

GPREFP@125
years



STUDENT PLANNER
2011-2012
GONZAGA PREPARATORY SCHOOL

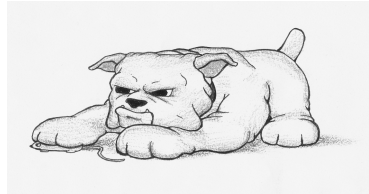
Schedule for the 2011-2012 School Year

Monday	Tuesday	Wednesday	Thursday	Friday
P1: 7:45-8:30 (45)	Faculty Mtg 7:30-8:45 (75)	P1: 7:45-9:03 (78)	P1: 7:45-8:30 (45)	P1: 7:45-8:30 (45)
P2: 8:35-9:20 (45)		BRK: 9:03-9:16 (13)	P2: 8:35-9:20 (45)	P2: 8:35-9:20 (45)
BRK: 9:20-9:35 (15)	P2: 9:00-10:18 (78)	P3: 9:16-10:34 (78)	BRK: 9:20-9:35 (15)	BRK: 9:20-9:35 (15)
HR: 9:35-10:05 (30)	BRK: 10:18-10:33 (15)	HR/MASS: 10:39-11:24 (45)	HR: 9:35-10:05 (30)	HR: 9:35-10:05 (30)
P3: 10:10-10:55 (45)	P4: 10:38-11:56 (78)	L: 11:24-11:57 (30)	P3: 10:10-10:55 (45)	P3: 10:10-10:55 (45)
P4: 11:00-11:45 (45)	L: 11:56-12:26 (30)	P6: 12:02-1:17 (78)	P4: 11:00-11:45 (45)	P4: 11:00-11:45 (45)
L: 11:45-12:15 (30)	HR: 12:31-1:22 (51)	P7: 1:27-2:45 (78)	L: 11:45-12:15 (30)	L: 11:45-12:15 (30)
P5: 12:20-1:05 (45)	P5: 1:27-2:45 (78)		P5: 12:20-1:05 (45)	P5: 12:20-1:05 (45)
P6: 1:10-1:55 (45)			P6: 1:10-1:55 (45)	P6: 1:10-1:55 (45)
P7: 2:00-2:45 (45)			P7: 2:00-2:45 (45)	P7: 2:00-2:45 (45)



Student Handbook

2011-12



Gonzaga Preparatory School

Home of the BULLPUPS

1224 E. Euclid Avenue

Spokane, WA. 99207

(509) 483-8511

Fax (509) 483-3124

Attendance (509) 483-8513

This planner belongs to:

Name

Grade _____ Locker _____

Homeroom Moderator(s) _____

Homeroom Hub Room Number: _____



Parent/Student Verification Form

Commitment to the Gonzaga Preparatory School Mission

Students and parents/guardians sign the Commitment to Mission form each year they are enrolled in Gonzaga Preparatory School. Signed copies are kept in the student file.

As members of the Gonzaga Preparatory School community, we are called to be concerned for every person as a member of God's family. To achieve this ideal, all of us are expected to contribute through words and actions to an environment characterized by respect, caring, and honesty. Students are expected to support Gonzaga Prep's mission by demonstrating respect for themselves, respect for others, and adherence to school rules and traditions.

Your desire to be a member of the Gonzaga Preparatory School community assumes your dedication to pursuing growth, as it relates to you as a person, who seeks to grow in the spiritual, intellectual, physical, and cultural aspects of your life as stated in Gonzaga Prep's Mission Statement. It further assumes you will abide by a standard of behavior in and out of school, which preserves the integrity of our school community. For example, your commitment to Gonzaga Prep's Mission means you will neither give nor receive unauthorized assistance on any school assignment, and that you will behave honestly and respectfully in all you say and do.

I have read the Mission Statement and this statement of commitment and agree with the values they express. I have also read the Student Handbook and discussed the rules, policies and procedures contained in the handbook. I fully agree to follow and uphold the policies of Gonzaga Preparatory School throughout the years enrolled and intend to be an active member of the school community.

PLEASE GO ONLINE TO "STUDENT LIFE" FORMS, print this form out, sign and freshman submit their forms to their Freshman Seminar moderator and upperclassmen turn their forms in to their homeroom moderator by **September 8 2011**. Students who do not meet this deadline will be subject to disciplinary penalties.



Contact Information

President Al Falkner 483-8511 Ext. 322
Principal Kevin Connell, SJ 483-8511-Ext 403
Academic VP Derek Duchesne 483-85 Ext. 414
Activities VP Paul Manfred 483-8511 Ext. 407
Dean of Students Ben Walker 483-8511 Ext. 405
Dean of Students Peg Haun-McEwen 483-8511 Ext. 423

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GONZAGA PREPARATORY SCHOOL

MISSION STATEMENT

Gonzaga Preparatory School exists to support the life of the Catholic Church in the Inland Northwest by seeking to serve all families who desire for their children Catholic education in the Jesuit tradition. Our pledge is to provide, in concert with the parents alumni and community, an educational opportunity which seeks to form Christian leaders spiritually, intellectually, physically and culturally.

Guided by the Gospel values of love and justice, students are challenged to fulfill their potential as life-long learners in service to others.

PROFILE OF THE GRADUATE OF GONZAGA PREPARATORY SCHOOL

I. Open to Growth

The Gonzaga Prep graduate has matured emotionally, intellectually, physically, socially and spiritually, and has become independent enough to make value-based judgments.

The

graduate:

- A. has learned to accept self as lovable and loved by God and others.
- B. has become open to a variety of aesthetic experiences.
- C. has become more flexible and open to other points of view; has recognized how much one learns from respectfully listening to those with different perspectives.
- D. has begun to seek positive new experiences, even those which involve some risk and the possibility of failure.
- E. has explored career and life-style choices within a Christian value framework.
- F. has recognized the necessary connection between emotional integrity and spiritual growth.
- G. has begun to develop a habit of reflection on experience, and to recognize the need for self-discipline; has taken responsibility for growth as a person.

II. Intellectually Competent

At graduation the Gonzaga Prep student will be adequately prepared for advanced forms of education. The graduate:

Academic Requirements

- A. has grasped the fundamental skills of communication.
- B. has grasped the fundamental skills of mathematics.
- C. has developed logical and critical thinking skills.
- D. has studied those academic subjects required for entrance into college or some other form of post-secondary education.

General Skills and Attitudes

- E. has developed greater precision in thought and expression, both written and oral.
- F. has developed a curiosity to explore ideas and issues.
- G. has developed an organized approach to learning tasks.
- H. has presented a convincing argument in written and oral form.
- I. has taken pride in school accomplishments and has begun to enjoy intellectual and aesthetic pursuits.
- J. has had the opportunity to develop occupational skills.
- K. has begun to develop an appreciation for the body and its physical development; has begun to understand the importance of caring for one's health and well being.

Substantive Knowledge

- L. has begun to develop a general knowledge of central ideas and a variety of intellectual disciplines.
- M. has begun to relate current issues and perspectives to some of their historical antecedents.
- N. has grown in appreciation of his or her cultural heritage.
- O. has begun to understand both rights and responsibilities as a citizen of the United States and the world.
- P. has begun to develop a repertory of images of the human condition as presented in literature, drama, biography, and history.
- Q. has begun to understand some of the moral implications of the uses of science, technology, and capital as they relate to the environment and public policy.
- R. has been involved in art, music, drama, and other aesthetic pursuits through active participation and study.
- S. has begun to develop that critical consciousness which enables the student to analyze and evaluate better the issues facing men and women and to evaluate the various points of view on these issues.

III. Religious

At graduation, the Gonzaga Prep student, either Catholic or non-Catholic, will have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate will also have examined his or her own feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. The graduate:

- A. has read from the Hebrew Scriptures and has personal familiarity with salvation history.
- B. has studied Scriptures and encountered the person of Jesus Christ as He is presented in the New Testament.
- C. has a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission.
- D. has had exposure to non-Christian and non-Catholic religious traditions.
- E. has begun to take responsibility for personal faith development.
- F. has had some experience of God, in private prayer, on a retreat, in liturgical prayer, or in service to others.
- G. has continued to form a Christian conscience through evaluation of moral choices, and can reason through moral issues with increasing clarity.
- H. has begun to appreciate the Eucharist as the center of a vibrant Christian community.
- I. has recognized need for healing and reconciliation with friends, family, Church, and the Lord.
- J. has begun to understand the relationship between faith in Jesus and being a "Person for Others," based on Church teachings on social justice.

IV. Loving

At graduation, the Gonzaga Prep student has begun to move toward a greater appreciation and acceptance of others. The graduate:

- A. has developed enough self-confidence to trust friends, members of the family, and adults of the school community.

- B. has learned to recognize personal prejudices and stereotypes; and to communicate more easily with others, especially with peers of other races, religions, nationalities and socio-economic backgrounds.
- C. has enhanced the school community by presence and participation.
- D. has begun to understand the complexity of human sexuality within a Christian framework.
- E. has begun to develop empathy.
- F. Has begun to appreciate the satisfaction of service to others.
- G. Has become more sensitive to the beauty of the created universe and more caring about life and the natural environment.
- H. Has become aware of God's personal love.

