

Gonzaga College High School

Student-Parent Handbook

2016-2017





Dear Parents and Guardians,

This Student-Parent Handbook is envisioned as a guide to life at Gonzaga College High School. Used in conjunction with the school website, www.gonzaga.org, it provides an essential manual for life on Eye Street. All parents, guardians and students are expected to know, understand and accept the contents of this handbook. Unfamiliarity of the contents will not excuse students from their responsibilities, or from appropriate penalties for violations of the rules, regulations and expectations of a Gonzaga student.

Please visit Gonzaga NetCommunity and complete the online *Gonzaga Student-Parent Handbook* acknowledgement form by August 12, 2016. Below is a copy of what the acknowledgment form will look like. Students will not be issued lockers, locks, parking spaces, or ID cards until this confirmation is received. As far as your son's acknowledgement of the *Gonzaga Student-Parent Handbook* is concerned, he will sign a document provided by his homeroom teacher during the first week of school.

Thank you,

Mr. Jim Kilroy
Dean of Students
Gonzaga College High School

Student-Parent Handbook Acknowledgement

I/We the parent(s)/guardian(s) of a Gonzaga student, consent that I/we have read the Student-Parent Handbook, understand and agree that our son's registration at Gonzaga College High School demonstrates our willingness to abide by and comply with the school's regulations, policies and procedures stated herein. We understand that the administration of Gonzaga reserves itself the right to interpret, amend, or change the contents of the Student-Parent Handbook if necessary at any time.

Off Campus Privilege Acknowledgement

I/We the parent(s)/guardian(s) of a **junior or senior**, consent to allow our son to leave campus during his lunch period in compliance with Gonzaga's Open Campus policy as stated in the Student-Parent Handbook.

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Gonzaga Mission Statement

Gonzaga College High School is a Catholic College Preparatory School for boys operated by the Society of Jesus and its colleagues under the governance of an independent Board of Trustees. Drawing its inspiration from the spiritual vision of St. Ignatius Loyola and the apostolic and educational tradition of the Jesuits, Gonzaga offers a values-oriented and academically challenging curriculum to young men of diverse backgrounds from all over the Washington metropolitan area.

Gonzaga views its urban setting in the heart of the nation's capital as a significant advantage in fulfilling its goals, allowing its students to interact with the larger Washington community and to learn leadership skills and civic responsibility as part of their overall development. Moreover, Gonzaga strives to create a dynamic and caring learning environment which it unites with its academic, extra-curricular, and athletic programs, to help form Men for and with Others, that is, graduates who are:

Open to growth,
Intellectually competent,
Religious,
Loving, and
Committed to doing justice.

The Inigo Manifesto

I, a Gonzaga scholar, a man for others, respect the property, work and effort of my fellow classmates and teachers. I do my own work. I value integrity and dignity, both for myself and others.

Gonzaga Alma Mater

Hail, Hail, Alma Mater!
Sing her praises loudly,
Echo ever proudly
For the Purple and White!
Far-famed may her glory be,
Staunch her sons in their loyalty,
Marching ever on to victory,
Gonzaga – Hail!

Hail, Hail, Alma Mater!
May her triumph be our glory,
Truth's own endless story,
The Purple and White!
March on through the centuries,
Crowned with honor's brightest victories,
Reaching ever on unto eternity,
Gonzaga – Hail!

Reverend Thomas A. Donoghue, S.J. (Class of 1908)

Discipline and Enforcement

Students are expected to treat each other, Administration, Faculty, Staff, and the entire Gonzaga community with dignity and respect at all times. Students are held accountable for their actions through an escalating series of disciplinary measures. Rules and guidelines are the basis for maintaining a viable sense of community and directing students to make safe and mature decisions.

Gonzaga reserves the right to confiscate, search, and review any items brought onto campus, with or without the student's prior knowledge, including but not limited to: back packs, electronic devices and vehicles. Gonzaga also reserves the right to retain any confiscated items until Gonzaga, at its sole discretion, determines that an investigation is complete. Finally, Gonzaga reserves the right to remand any confiscated items to appropriate authorities at its own discretion or at the request of legal counselor and/or law enforcement.

While the Office of the Dean of Students is primarily responsible for articulating and enforcing the policies stated in this handbook, every member of the Gonzaga community must also be responsible for adherence to these guidelines. Because this handbook cannot cover all circumstances, the Dean of Students, in consultation with the Headmaster, may make adjustments as deemed necessary to best serve the students, the faculty and the interests of the school. The Dean of Students reserves the right to convene a Disciplinary Committee of faculty and staff in cases that are very serious in nature.

The Disciplinary Ladder: The Office of Student Services has established a disciplinary ladder to manage behavioral issues. In each step along the disciplinary ladder, *Cura Personalis*, care of the whole person, is the ultimate goal, with the safety and development of the community a high priority. The process of disciplinary action is outlined below.

