the school. There is a fee for copies of these pictures. Students have the option to purchase pictures from the studio. For questions, please refer to the Principal's Office.

Student ID questions and needs are handled through the Dean's Office.

SAFETY

The school safety personnel conduct continuous reviews of safety/security practices. A most effective, least intrusive approach to training our staff in risk management is evident in our compulsory fire, severe weather, and "lock down" drills. Most important are the many trusting relationships among our students and staff which create valuable lines of communication.

The Indiana School Safety Academy certifies our personnel and provides a network of professional consultation allowing our staff to be apprised of best practices in safety and security. Many of our staff members have first aid certifications and are quickly accessible on any school phone. Feedback from our community concerning our emergency preparedness is always welcomed and necessary for progress.

Health concerns may be cause for the Dean to require a physical examination. Students may be excluded in any and all activities until the results of examinations have been made available to the Dean. If a student must be excused from Physical Education, a doctor's note must be presented to the teacher/administration. A student's inability to complete the requirements of the Physical Education class may necessitate a student retaking the class at a later date.

Brebeuf Jesuit Preparatory School recognizes that to achieve a school environment free from chronic infectious diseases requires the cooperation and effort of parents, students and the school staff. In order to promote and ensure appropriate student health standards, students with chronic infections or communicable diseases may be permitted to remain in the classroom only if there is no reasonable risk of transmission of the disease to others. Parents as well as the school staff who have knowledge of or reasonable cause to believe that a student has a chronic or infectious disease have an obligation to report such a condition to the Dean. Brebeuf Jesuit will endeavor to accommodate the interests of students infected with such diseases to continue to participate in educational and other school activities, but the decision of Brebeuf Jesuit with respect to the student's continued attendance or participation in school activities shall be final.

During a fire or tornado drill or alarm, all are required to follow posted instructions. Students must move quickly and in silence to their assigned places.

In case of anticipated heavy snow or other severe weather, announcements of a school cancellation or delayed opening will be posted on the Brebeuf Jesuit website; via email; and the local media outlets will be notified (see below).

Media outlets:

- WISH-TV 8 (CBS) [MyIndyTV CH 23, WISHTV.com]
- WRTV-6 (ABC) [Cable News Channel 64, WRTV.com]
- WTHR-13 (NBC) [WTHR.com]
- WITV-4 (WB) [WXIN-59 FOX, WITV.com]

As always, the school will make the serious decision to delay/close school as soon as all necessary information is made available.

Please note that Brebeuf Jesuit does not link its school closings to Pike Township Schools. If Brebeuf Jesuit remains open and parents believe that travel conditions in their particular neighborhood are unsafe, parents should call the Dean's Office (317.524.7118) to report their student's absence; in such cases an excused absence will be given.

In the event of a two-hour delay, classes will begin at 10:30 a.m.

Student IDs will be shown to prefects at the gym entrance as students enter and leave school while classes are in session. Students must display their IDs when in the building, worn on a lanyard. Students who forget or lose their IDs will receive a JUG and will be directed to the Dean's Office for a temporary replacement.

All visitors must have specific school business and sign in at the kiosk in the main lobby in order to receive a Visitor's Pass.