V. Committed to Doing Justice

At graduation, the Gonzaga Prep student has begun to acquire the skills and motivation necessary to live as a "Person for Others". The graduate:

- A. has become more aware of selfish attitudes and tendencies leading to unjust treatment of others.
- B. has begun to understand that Christian faith implies a commitment to a just society.
- C. has grown in awareness of the global nature of many current social problems.
- D. has begun to recognize that injustice exists in some institutions, attitudes, and customs.
- E. has developed a sense of compassion for the victims of injustice and a concern for those social changes which will assist them in gaining their rights and sense of human dignity.
- F. has begun to appreciate the richness of a pluralistic society.
- G. has begun to confront some of the moral ambiguities imbedded in values promoted by Western culture.



ACADEMIC EXPECTATIONS
See course catalog at www.gprep.com for all academic policies and procedures.

1. Students are expected to fulfill their God-given talents to work to their capacity and to accept the challenge to use and develop their gifts. Gonzaga Prep expects a high quality academic performance from every student, commensurate with his/her ability.
2. Academic success requires consistent home study on the part of the students. Students should expect and expend on the average of at least half an hour outside study daily for every academic class. Organization of assignments and deadlines is an important part of study skills. To that end, Gonzaga Prep requires of all students the purchase of the Gonzaga Prep Planner at the beginning of the year
3. **Integrity.** It is important that students see the tremendous importance of honesty and integrity in their academic pursuits. All students and parents are urged to read Gonzaga Prep's statement on academic honesty and integrity in the student planner . (See *Integrity Policy*.)
4. We discourage students from working more than 20 hours a week at a job because of the detrimental effects it has on academic progress and success. Students wanting to work more than 20 hours per week must clear this through the Academic Vice Principal (as per Washington state requirement).
5. Students experiencing academic difficulties are encouraged to speak often to their teachers and counselor. Teachers meet often with students before and after school. Counselors help arrange Study Lab and tutoring through our National Honor Society.
6. **D or F Policy.** Any student who receives a **D** or **F** grade in a course may repeat the course in summer school or in the following school year with prior course approval by the Academic Vice Principal. A student may not take two English courses concurrently during the school year. Courses taken at a school other than Gonzaga Prep will be designated on the transcript as a transfer credit. The original **D** or **F** will remain on the transcript as an attempted credit but will not be calculated in the GPA. The higher grade earned is the one to be included in the calculation of the student's GPA . A WF cannot be replaced.
7. **Adding/dropping classes.** All course changes must officially occur within the first five days of a semester course or the first five days of a year long course (two semesters). Official course changes may be initiated with the student's counselor and are not final until approved by the Academic Vice Principal. Beyond the fifth day, no student may drop or change a course without the recommendation or permission of the counselor, instructor and Academic Vice Principal. If a student drops a class after the initial one week, a "W" (withdrawal) will appear on the student's transcript. If the class is dropped after the quarter a "WF" (withdrawal/failure) will appear on the transcript and will be factored in the GPA. The fee for all add/drops is \$5.00.

GRADUATION REQUIREMENTS

COURSE	SEMESTER CREDITS
1. English (grades 9-12)	8
2. Religion (1 semester sophomore year 2 semesters freshman, junior, and senior year)	6
3. Mathematics (grades 9-12).	6
4. Lab Science	5
5. Social Studies	
A. World History	2
B. U.S. History	2
C. Senior History	2
6. World Language	4
7. Physical Ed (1 sem grade 9, 1 sem grade 10)	2
8. Occupational Education	2
9. Community Service	1

*The following courses are accepted for
Occupation Education credits:*

A. Technology	H. Psychology
B. Single Survival	I. Counselor Assistant
C. Computer Courses	J. Vocational Skills Center
D. Personal Finance	
E. Fine Arts	
F. Debate	
G. Yearbook	
9. Fine Arts (Art, Music, Drama, Debate)	2
10. Electives	4
TOTAL CREDITS REQUIRED FOR GRADUATION	46

GONZAGA PREP ATHLETIC CODE/CONTRACT

GOALS: The Mission Statement states that the school provides "in concert with the parents and community, an educational opportunity which seeks to form Christian leaders spiritually, intellectually, physically and culturally." In support, the athletic department sets forth the following goals:

- 1) To support and contribute to the goals of the total education program.
- 2) To promote high standards and involvement in school athletics.
- 3) To develop good sportsmanship, fair play, discipline, and leadership.
- 4) To develop physical excellence and understanding of the value of competition in our society .

ACTIVITIES: Gonzaga Prep is a 4A school in the Greater Spokane League. Programs are offered for the following sports on the junior high and high school level of competition:

Men --Cross country, football, basketball, wrestling, soccer, baseball, track, golf, tennis.
Women --Cross country, soccer, volleyball, basketball, softball, track, golf, tennis.

Many activities are available to students. We are an active student body and strongly encourage everyone to participate in at least one activity each year.

ELIGIBILITY REQUIREMENTS: In order to turn out for and/or remain a member of any Gonzaga Prep athletic team, a student must meet the following requirements -- 1) be under 20 years of age at the beginning of the sport season, 2) have passed five full time subjects in the previous semester, and currently be passing in at least five full time subjects, 3) have been in attendance the previous semester, 4) have passed a physical examination and yearly update, 5) have proof of insurance coverage on file in the AC's office, 6) be in attendance for all classes on the day of a practice or interscholastic competition (exceptions to this require permission of the principal/designee prior to participation.), and 7) have not exceeded or reached the limit of four consecutive years of eligibility after entering the 9th grade. 8) not lost amateur standing. Transfer students must clear their athletic eligibility through the Vice Principal for Activities. 9) a student cannot permit or authorize the use of that individual student's name and/or picture, a school or school team name and/or picture(s) to directly advertise, recommend, or promote a commercial product or service.

RULES AND REGULATIONS: All students participating in athletics are required to comply with the rules and regulations of the school and will submit to the reasonable discipline of school authorities. Any participant who willfully performs any act which materially interferes with or is detrimental to the orderly operation of the school's athletic program shall be subject to athletic discipline, athletic probation or athletic expulsion. Such acts shall include, but not be limited to, those enumerated below. The following acts by a participant on school premises or off school premises at any school-sponsored activity shall constitute sufficient cause for athletic discipline, athletic suspension, or athletic expulsion: **disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from turnout or activity; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion or intimidation of another student or staff member; assault of another student or staff member; stealing; lack of athletic performance consistent with the student's ability; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law.**

Gonzaga Prep Athletic Code continued

SUBSTANCE ABUSE POLICY:

Gonzaga Prep expects all students to abide by the **Substance Abuse Policy** on p. 23. Violations of this code by participants shall constitute sufficient cause for athletic discipline, athletic probation, or athletic expulsion. All students, whether an athlete or not, shall also incur stated disciplinary consequences for violations of the Substance Abuse code. Coaches and activity advisors are encouraged to place additional behavioral requirements (e.g. off-campus drug/alcohol use) on participants. However, these additional requirements must be clearly stated in writing before the beginning of the athletic season.

PENALTIES: The use of legend drugs/anabolic steroids is penalized through RCW 69.41.020- 69.41.050. On the first violation, the athlete is ineligible for the remainder of the season. On the second violation, the athlete is ineligible for one calendar year. On the third violation, the athlete is permanently prohibited from participation.

Violations of the school's substance abuse policy regarding alcohol, drugs, or tobacco will result in the following athletic disciplinary actions:

1st OFFENSE: The athlete will be on probation for the remainder of the season and is ineligible for the next event for a sport with 10 or fewer events, or the next two events for a sport with more than 10 events. The athlete will be required to attend in a timely manner an education course specific to the violation at the direction of the school counselor.

2nd OFFENSE: The athlete will be expelled from participation in the athletic program for the remainder of the season.

3rd OFFENSE: The athlete will be prohibited from participation in the athletic program for one academic year.

GRIEVANCE AND APPEAL PROCEDURE:

Any athlete, parent, or guardian who is aggrieved by any athletic/activity probation, or expulsion has the right to an informal conference with the principal or his/her designee and any other staff member involved.

EQUIPMENT AND TRANSPORTATION:

School owned equipment checked out by a participant is his/her responsibility. Loss or misuse of this equipment will be the financial obligation of the participant.

The participant must use school provided transportation unless other school-approved arrangements have been agreed to by the moderator. In addition to this athletic code/contract, teams or participants may be required to adhere to rules which are unique to a particular activity. Such rules will be given to the participant at the beginning of the season and shall have been approved by the school administration.

RELIGIOUS EXPECTATIONS

1. All students are expected to participate in the religion courses of the school, which include the community services programs for seniors. (See "Graduation Requirements.")
2. All Freshmen and Sophomores are expected each year to make a retreat at a site and time determined by the Campus Ministry Office. All Juniors are strongly encouraged to make a special weekend retreat called a Search. All Seniors are expected to attend some form of retreat experience during their senior year and are strongly encouraged to attend the weekend Magis retreat.
3. On certain occasions (e.g., Mass of the Holy Spirit, Thanksgiving Mass, Advent Mass, Marian Mass, etc.) all students are required to attend Masses offered for the entire school. **Students will not be excused for appointments during all -school masses.** On Holy Days of Obligation, students are encouraged to attend Mass during school. Families are always welcome to attend all school masses.
4. Reconciliation services are offered at different times throughout the year. All students are invited to participate.
5. Students are expected to act toward one another, toward adults, and toward the school with respect and charity. This Christian manner of dealing with one another should be manifest in the use of language, and in honesty, good sportsmanship, and concern for one another.