There are five rungs on the disciplinary ladder:

- I. **Verbal Warning:** Students are verbally warned and counseled by a member of the Gonzaga community as to the nature of the particular infraction and warned of potential consequences should similar behavior continue.
- II. **JUG:** Jug is the term given to the school's form of detention. The term is derived from the Latin, *jugum*, meaning yoke or burden, but it is also used by students as an acronym for "Justice Under God." Faculty and staff may give a student jug for behavior that contradicts the expectations and policies of the school.
 - a. A faculty or staff member's decision to issue jug cannot be contested by the student.
 - b. Jug is served after school on the day it is given.
 - c. Students given jug must report to the Student Services Office *immediately* after the last bell.
 - d. If a student is scheduled to participate in a school sanctioned athletic contest or extra-curricular event (exclusive of practices and general meetings) on the day jug is issued, he may REQUEST to serve jug after school the following day instead; this request may granted at the discretion of the Dean of Students or his designee.

- e. A student who skips jug will be considered truant incurring further penalty and will serve jug for the next THREE school days.
- f. Any student who receives an excessive amount of jug may be placed on the appropriate rung of the disciplinary ladder. Such action is at the discretion of the Dean of Students.
- g. Saturday jug may be assigned and served at such times as deemed necessary by the Dean of Students.

III. **Probationary Warning***: The Dean of Students will place a student on Probationary Warning for behavior that contradicts the school's expectations and policies. This decision may be based on a single action, a pattern of behavior, or an accumulation of an excessive number of jugs. The decision to place a student on Probationary Warning alerts the student and his parents or guardians that the student is engaged in behavior that must improve if he is to remain at Gonzaga. Parents or guardians will be notified in writing of any Probationary Warning.

- a. Probationary Warning will last for up to one full calendar year from the date of the infraction as determined by the Dean of Students.
- b. At the Dean of Students discretion, the student may be prohibited from participating in extra-curricular activities.
- c. Parents or guardians may be required to meet with the Dean of Students, the student and/or his counselor.
- d. Counseling may be stipulated as a condition for remaining in the school.
- e. The student may be suspended from school and not permitted to return until notified by the Dean of Students.
- f. The Dean of Students may add specific requirements to the preceding conditions.

IV. **Probation***: A student placed on probation is in very serious trouble and will not be allowed to remain at Gonzaga unless his behavior improves substantially. If the student commits another infraction while on Probation, he may be dismissed immediately. Parents or guardians will be notified in writing and via phone call of any Probation.

- a. Probation will last at least one full calendar year from the date of the infraction.
- b. The student may be suspended from school until notified by the Dean of Students to return to campus.
- c. At the Dean of Students discretion, the student may be prohibited from participating in extra-curricular activities.
- d. Open campus privileges for seniors and juniors may be revoked.
- e. The student and his parents or guardian may be required to meet with the Dean of Students and/or the Counselor.
- f. Counseling may be a requirement for remaining in the school.
- g. The Dean of Students may add specific requirements to the preceding conditions.

V. **Dismissal**: A student may be recommended for dismissal from Gonzaga at the discretion of the Dean of Students. Dismissal typically occurs when a student has violated the terms of Probation or Probationary Warning. However, Gonzaga reserves the right to dismiss

any student for any single action deemed grievous enough to warrant permanent separation from the community. After a student has been recommended for dismissal, Gonzaga's President, Headmaster, and Dean of Students will meet to determine if a student's actions warrant dismissal. Then, the Dean of Students will contact the family to notify them of the decision and establish a time to meet with the Headmaster and Dean of Students.

*All decisions on Probationary Warning and Probation are final and may not be appealed.

Standards of Behavior

The following standards of behavior and subsequent descriptions should be observed by students at all times while enrolled at Gonzaga, whether on or off campus. Any violation of these standards will result in a student being placed on the appropriate rung of the disciplinary ladder.

The 10 standards of behavior are as follows:

1. A Gonzaga Student is a Man of Integrity
2. A Gonzaga Student has Respect for Others
3. A Gonzaga Student is Neat in Appearance and Prepared for School
4. A Gonzaga Student is Prompt and Present for all Periods of the School Day
5. A Gonzaga Student Participates in the Catholic, Jesuit Tradition and the Extracurricular Life of the School
6. A Gonzaga Student Displays Good Sportsmanship
7. A Gonzaga Student Acts in a Safe Manner at All Times and Shows Concern for the Safety of Others
8. A Gonzaga Student uses Technology Appropriately
9. A Gonzaga Student takes Pride in the Appearance of the School Campus and Keeps it Neat and Clean
10. A Gonzaga Student Refrains from the Use of Tobacco, Alcohol and Drugs at All Times

1. A Gonzaga Student is a Man of Integrity

Integrity is expected of a Gonzaga student in every aspect of his daily life. He is expected to be honest in his relationships with all members of the community and with himself. Integrity and honesty are at the foundation of forming young men of great character.