COMMUNITY GUIDELINES

Gonzaga Preparatory School is committed to the growth of the individual within a community dedicated to unity and service. Self-discipline is an integral part of the achievement of these goals, and of the development of men and women who accept the call to serve one another as members of a Christian community.

If, during the process of developing this self-discipline, corrective measures become necessary, they will be used with fairness and consistency. Procedures will be flexible to allow for individual differences among students, yet firm to ensure the safety and well-being of the Gonzaga Prep community. The administration retains the right to interview students without a parent present to maintain a safe and orderly school environment. If reasonable corrective measures do not result in acceptable behavior, or if there is an apparent danger to the school community, then a student will be required to withdraw from Gonzaga Prep.

Since Gonzaga Prep is a private school financed by tuition and donations, it is understood that parents who choose to send their children here accept the guidelines of the school in the academic, extra-curricular, and disciplinary areas. Gonzaga Prep is a community based upon the teachings of Jesus Christ and the traditions of the Roman Catholic Church, and while students of all faiths and backgrounds are accepted equally into the community, the assumption is that all will direct their behavior in keeping with the guidelines which follow.

Generally speaking, courteous and cooperative behavior is expected of all students at all times. Respect for each person's dignity, a basic principle of Christ's call to love others, is essential for the well-being of the Prep community. A clean campus is to be maintained at all times. The cooperation of all students is asked in helping to keep the campus and school buildings clean and in good condition.

VOLUNTEERISM

One of the cornerstones of the Fair Share program is the request that all families volunteer in some way at Gonzaga Prep. Volunteerism is a long-standing tradition and **every** family with children enrolled at Prep is required to participate.

Volunteer activities include weekend clean-up parties, the Gala Auction, the annual Food Drive, the Phone-a-thon, maintenance work, clerical work, mailings, library work, concessions for athletic events, managers and trainers for sporting events, alumni functions, and Booster events. Parents / Guardians, students, and alums work together throughout the year.

Computer Policy and Expectations

Students need to exhibit good judgment, consistent with general school policies, when using the school's computers and computer network. Failure to do so could result in loss of privileges and/or sanctions. All students are required to sign a statement acknowledging that they understand the school policy before they are allowed to use the computers in the Technology Center. Gonzaga Prep retains the right to audit the use of its computer resources, which includes access to all data by the IT administrators and other administrators with need to know. There is no right to privacy in the use of Prep's computer resources and all data used, stored, or transferred within Prep's network becomes the property of Gonzaga Preparatory School. This policy applies to all students throughout the time they are enrolled at Gonzaga Prep. In addition to school use, students shall not establish public personal web sites or participate in public internet communication containing material or connections to material contrary to the mission and philosophy of Gonzaga Prep.

PHILOSOPHY OF DISCIPLINE

The rules of the school are intended to help create a respectful and orderly environment conducive to learning and appropriate student and faculty interaction. The following principles provide the foundation for Gonzaga Prep's disciplinary policies and rules:

- A. Any conduct detrimental to the learning environment and to other students shall result in an immediate disciplinary consequence.
- B. All students shall comply with the Student Policies and Procedures set forth herein, and failure to do so shall be cause for disciplinary action including loss of co-curricular privileges or a recommendation for withdrawal.
- C. Students shall demonstrate a willingness to cooperate in finding a remedy for violations of this code.
- D. Discipline measures to correct a student's action are progressive.
- E. Depending on the circumstances and student cooperation, the administration reserves the right to determine the procedural level at which the action should be handled.
- F. A student who shows a lack of respect for faculty, staff or other students will receive disciplinary consequences. This may include emergency removal from school.
- G. **A student who is dishonest in regards to any action that led to a disciplinary consequence will receive additional consequences, including possible Integrity Policy violations.**

PENALTIES

1. "JUG" / DETENTION

Detention (JUG) may be assigned to a student by any administrator or faculty member of Gonzaga Prep. A student who fails to serve a JUG receives progressive discipline which may include a Level 1 Sanction. Parents may check a student's discipline record online. Disciplinary Probation/ Contract (see p. 16) may be assigned for excessive number of behavioral referrals of any type, for a record of consistent academic, attendance, and/or disciplinary issues, or at any other time the administration considers probation to be an effective means of addressing inappropriate student performance. Should a student be assigned jugs throughout the course of a school year that exceeds the number set on his/her probation, the Deans may recommend the Student Governing Board to review the student's continued enrollment status.

2. JUG / SANCTION DETENTION FORMATS

A. Procedural Jug/Lunch Jug: Lunch JUG begins with the student checking in with the Jug supervisor in the Student Center at the start of the lunch period. Students serving lunch JUG will be given time to eat their lunch at the Deans' Table. JUG students will assist the Deans and custodians in student center cleanup for the lunch period. Lunch Jug must be completed at the lunch immediately following the offense. Failure to complete a Procedural Jug results in a Behavioral Jug.

B. Behavioral Jug/After School Jug: JUG begins at 2:55 pm or ten minutes after the last scheduled class period or assembly. JUG will last 45 minutes. After school Jug must be completed on the day of, or the next day after the offense. Failure to complete a Behavioral Jug results in a Sanction

C. Sanction : Sanction (“Saturday JUG”) begins at 7 a.m. and concludes at 9 a.m. If a student is late or performs his/her work poorly, additional Sanctions may be issued. Given the serious nature of Saturday sanction, it is assigned only by an administrator. Sanction is scheduled at the convenience of the school and takes precedence over any personal plans a student or the family may have made. Accumulation or assignment of three or more sanctions in any given semester may require a conference of administrators and Parents / Guardians which may include placing the student on a behavioral contract. Upon breach of a behavioral contract the Deans may recommend the Student Review Board to review the student’s continued enrollment status. Failure to complete a Sanction means the student is liable for suspension. **A student may not return to school without a parent/guardian meeting if a sanction is missed.**

NOTE: If a student is late to any JUG / Sanction or performs his/her work poorly, additional JUG / Sanction may be issued.

Procedural Jug/ Lunch Jug will be assigned for the following reasons:

- Being less than one minute late to class
- **Dress code violation (1st violation)**
- Food / Drink in hallway
- **Chewing gum in prohibited places or times**
- Parking tag violations
- Failure to sign in/ out
- Failure to excuse an absence/tardy in a timely fashion
- Use of electronic devices at inappropriate times.

Behavioral Jug/After School Jug will be assigned for the following reasons:

- Being between 1 and 10 minutes late to class
- Class disruption
- Disrespect
- Use of abusive or inappropriate language
- Reckless or dangerous behavior
- Minor disruption of assemblies or liturgies
- Failure to complete a Procedural Jug
- Littering in the hall or student center
- **Dress code violation (2nd violation)**

Sanction (“Saturday JUG”) will be assigned for the following reasons:

- Missing 10 or more minutes of a class
- **Dress Code Violation (3rd violation)**
- Insubordination (Repeated disrespect; refusal to comply with adult direction)
- Bullying or Hazing
- Integrity violation
- Sexual Misconduct
- Failure to serve a Behavioral JUG
- Serious or repeated disruption of assemblies or liturgies
- Other significant violations of school policy

This list is NOT exhaustive. School administrators reserve the right to adapt these standards in light of the severity, consequences, etc. of situations.

3. TYPES OF SANCTIONS

LEVEL 1 SANCTION

Level 1 Sanction shall mean one **two-hour Saturday workday** at Gonzaga Prep **beginning at 7 a.m. and concluding at 9 a.m., or as otherwise determined by the Deans.**

LEVEL 2 SANCTION

Level 2 Sanction shall mean two consecutive two-hour Saturday workdays.

LEVEL 3 SANCTION

A Level 3 Sanction shall mean three consecutive two-hour Saturday workdays. The student will be placed on Disciplinary Probation if 3 such sanctions are received in one semester.

LEVEL 4 SANCTION

A Level 4 Sanction shall mean four consecutive two-hour Saturday work days. The student will be placed on Disciplinary Probation/ Contract. Parent/Guardian shall receive formal notice of the Level 4 Sanction.

A second Level 4 Sanction in one calendar year from when the infraction occurs may result in expulsion.

EXPULSION

Expulsion shall mean the discontinued enrollment of a student at Gonzaga Prep.

STUDENT GOVERNING BOARD

In the event that a violation of school policy could warrant expulsion, a student governing board consisting of the Deans of Students, a Vice Principal, a faculty member voted on by the faculty for a one-year term, and a faculty member selected by the student council for a one-year term will be convened by the Deans to make a recommendation on the student's enrollment to the Principal. The student and parent/guardian shall receive formal notice of the convening of the Student Governing Board and the Student Review Board procedures, which includes the student's chance to be heard. The Principal will inform the parents and student of his decision including the reason(s) for expulsion and procedures for requesting an appeal.



Note: For serious offenses, such as distribution of controlled substances, stealing/possession of stolen property, weapons violation or willful harm/assault, a student may be dismissed at the discretion of the Principal without convening the Student Review Board. Additionally, whenever criminal law is violated, Gonzaga Prep may refer the situation to the Spokane Police Department..

4. EMERGENCY REMOVAL FROM SCHOOL

A student may be removed immediately from classes and school activities by the administration provided that the administration has good reason to believe that the student's presence poses an immediate and continuing threat of disruption to the educational process of Gonzaga Prep. The removal from classes and/or school activities shall continue until the administration determines that the student may return.

5. DISCIPLINARY PROBATION/ CONTRACT

Disciplinary Probation is an official warning to a student and Parents / Guardians that a student has jeopardized his / her standing as a student at Gonzaga Prep and must make significant changes to remain a Prep student.

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- A. Disciplinary Probation/ Contract will involve formal notification of the Parent/Guardian of the student to help correct the action involved. This may include an individual behavior contract.
 - B. Probation/ Contract length may vary from nine weeks to the remainder of the student's academic career, depending on the severity of the infraction.
 - C. Serious behavior infractions occurring while on probation/ contract shall result in procedures up to, and including, expulsion.

6. APPEALS PROCESS/PROCEDURE

A student or parent who objects to or denies the accusation and/or punishment of expulsion shall have the right to appeal and shall be granted a hearing.

- A. A student or parent must submit a formal appeal letter within forty-eight hours of the action taken. This formal notice must be submitted to the President. Failure to submit a formal appeal notice will denote acceptance of the findings of Gonzaga Prep.
- B. Upon receipt of the formal appeal notice, the President shall schedule a hearing in timely order. The student, with parents, shall be allowed to present materials in defense, and to question materials presented against him/her.
- C. The President will render a decision promptly, citing reasons for affirmation or denial of the student's appeal request. The President's decision shall be final.

STUDENT POLICIES AND PROCEDURES

1. INTEGRITY POLICY



Gonzaga Prep highly values the academic achievement of its students. Thus any activity which violates the integrity of the process of academic learning such that the academic product is impaired, divided, or corrupted runs counter to the values and mission of the school and cannot be tolerated.

Honesty and Integrity

Gonzaga Prep expects a high quality academic performance from every student, commensurate with his/her ability. Another, even greater concern, however, is 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, lab report, or paper is more important than one's personal integrity.

Cheating

It is by following the voice of conscience and choosing to be upright, honest and good that one becomes a person of integrity. At some times the voice of conscience is clear. It tells us that it is dishonest to forge a signature on a test, absence note, progress report, etc., and that it is dishonest to cheat on quizzes, tests, and on class exams. Such cheating may include:

- leaving books or notebooks open during a test period
 - using unauthorized crib-sheets with study notes
 - writing answers on desk tops, or on hands, legs, arms and other parts of the body
 - looking on another's test paper
 - talking with another student during a test period directly, or by text-messaging
 - writing down answers copied from others when tests are handed in
 - talking with students from previous class periods in order to get test information.
 - using unauthorized programs on calculators.
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There are also clearly dishonest actions on written assignments such as:

- turning in work which has been composed by another student
- handing in a paper for credit which has already been graded in another class, without the approval of the teacher.
- presenting material taken from another source as one's own work.
- for foreign language using translation programs or the words and grammar of native speakers.

Cheating in any form is clearly dishonest and not acceptable. It is not moral behavior.

Plagiarism

The Scott, Foresman Handbook with Writing Guide defines plagiarism as "representing the words or ideas of a source as your own" (Hairston and Ruszkiewicz, 553). Such instances include:

- papers or passages of papers which are copied *verbatim* (word-for-word) from primary and secondary sources
- Papers or passages which are copied nearly *verbatim*
- papers which are copies of a fellow or former student's work.

When we quote a source word-for-word, we should always place this quote within quotation marks. Then we should attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through some sort of documentation (e.g. footnote, endnote). We must do both: the quotation marks tell that "these are not my own words or ideas;" the attribution tells us whose words or ideas they are.

Another type of plagiarism that needs to be addressed is non-attributed paraphrasing and summarizing (i.e. "nearly *verbatim*" plagiarism). Paraphrasing and summarizing involve more than changing one or two words. They recount another's ideas in your own words and your own style. It may or may not be shorter than the original work, for the purpose is not so much to condense as to retell a work in your own words and style. Thus it should be evident that even here one needs to attribute the ideas to their source, for while the text is mine [these are my words], it is at the same time not mine [these are not my ideas].

To clarify this, Gonzaga Prep defines plagiarism in the following way: **Plagiarism is the use of words, ideas, or information of another without informing the reader/listener of the source of these words, ideas or information.** Any time you do not attribute information taken from a source to that source, you are committing plagiarism. One must document all sources used in composing a paper, report or presentation and acknowledge when a particular idea stems from another source. Both the complete documentation (e.g., a bibliography of sources) and the specific documentation (e.g., a footnote) are essential to avoid the suspicion of plagiarism.

Gonzaga Prep encourages all teachers to use turnitin.com as resource in detecting plagiarized work. Students who need computer resources to work with turnitin.com should contact their teacher or the Tech Center staff

Working Together

What about working together? Often, teachers advise students to cooperate and work together. In science classes, it is commonplace for students to work with lab partners and get the same data. In foreign language classes, students are encouraged to assist each other in acquiring new language skills in dialogues and written exercises. When does working together cross the line into dishonest action? When I can no longer state with integrity, "This is my work."

Issues of concern include:

- to copy answers when working together,
- to copy another person's work with minor changes,
- to stop trying to figure out a task or problem on one's own and simply to write down another person's solution.

These are instances when working together has crossed the line into dishonest behavior. Such dishonesty is in essence a capitulation: I have refused to learn any more on my own. I have given up on my potential to learn and chosen the easy way out. At Gonzaga Prep, we do not in any way support this type of behavior.

One solution is made clear in this example from the science classroom: when working on laboratory research, students work with partners. All lab data should be shared with my partner, but after that our joint work stops. Each of us should then process and calculate the data individually. Thus our lab reports will never contain verbatim results.

How to Avoid Cheating and Plagiarism

Be prepared. Always give yourself sufficient time for homework, essays, papers, presentations and study. With careful preparation, you will not put yourself into a situation where you might be tempted to compromise your integrity.

During tests and quizzes, avoid turning around, looking toward other students' papers, talking, etc. You do not want to give the impression of cheating. In the less obvious areas of working together on homework, lab reports and the like, always talk with your teachers. 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.

It is always wiser "to err on the side of caution" than of carelessness. If you think you *might* need to cite a source for a passage, ***cite it!*** If you think you are taking too much help from another student, ***take less!*** If you are concerned about having over-relied on other sources, talk to your teacher ***before you turn the assignment in!***

The Proper Use of Materials and Technology

Academic responsibility also involves the proper use of materials and technology. An area of concern is the misuse or abuse of such materials. Improper use includes:

- damaging materials; for example, writing in books or magazines, tearing out pages, destroying computer files, putting inappropriate messages on computers.
- sending e-mail or cell phone text-messages that are obscene or intended to harass.
- using materials that are inappropriate in the Gonzaga Prep school setting; for example, the use of any books, periodicals, software and/or on-line services such as may be found on the Internet that are inappropriate for our school.
- intentional alteration of computer operating systems. It should be noted that individuals, even students, who make unauthorized copies of copyrighted software may be subject to civil and criminal penalties.

Both the selection of materials and the use of materials should be consistent with the mission of Gonzaga Prep. Each student should answer the question, "Is this material appropriate to school?"

Summary

At Gonzaga Prep we wish to foster the integrity of each student. We also desire to support the real humility it takes to attribute all sources and the hard work it takes to develop the conscience in those areas where right and wrong may not be self-evident. We hope that this document will be a step further along the road to a healthy, adult, Christian conscience.

(A special thanks goes to fellow Jesuit school, Creighton Prep in Omaha, for allowing us to use their policy as a model.)

VIOLATIONS OF ACADEMIC INTEGRITY

1st incident in student's career at Gonzaga Prep

- All students actively involved will receive a Zero for the assignment in question.
- Faculty/Staff member observing the incident will contact a Dean of Students and submit a written description of the event.
- Parents/Guardians will be notified by an administrator.
- Notation of the incident will be made in the student's discipline file.
- The student will serve one Saturday Sanction and submit an essay of at least one typed page defining integrity and including a reflection on the event, which must be approved by the Administration and Faculty/Staff member reporting the incident.

2nd incident in student's career at Gonzaga Prep

- All students actively involved will receive a Zero for the assignment in question.
- Faculty/Staff member observing the incident will contact a Dean of Students and submit a written description of the event.
- Parents/Guardians will be notified by an administrator.
- A Level 2 Sanction will be issued. (2 Saturday Sanctions)
- The student will submit an essay of at least one typed page on integrity detailing his/her commitment to maintaining academic integrity which must be approved by the Administration and Faculty/Staff member reporting the incident.

3rd incident in student's career at Gonzaga Prep

- All students actively involved will receive a Zero for the assignment in question.
- Faculty/Staff member observing the incident will contact a Dean of Students and submit a written description of the event.
- Parents/Guardians of the involved students will be notified by an administrator.
- Student (s) will be placed on emergency removal.

2. FORGERY OR MISREPRESENTATION

Any student falsifying a name on passes or misrepresenting him/herself to authorities; falsifying a parent's signature on attendance excuses; falsifying a name or school official's signature, impersonating a parent on the phone, and/or falsifying any communication between home and school will be receive a Level 1 Sanction. Repeated occurrences will result in more serious consequences.

3. ALTERATION/ACCESSING OF RECORDS

Falsification, alteration, or unapproved accessing of any school record is an even more serious breach of Integrity than dishonest production of a single assignment and will incur even more significant consequences.

First Offense -Level 3 Sanction

- The student will submit an essay of at least one typed page on integrity which must be approved by the Administration and faculty/staff member reporting the incident.
- The student will sign a contract detailing his/her commitment to maintaining integrity as a requirement for continued enrollment at Gonzaga Prep.

Second Offense—Expulsion

- A student who accesses, falsifies, or otherwise alters school records a second time will be expelled from Gonzaga Prep.

4. ATTENDANCE POLICY

Regular attendance is required of all students to support the academic climate of the school. The interaction and personal relationships between students and teachers and between students and peers are aspects of education that cannot be made up once they are missed. Therefore, it is important to emphasize prompt class attendance and that only serious circumstances should be cause for absence. It is the student's responsibility to promptly make up all work missed due to absence. Students are encouraged to contact their teachers using school email to access missed assigned work. Numerous absences may adversely affect a student's grade in a given class and the student's ability to participate in co-curricular activities. Excessive absences may also result in an automatic letter grade reduction. Family vacations should coincide with school holidays. Students are not permitted to leave campus during student liturgies or assemblies for any reason. Please consult the school calendar before making any/all medical appointments. Students will not be given early dismissal on these days. Parents who do not support Prep's attendance policy place their student's standing at Prep in jeopardy.

A. SUPPORTED TARDIES/ABSENCES

It is the student's responsibility to have a Parent / Guardian call the Attendance Office (509-483-8513) on the day of the absence by 9 a.m. If a child is late or absent from school, the parent/guardian is asked to phone the school prior to 9 a.m. on the day of the absence or late arrival. The student must sign in at the attendance desk if he/she is late for any period. A parent/guardian may leave a message on the school's answering machine. The validity of the reason given for the student's absence is left to the judgment of the Deans.

The minimum consequence for failure to follow this protocol is a procedural Jug.

The school will generally not excuse the following reasons for coming late to school:

- Traffic, transportation problems, oversleeping, running late, weather.
- Once a student has arrived late more than five times during the year, a physician appointment note may be the only excused reason for being late to school.

B. UNSUPPORTED ABSENCES OR TARDIES

1. All students who arrive late to school must sign in at the attendance desk in the main office prior to being admitted to class. The Deans will determine whether or not the tardy will be supported.
2. All students who are tardy for other classes within the first 10 minutes during the day will receive an automatic JUG from their teacher.
3. **Students who are late 10 minutes or more for a class will be given an unexcused/unsupported absence.**
4. No student who follows the attendance directives should appear on the unsupported absence list. If a student does appear on that list, and this is in error, the student must see the Attendance Secretary on that school day.
5. Parents can only excuse up to 5 tardies in a semester. After 5 tardies only physicians appointments accompanied by a physician's note will be excused.
6. If a student has an absence that is not supported by a parent (e.g. a skipped class, sleeping in, missing class to complete homework) the following disciplinary consequences shall be applied:

An "Offense" is considered a single UA period. Thus, a student who skips Periods 1 & 2 on the same day would have two offenses.

UNSUPPORTED ABSENCE CONSEQUENCES

Loss of all academic credit for material due or completed in the period(s) missed.

First Offense per Academic Year	Level 1 Sanction
Second Offense per Academic Year	Level 2 Sanction
Third Offense per Academic Year	Level 3 Sanction

If a student accumulates three Unsupported Absences in a single school year, she or he will placed on Disciplinary Probation. The student and his / her Parents or Guardians will need to meet with Administrators to create a plan to prevent further such absences. Additional Unsupported Absences will jeopardize the student's continued enrollment at Gonzaga Prep.

C. APPOINTMENTS/LEAVING CAMPUS

1. Students should avoid scheduling appointments during school hours. When such an appointment is made, the Attendance Secretary must be notified by phone or note prior to the student's appointment. For physician's appointments a student must bring a physician's note upon returning to school.
2. Students must sign out before leaving and sign in, should they return before the end of the school. Failure to do so will result in a procedural JUG will be given.

D. PRE-ARRANGED ABSENCES

1. For all pre-arranged absences, including those related to a school activity, the student is to notify each teacher and make arrangements prior to the absence for homework and missed exams. Failure to do so may result in an academic penalty.
2. Families should avoid scheduling vacations on school days, particularly during semester exams. In cases where an extended absence of 2 or more days is planned, the student is required to print an **Extended Absence Form** from Prep's homepage under Student Life that requires signatures from the parents and each of the student's teachers. It must be returned to the Deans' Office for approval prior to the absence. Failure to complete the form may have academic consequences.

E. ACCUMULATED ABSENCES

1. Students who are absent **15 or more days in any one period** may not receive credit for that class. The deans will send out a letter once students reach **10 absences**. Students who have reached 15 absences in a given term due to extraordinary circumstances must submit a written petition requesting credit. The petition will be evaluated by an administrator, a counselor, and the student's teachers. Petitions may only be accepted one semester in any given school year and may or may not be awarded for consecutive semesters depending on the situation.
2. Absences accumulated after an evaluated petition may result in withdrawal from certain classes or from Gonzaga Prep. If a student is allowed to continue the pursuit of credit in such cases, appropriate additional attendance protocols, as well as academic and/or disciplinary consequences may be applied, as determined by the administration.

F. ATHLETIC AND ACTIVITY RULES AND ATTENDANCE

A student is ineligible for any game, practice or activity if he or she is absent from one or more class periods on a given day. Exceptions will be granted for appropriately pre-arranged situations e.g., medical appointments or funerals, with a call or note received prior to the day in question.

5. **SUBSTANCE ABUSE** Gonzaga Prep expects all students to be substance-free.

A. OFF-CAMPUS STUDENT CONDUCT -USE OF AND/OR POSSESSION OF DRUGS AND/OR ALCOHOL

Students known to have used illegal substances off campus will be referred to their school counselor and be required to undergo prescribed treatment. Students present, for an extended time, at an event where drugs or alcohol are being used may also be subject to the policies of this handbook.

B. POSSESSION & USE OF DRUGS AND/OR ALCOHOL OR DRUG PARAPHERNALIA

Students in the possession of and / or under the influence of illicit drugs, controlled substances and/or alcohol on campus during the school day (7 a.m. to 5 p.m.) or at any school-sponsored activities or events and/or willfully associating with such activity will incur the following consequences. A breathalyzer may be used upon reasonable suspicion of consumption or at the discretion of the administrators present.

The minimum consequence may be: Level 4 Sanction, mandatory Drug/Alcohol Assessment, referral to school counselor, and any required treatment; law enforcement agencies will be notified.

C. SALE OF ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA

Any use of the school, the immediate neighborhood, or the site of a school activity as a base to conduct sales and transference or distribution of controlled substances and/or drug paraphernalia on or off campus is not tolerated. Students who violate the school's drug/alcohol policy by selling, offering to sell, arranging to sell or distribute illicit drugs to another Gonzaga Prep student, and / or purchasing or accepting controlled or counterfeit substances, prescription drugs or inhalants will be expelled. Law enforcement agencies will be notified.

D. TOBACCO

Smoking and chewing tobacco are health hazards. Moreover the possession of tobacco products by those under 18 is illegal. Thus, the use and/or possession of such are prohibited on campus, near campus, and at school-sponsored activities.

The consequence may be:

First Offense -Level 1 Sanction, referral to school counselor and any prescribed treatment. Second Offense -Level 2; Third Offense -Level 3; Fourth Offense -Level 4; Fifth Offense-Expulsion

Circumstances of each instance will affect the severity of the consequences.

E. MEDICATION POLICY

Prescription oral medications and inhalants needed during the school day are to be administered only in the Main Office. Medications must be stored in the original container and with the doctor's written instructions included. Written parental permission to dispense medications must be on file. Students are forbidden to distribute any medications (prescription or over-the-counter) to anyone else.

6. WEAPONS AND ASSAULT CONSEQUENCES

A. POSSESSION AND/OR USE OF A WEAPON

Unauthorized use or possession of any object that is or reasonably can be considered or viewed as a firearm, air gun, or explosive will result in expulsion. In addition, students carrying a firearm will be expelled; students carrying dangerous weapons other than firearms may be expelled. Law enforcement agencies will be notified. Dangerous weapons and other paraphernalia such as knives, guns, martial arts devices, pepper spray or other chemical sprays, or any such object that can be used as a weapon and is used in a threatening manner are not permitted on campus or at any school activity off campus. Unless authorized by medical professional and approved by the school administration, students may not possess canes or walking sticks at school. Athletic equipment, theatrical props, or any other items which school personnel consider a potential weapon must be stored according to adult instructions.

B. FIGHTING AND/OR ASSAULT

Intentionally causing or attempting to cause physical injury to anyone on or around school property at any time, or off school property at any school activity, function, or event is not acceptable. Disciplinary consequences will also ensue for individuals that are aware of a planned fight and do not notify school personnel.

The minimum consequence will be a: Level 1 Sanction.

Behavior which results in serious injury or fights that are premeditated will lead to more serious consequences up to and including possible expulsion.

C. USE OF HATE LANGUAGE

The use of hate language, verbal or written, directed at any individual or group regardless of whether that individual or group is present will not be tolerated. This type of assault in or around school or at school related functions will result in serious consequences.

The minimum consequence may be: Behavioral JUG

7. HARASSMENT/HAZING CONSEQUENCES:

A. HARASSMENT

Any students with concerns regarding harassment should notify the Dean of Students. Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

- VERBAL HARASSMENT: Derogatory comments and jokes, or threatening words spoken to another person;
- VISUAL HARASSMENT: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures;
- SEXUAL HARASSMENT: Unwelcome sexual advances, request for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- ELECTRONIC HARASSMENT: Derogatory, demeaning, unwelcome, threatening, or otherwise inappropriate messages communicated via computers, cell phones, or other electronic media.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action.

The minimum consequence for verbal or visual harassment will be: First Offense -Level 1 Sanction; Second Offense -Level 3 Sanction; Third Offense -Level 4 Sanction; Fourth Offense –Expulsion.

The minimum consequence for electronic or sexual harassment will be: First Offense -Level 2 Sanction; Second Offense -Level 4 Sanction Third Offense—Expulsion.

B. HAZING

Hazing is any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

The minimum consequence may be: First Offense -Level 1 Sanction; Second Offense -Level 3 Sanction; Third Offense –Level 4 Sanction; Fourth Offense -Expulsion

C. SEXUAL MISCONDUCT

Any derogatory, demeaning, unwelcome or inappropriate words, actions or suggestions of a sexual nature will be considered a serious violation of our students' safety and an affront to their dignity and self-respect. The minimum consequence will be a Level One Sanction and reparation whenever possible. Egregious Sexual Misconduct could result in consequences up to and including expulsion.

D. BULLYING

Bullying is defined as: An intentional written, verbal or physical act against a student which is motivated by another's perception of that student's race, color, creed, gender, sexual orientation or other distinguishing characteristics. Bullying is an intentional act that physically harms a student or damages his/her property; substantially interferes with the student's education; is so severe, persistent or pervasive that it creates a intimidating or threatening educational environment; or substantially disrupts the orderly operation of a school. Students are strongly encouraged to report incidents of bullying to an adult member of our community they can trust: a parent, a counselor, teacher or administrator. In all cases, Gonzaga Prep will do all it can to protect the student's safety and anonymity.

8. COMMUNITY POLICIES AND CONSEQUENCES

A. OFF CAMPUS WITHOUT PERMISSION

Gonzaga Prep has a closed campus. All students are to remain on campus and out of the parking lots from the time of their arrival to the official end of the school day. Students are not permitted to leave campus during any student liturgies or convocations without prior approval of the Deans' Office. Students are not permitted to loiter in the parking lot during school hours.

The school administration may create an Off-Campus Privilege program for Seniors as seems appropriate.

The minimum consequence will be: First Offense, Level 1 Sanction; Second Offense Level 3 Sanction.

B. OFF-CAMPUS STUDENT CONDUCT & INAPPROPRIATE BEHAVIOR

Usually, Gonzaga Prep does not involve itself in a student's conduct apart from the school and school events. There may be an occasion when the student's conduct, even though separate from the school, will be of such a nature as to reflect poorly on the good name of Gonzaga Prep and will be dealt with accordingly.

The minimum consequence will be: Level 1 Sanction.

C. THEFT

Theft is the taking of or being in the possession of the school's or other's property without the owner's permission. This includes theft of school property, the property of a fellow student or staff, or goods from an agency employed by the school.

The consequences of such actions will reflect the seriousness and number of offenses which come to light. Thefts of significant monetary value or repeated numbers of thefts (even if all come to light at once) may result in a Level 3 sanction or expulsion.

D. VANDALISM

Vandalism is the intentional destruction or defacing of school or personal property in any way.

The minimum consequence may be: Level 1 Sanction and payment in full of all damages caused by vandalism and/or cleanup of such acts.

E. IMPROPER PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate and not acceptable. If necessary to stop the behavior, JUG will be assigned.

F. AFTER SCHOOL BEHAVIOR

1. Students are expected to act with respect and responsibility toward the neighborhood and community surrounding Gonzaga Prep. The following behaviors are never tolerated: vandalism of private property, trespassing, loitering, littering and parking illegally on city streets surrounding Gonzaga Prep.
2. Students are dismissed from school at 2:30 p.m. Students remaining on campus beyond 3 p.m. must be in either their athletic or other co-curricular activities or in a supervised study hall. **Students may not simply loiter or be disruptive, unsupervised, either inside or outside the school building.** The Technology Center is generally open after school until 5 p.m. with staff supervision.
3. Students participating in after school practices should take homework materials to practice and secure them in locker room lockers or other safe places. Regular school lockers may not always be accessible after school.
4. Students who are not part of athletic teams should not enter locker rooms after school.

- #### H. FOOD AND DRINK
- No eating or drinking is allowed in the school buildings, at any time, unless by permission of a faculty member for a legitimate academic purpose. Tightly sealed containers are acceptable at faculty discretion. Students may consume food and beverages in the Student Center, outside the school building, or in other areas designated by the administration. **NO GUM IS ALLOWED ON SCHOOL GROUNDS DURING THE SCHOOL DAY.** Gum is never allowed in the Library, computer labs, Chapel or at anytime or place where faculty or staff indicate that it is not acceptable.

The minimum consequence may be: JUG and /or confiscation of food

I. INCITING A MAJOR DISRUPTION

Any student who incites a major disruption, such as a food fight, will receive consequences up to expulsion. Students aware of a premeditated major disruption may also receive disciplinary consequences.

J. ELECTRONIC DEVICES

Cell phones and other communication and music devices should be kept in lockers and must be turned off during the school day (Periods 1-6.) However, students may use their phones during break and lunch periods and before and after school anywhere on campus, but not in between classes. If a student needs to call home any other time during the day, he or she may use the office phone.

The minimum consequence for use of the device during non-approved times: procedural JUG and confiscation of the phone including all parts of the device. It is the student's responsibility to alert Parents/Guardians to the confiscation and ask them to call the school to acknowledge confiscation and the student can retrieve the phone *on the next school day* (Items will not be returned on the day they are confiscated.) The contents of the device may be viewed by administrators. Multiple offenses will result in confiscations of at least a week with a week added for each subsequent offense.

Gonzaga Prep assumes no responsibility for phones or devices which are confiscated.

K. PARKING

Parking in the Gonzaga Prep student parking lot is by Prep permit only. Permits are non-transferable. Any car parked improperly or without permit is subject to JUG or towing. Multiple offenses may result in suspension of parking lot privileges. The school reserves the right to examine any student vehicle parked on school grounds or on neighborhood streets. Actions while driving a vehicle such as horseplay, reckless driving, or speeding will not be tolerated and may result in the loss of parking privileges or disciplinary action. The Spokane Police Department monitors the use of

Handicapped parking so Gonzaga Prep is not responsible for fines incurred for illegal use of these spots.

Gonzaga Prep is not responsible for damage to vehicles in the parking lots, but if an accident occurs involving your car, another car, person, or object in the parking lot or streets near Gonzaga Prep, students must:

1. Tell someone in the school office or another school adult. (If this event happens at night when the office is closed, the student should contact his/her coach, director, or immediately report it to the Deans the next morning.)
2. Ask this adult to get the necessary medical help if anyone has been hurt.
3. Tell parent(s) or guardian(s) as soon as possible.
4. If possible, tell the owner of the object hit.
5. Write down what happened as soon as possible and give this to the school deans.

9. DRESS CODE

Gonzaga Prep has six reasons for defining standards for student appearance:

- a. to encourage students to respect each other for who they are, not for the content of their closets;
- b. to discourage fashion competition among students;
- c. to reduce distractions in the learning environment
- d. to identify non-Gonzaga Prep students on campus during the school day;
- e. to allow more consistent application of the rules by staff and administration;
- f. to send a strong message to all students that challenges cultural pressures that objectify and exploit young people.

The following are the minimal guidelines to be observed. These guidelines are not intended to be exclusive:

- A. **GENERAL GUIDELINES** Students shall be fully clothed in opaque, neat, clean and modest attire. **Clothing must be free of tears, holes, frayed edges.** It must not mock the dress code. No undergarments, including lace camisoles, are ever to be visible.
- B. **TOPS** Students may wear three types of shirts or tops: 1) those with collars, buttons and sleeves which do **not** reveal any cleavage at any time 2) a collarless shirt with sleeves and a neckline which does **not** reveal any cleavage at any time, 3) turtlenecks or mock turtlenecks with sleeves. The top must be of appropriate fit and must be long enough to remain tucked in when both arms are raised to the shoulder height. **Plain white undergarment t-shirts may not be worn alone by either gender.** Trench coats may not be worn.
- C. **PANTS and SHORTS** Pants and shorts must be of appropriate fit, free of large logos or messages. **Never allowed: Yoga pants, jeggings,** athletic shorts, athletic pants, sweats, military pants/camouflage, velour/cashmere pants, hospital and pajama pants are also never allowed.
- D. **SKIRTS and DRESSES and LEGGINGS** (for women): Besides the above, women students may also wear skirts or one-piece dresses. Students should wear skirts with an approved top. **Skirts and dresses must touch the top of the knee while standing upright.** Slits cannot be more than three inches above the knee. Leggings may be worn under dresses and skirts but the top of the knee rule still applies. **Leggings may not be worn with only shirts and tops.** Dresses must have sleeves. Necklines must not reveal cleavage at any time.

- E. **SHOES** Appropriate shoes must be worn at all times. Slippers or shoes resembling slippers may not be worn.
- F. **MESSAGES/LOGOS** At school or at school related events, logos, messages or graphics containing anti-religious messages, sexual innuendos, profanity or drug/alcohol references, violent images should never be worn. Such messages conflict with the values of Gonzaga Preparatory School. All clothing bearing Gonzaga Prep's name or logo must be approved by the administration.

G. HAIR & HEADWEAR

As a matter of courtesy, hats and headbands are to be removed inside all school buildings. Hair, including facial hair, must be neat, clean, of a natural human hair color, neatly groomed, and must not be distracting. (e.g. Mohawks, symbols shaved in, dreadlocks). Facial hair must be neatly groomed and may not be styled in ways deemed distracting by school officials. **Hairstyles may not fall below the eyebrows when combed straight forward (eyes must be visible with all styles.) If a student's hairstyle is deemed unacceptable, he/she will have until the following Monday to remedy the situation.**

H. RELAXED DRESS CODE DAYS

There may be days during the school year when the dress code is relaxed and on those days students may wear sweats and/or warm-ups or other more casual clothes as described by the Dean's Office. **yoga pants, jeggings, and any excessively tight clothing are never allowed.**

I. LITURGY AND FORMAL DAYS

There will be days during the school year when students and faculty are required to "dress-up".

The minimum requirement for boys and girls is khaki pants and polo shirts. Boys are required to tuck in their polos and wear a belt. Denim pants or jeans should not be worn. Appropriate socks and shoes are also required.

***Women: Women may wear skirts or dresses that reach the knee with appropriate tops. Female students may also wear dress slacks with appropriate tops.**

***Men: Men are to wear collared dress shirts with full bottom front, properly buttoned. Shirts must remain tucked in. A necktie is to be worn with shirts. Dress slacks or corduroy pants are allowed. Cargo pants and denim are not allowed.**

Currently scheduled formal days include, but may not be limited to, the Mass of the Holy Spirit in the fall, the Advent Mass, the Marian Mass, and the Awards Assembly.

J. PIERCINGS & JEWELRY

Facial piercings are never allowed at Gonzaga Prep during the school day.

Students may wear a reasonable size and number of earrings for pierced ears, but the school administration reserves the right to determine when such piercings or other jewelry are excessive, distracting, or in conflict with the spirit of Gonzaga Prep's Dress Code. Students will be asked to remove such jewelry and not to wear it again. **Wearing of facial jewelry will be treated as a dress code violation.**

***The Deans of Students are the final arbiters of the dress code and physical appearance. Violations will result in the following disciplinary actions: Students found in violation of the dress code may be given a verbal correction, procedural Jug and/or will be required to change their attire to meet the code. If reparations cannot be made or the student refuses to make them, a student may be Emergency Removed. After the third violation a student will be Emergency Removed. Repeated violations of the Dress Code may lead to more serious consequences. (Gonzaga Prep's dress code allows greater freedom than do those of most other Jesuit high schools. Students who are not cooperative when asked to comply with the dress code will incur more serious consequences.) Clubs, Teams,**

etc. who wish to wear special clothing on some days must secure the approval of the Deans of Students at least 24 hours in advance.

10. STUDENTS LIVING WITHOUT A LEGAL GUARDIAN

Experience has shown that students living on their own (that is, not with a parent or other legal guardian) often encounter difficulties with attendance and discipline. Consequently, Gonzaga Prep reserves the right to review all such living arrangements and will deny continued enrollment until living conditions are acceptable to the school.

11. LOCKERS

Gonzaga Prep provides lockers for all students and are expected to be locked at all times. Gonzaga Prep is not responsible for items stolen from lockers and recommend students not bring valuable items to school. Only school locks may be used on lockers and non school locks will be removed immediately. If a student loses a lock he/she may loan one from the Deans until a new one can be purchased.

12. SEARCH AND SEIZURE

All lockers at Gonzaga Prep are the property of the school. Prep provides lockers for the students' use, but students do not "own" the lockers. The care and condition of the locker the school assigns the student at the start of the school year are the student's responsibility, including damage incurred. If the locker is damaged at the beginning of the year, it is the student's responsibility to inform the Dean of Students. A change of lockers may only occur after approval by the Dean of Students. The school reserves the right to examine all school and athletic lockers and their contents at any time. Drawings or pictures which portray the names or symbols of any alcoholic beverage or drug, or which are sexual, violent or anti-Christian, may not be displayed inside or outside of school lockers and may be removed at any time by school personnel. Gonzaga Prep reserves the right, with reasonable suspicion, to examine any student's personal possessions, and will seize any items pertaining to an infraction of the Disciplinary Code. This includes, but is not limited to, clothing, backpacks, knapsacks, and cars.

13. OUT OF BOUNDS AREAS

The following areas are out of bounds for students except with specific permission:

- A. Faculty rooms
- B. The weight room when a coach, teacher or designated supervisor is not present.
- C. Storage areas around campus
- D. School offices (unless a student is there on business)
- E. Jesuit Community residence.
- F. Any classroom, the library or any theatre, unless a staff member is present
- G. The gymnasiums or athletic training room unless a staff member is present.
- H. The south side of the main school building

14. VISITORS

Academic visits are scheduled through the office of the Academic Vice-Principal. Other visits are scheduled through the office of the Dean of Students. Permission to bring a visitor is only allowed when requested at least one day in advance by the Parents/Guardians of the guest. Academic visits are scheduled through the office of the Academic Vice Principal. Students from other schools may not visit Prep students on campus lunch or other times during class hours.

SUMMARY

No handbook can address in detail every situation which may arise during a school year. The Administration of Gonzaga Preparatory School reserves the right to address all situations which may arise in light of the school's mission statement and commitment to the principles of Catholic and Jesuit education.

Gonzaga Prep Dance Rules and Expectations

These policies emerge from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

Dance Regulations

Students are not admitted without a current Gonzaga Prep ASB card.

- Students/guests must arrive by 10 p.m. and may leave at any time. However, once a student leaves, he/she may not re-enter. All dances end by 11 p.m.
- Guests must fill out the guest form and turn it in to the Deans' Office day before the dance. Guest forms may be found online under Student Life.
- A Gonzaga Prep student can have only **one** guest from another high school.
- Large jackets, purses, and backpacks may be inspected by school personnel before admittance to the dance. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk.
- Upon reasonable suspicion a breathalyzer may be used.
- For the duration of the dance, students will be expected to be mindful of the principles that guide Gonzaga Prep's dress code. Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste.
- All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: slam dancing, grinding, break-dancing, moshing, "freaking", suggestive, or otherwise inappropriate or dangerous dancing.
- See Substance Abuse Policy
- Students violating any of these rules may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures up to and including expulsion.
- All students in attendance must provide their ASB card upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the dean of the guests school will be notified of the incident.

Please note that Prep may modify the dress requirements for a theme dance or formal. In such circumstances, the school will provide clear instructions regarding the expectations for a particular dance. **Parents & Guardians should note that Prep's only off-campus dances or mixers are the Knight Flight Dance (fall), the Spring Prom, and—possibly—the Winter Semi-Formal. Prep does not sponsor or sanction dances, etc. held in local clubs, etc.**



ST. IGNATIUS LOYOLA
founder of the Society of Jesus

He was proud. A good fight, some fun with his friends, thoughts of romance, wearing the latest clothes--these were some of the things he liked. In many ways, Ignatius Loyola was a typical young man of his times.

The 16th century he knew was filled with political and religious wars. Much as in our world, things were changing in homes and communities. New discoveries opened many doors to worlds people never dreamed of.

While recuperating from a battle injury, this feisty young man had some quiet time to look at his life and think about where he was headed. Left with few books to read, he reached for what was on hand: the life of Jesus and a book about the saints.

Impressed with their courage and their dedication to the service of God, he began his long, prayerful journey to God known as the *Spiritual Exercises*. It became the inspiration for the religious order he would found in 1540. From that point on, Ignatius gave himself totally to serving Jesus and the people he saved.

The Society of Jesus—also known as Companions of Jesus, or the Jesuits—is Ignatius' response to the power of God's love. Today, 500 years after his birth, Jesuit priests and brothers continue to serve the world, from the ghettos of India to the most prestigious universities of this nation.

Education, helping people to love the world around them and be fully immersed in it, while standing apart from its influence, is the focus of thousands of Jesuits and their lay colleagues around the world. We at Gonzaga Preparatory School are happy to be counted among their number.



ST. ALOYSIUS GONZAGA

Patron Saint of Gonzaga Preparatory School

Saint Aloysius Gonzaga was born Luigi Gonzaga, the eldest son of the Marquis of Castiglione, Italy, on the 9th of March, 1568. From the earliest age, the young Luigi enjoyed prayer. As the eldest son, it was expected by all that Aloysius would carry on the family name, and fulfill his father's wish for him to become a soldier. God had other plans.

In 1577, his father took Luigi and his brother to study. While remaining a good student in his other studies, the young man developed an affinity for study of the saints. After two years in Florence, his father arranged to place the brothers into the court of the Duke of Mantua. It was there that he decided to abjure his claim to his father's title and place, passing it to his brother Ridolpho. Luigi then suffered a sickness that kept him out of the public eye, withdrawn in prayer and study of the Saints.

At this time Aloysius read of the Jesuit missionaries in India, and he resolved to join the Society of Jesus. He began this direction in life by instructing the boys of Castiglione in the catechism. At Casale-Monferat, where he spent winters, he assumed the discipline of a monk, fasting three days a week, and praying at midnight on the stone floor of his unheated room.

Over the next two years, Aloysius faced opposition from his father, mother, other nobles and delegates over his impending Jesuit vocation. They disagreed with it adamantly on the grounds he should assume his father's title, wealth, and duties. Finally, they relented after he signed most of the family title and responsibilities over to his younger brother Ridolpho. Aloysius began his novitiate in November, 1585.

When the plague struck in 1591, he was sent to aid the ill in the Jesuit hospital of Rome. He performed the lowliest of duties, and contracted the disease. He died on June 21, 1591. He is the patron of youth, Jesuit students, and AIDS patients and their care-givers.



THE EXAMEN

St. Ignatius Loyola (1491-1556), founder of the Society of Jesus, was a very practical man when it came to prayer. He recommended to his brothers a daily method of examining their lives so that they might better serve the Lord.

The Examen traditionally has five steps:

1. Recall you are in the presence of God. No matter where you are, you are a creature in the midst of creation and the Creator who called you forth is concerned for you.
2. Give thanks to God for favors received. Pause and spend a moment looking at this day's gifts. Take stock of what you received and gave. Notice these clues that guide living.
3. Ask for awareness of the Holy Spirit's aid. Before you explore the mystery of the human heart, ask to receive the Holy Spirit so that you can look upon your actions and motives with honesty and patience. The Spirit gives a freedom to look upon yourself without condemnation and without complacency and thus be open to growth.
4. Now examine how you are living this day. Recalling the events of your day, explore the context of your actions. Review the day, hour by hour, searching for the internal events of your life. Look through the hours to see your interaction with what was before you. Ask what you were involved in and who you were with, and review your hopes and hesitations. What moved you to act the way you did?
5. Pray words of reconciliation and resolve. Having reviewed this day of your life, look upon yourself with compassion and see your need for God and try to realize God's manifestations of concern for you. Express sorrow for sin, give thanks for grace, and praise God for the times you responded in ways that allowed you to better see God's life present in your own.

Writing Triad Rubric (Short Version)

Content	Style	Conventions
<p>Ideas & Complexity of Thought Are Outstanding</p> <p>Clear & Thought-provoking Central Idea Is Sufficiently and</p>	<p>Sentence Fluency, Word Choice, and Voice Are Outstanding</p> <p>Invites Expressive Oral Reading</p>	<p>Grammar, Formatting, and Mechanics Are Impeccable</p> <p>Assigned Format Is Precisely Followed</p>
<p>Ideas & Complexity of Thought Are Average</p> <p>Intriguing Moments but Sometimes Obvious or General</p>	<p>Sentence Fluency, Word Choice, and Voice Are Adequate</p> <p>Sentences Get the Job Done, but Little More</p>	<p>Grammar, Formatting, and Mechanics Are Acceptable</p> <p>Assigned Format Is Mostly Followed</p> <p>Errors Are a Minor Distraction</p>
<p>Ideas & Complexity of Thought Are Well Below Average</p> <p>Seems to Lack Purpose or Theme</p>	<p>Sentence Fluency, Word Choice, and Voice Are Not Effective</p> <p>Sentences Need Serious Work</p>	<p>Grammar, Formatting, and Mechanics Are Not Acceptable</p> <p>Assigned Format Is Not Followed</p>

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Basic MLA Formatting Guide

Type of Paper: Standard white, 8-1/2 x 11-inch paper

Margins: One inch on all sides

Spacing: Everything (including block quotes and headings) should be double spaced.

Fonts and Justification: Basic fonts (size 12) such as *Times New Roman* and *Arial* lend the most formal presentation. Large or fancy fonts should be avoided as they tend to distract the reader and appear too informal.

Indentation: A paragraph should be indented five spaces from the left margin. Block quotes should be indented ten spaces from the left margin.

Heading: The heading should appear one inch from the top and flush with the left margin. The writer's name should be typed, followed by the instructor's name, followed by the unabbreviated course title, followed by the date; each should be on its own line while maintaining the double spacing.

Title: Double spacing after the heading should be maintained, then the title should be centered with all the significant words capitalized. The title should *not* be underlined, italicized, or in all capitals.

First Paragraph: After the title, double spacing is maintained. The first paragraph is then indented five spaces, and the written text begins.

Pagination: For multiple pages, the writer's last name, followed by the page number, should appear in the upper right-hand corner of each page, 1/2 inch from the top, beginning with the first page. Each page should be numbered consecutively, including any "Works Cited" pages.

Outside Sources: Any outside sources that are mentioned should be punctuated correctly. Longer works (such as novels, books, magazines, newspapers, plays, etc.) should be italicized or underlined. Shorter works (such as poems, short stories, magazine articles, etc.) should be put in quotation marks.

Gonzaga Preparatory School 2011-2012 School Calendar

AUGUST

- 22 Frosh Orientation (8am - 3pm)
Frosh Family Evening (6-7:30pm)
First Day of Fall Sports
- 24 Soph—Senior Registration
- 25 **Classes begin.**

SEPTEMBER

- 5 **Labor Day (No Classes)**
- 6 Bleacher Mass (12:30 pm)
- 12 College Process Meeting (6 pm)
& Back to School Night (7 pm)
- 15 Mass of the Holy Spirit (11:15 am)
- 25-26 Fall Soph. Boys Retreat

OCTOBER

- 2-3 Fall Soph. Girls Retreat
- 7 Prof. Development Day (no classes)
Prep Pride Day / Homecoming Game
- 8 Homecoming Dance (8-11 pm)
- 12 **National Test Day (Jrs / Sophs)**
Fr. Retreat /Seniors -no school
- 14-16 Fall Search
- 28 **End of First Quarter**

NOVEMBER

- 1 All Saints Mass (12:30 pm)
- 10 **Teacher Conferences**
(12:15 pm dismissal; 5:30-9 pm)
- 11 **Conferences (7:30 am – 1:30 pm)**
No Classes
- 14 **Veterans Day (No Classes)**
1st day of winter
- 23 Food Drive Day (11:30 am dismissal)
- 24-27 **Thanksgiving Holiday**

DECEMBER

- 2 Placement Exam (5 pm)
- 3 Placement Exam (9 am)
- 8 Immaculate Conception Mass (9:35 am)
- 9-11 December Search
- 16 Advent Mass (12:15 pm)
- 17--1/3 **Christmas Holiday**

JANUARY

- 3 **Classes resume.**
- 16 **Martin Luther King Day (No Classes)**
- 17 Last class day of 2nd Quarter
- 19-20 **Final Exams**
- 26-29 MAGIS retreat

FEBRUARY

- 6-10 Spirit Week
- 16-17 **Faculty/Staff Retreat (No Classes)**
- 20 **Presidents Day (No Classes)**
- 22 Ash Wednesday Mass (10:39 am)
- 24-26 February Search
- 27 1st day of Spring Sports

MARCH

- 10 125th Anniversary Gala
- 23 **End of 3rd Quarter**
- 31-4/7 **Spring Break**

APRIL

- 8 Easter Sunday
- 9 **Easter Monday (No Classes)**
- 20-22 April Search
- 29-30 Spring Soph Boys Retreat

MAY

- 4 **Marian Mass (12:15 pm)**
- 6-7 Spring Soph Girls Retreat
- 7-17 Advanced Placement Tests
- 24-5 **Sr. Finals & Graduation practice**
- 26 **Baccalaureate Mass (1 pm; St. Aloysius)**
- 27 **Graduation Ceremony (INB Center**
4 pm
- 28 **Memorial Day (No classes)**

JUNE

- 5 Last class day of 4th Quarter
- 6-7 Final Exams
- 8 Possible (snow) make-up day



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