Honesty

From time to time, a student may find himself in violation of Gonzaga's standards of behavior or witness to a violation of the standards. It is at these times, in particular, that his character is tested. It is the expectation that, when confronted by any member of the school faculty or administration regarding a violation of Gonzaga's standards, a student will fully disclose any pertinent information and be open and completely honest about his participation and the

participation of others. If a student is found to have been intentionally dishonest, he will be placed on the appropriate rung of the disciplinary ladder.

Academic Integrity

Gonzaga is a place where academic excellence is a reality. Everyone in our community is responsible for maintaining an environment that is conducive to learning. Each student is expected to submit all assignments on time and guarantee that the work he submits is his own or is properly cited.

Gonzaga's mission is to graduate students who are open to growth, intellectually competent, religious, loving, and committed to doing justice. Acts of academic dishonesty directly interfere with the development of every one of these characteristics. A student who cheats fails to learn academic material, fails to grow into a moral person, and fails to care for his fellow students. A student who helps another student to cheat is neither loving nor just; he is depriving his fellow student of the opportunity to learn and depriving others of the chance to be graded fairly.

Because such academic dishonesty is the antithesis of education, it will not be tolerated at Gonzaga.

Academic dishonesty includes, but is not limited to: copying the work of another person, whether homework, papers, quizzes, reports, tests or exams; willingly sharing graded work with another student without permission from a teacher; allowing another student to copy work; the use or close imitation of someone else's language or thoughts and the representation of them as one's own original work; all forms of plagiarism; reading plot summaries, such as Spark Notes/Cliff Notes/Schmoop, or watching videos instead of reading the assigned material; obtaining copies of tests, quizzes or exams by any means; asking other students about the content of tests, quizzes or exams they have taken earlier; bringing inappropriate information to a test, quiz or exam via calculator, cell phone, paper or any other means, whether or not that information is used; missing a class or classes to postpone a test or other assignment or complete work for another class; forging a note from home, from another teacher or from an office; pressuring another student to cheat; failing to report incidents of cheating; or lying about academic matters.

Anyone witnessing an act of academic dishonesty should report it to their teacher or Student Services. Any student who commits an act of academic dishonesty will receive a zero (F) for all work involved; he most likely will be granted no possibility for make-up work and may be ineligible for academic honors in that marking period. If a student is in otherwise good standing, he will be placed on Probationary Warning (see *Discipline and Enforcement*). A student already on Probationary Warning may be placed on Probation (see *Discipline and Enforcement*). A student already on Probation may be dismissed from Gonzaga.

The theft of a test or the distribution of a stolen test will result in severe disciplinary action, including the probability of immediate expulsion. A serious incident of dishonesty will be recorded and reported in the student's discipline file. As such, this information may be transmitted to the next school attended.

Academic dishonesty is simple to avoid. Each student should do his own work to the best of his ability. If a teacher has specifically assigned collaborative work and a student is in doubt about the limits of working with others, he should ask his teacher for clarification. If a student isn't sure what constitutes plagiarism or how to appropriately cite works, he should consult the MLA handbook, his teacher, or the librarian for instruction.

If a student is asked to assist a classmate in cheating, he should refuse without exception. It is the responsibility of each student to understand academic integrity and to inspire an atmosphere of honesty, respect and learning at Gonzaga. Ultimately, a Gonzaga man is expected to live up to the tenets of the Ingo Manifesto, which can be found immediately after the Gonzaga Mission Statement in this handbook.

The Dean of Students, in consultation with the Academic Dean and the Headmaster, is responsible for implementing the penalties for any violation of these guidelines.

2. A Gonzaga Student has Respect for Others

Gonzaga's mission is to graduate honest men who count personal integrity and service to others and God as the most important qualities in their lives. This goal can be actualized only through the self-discipline it takes to speak and act honestly and to care for others genuinely.

Respect for Others

Service to others is the logical conclusion of a Gonzaga education. There is no true service to others unless it is born out of care and respect for others. A Gonzaga man is one who respects and cares for others everywhere he goes regardless of differences including but not limited to age, gender, sexual orientation, set of interests, race, country of origin, ethnic, geographic or financial background.

Any student who teases, hazes, disrespects, harasses, fights, or attacks another stands in direct opposition to this basic goal of the school. Lack of respect can manifest itself in the overt ways mentioned above, or in more subtle ways such as cyber-bullying, snobbery, gossip, exclusion, and unfriendliness. In any case, the result is the same. The other is hurt and alienated.

Gonzaga often refers to itself as a family. Therefore, we must absolutely reject disrespectful attitudes and behaviors that hurt and alienate others. A student who actively disrespects another will be placed on the appropriate rung of the school's disciplinary ladder. If the student commits an egregious act of disrespect, however, he may be asked to leave the school community immediately.

Respect for the Property of Others

The property of others includes personal possessions and the communal property of the school such as equipment, furniture, buildings, and grounds. It is the responsibility of every student to respect and, in some cases, protect the property of the school and others.

Stealing and vandalism will not be tolerated. We seek to build a community of mutual respect and trust that will exclude the presence of these two problems on campus. A student who steals

or vandalizes will be placed on the appropriate rung of the disciplinary ladder of the school and will be expected to make proper restitution to the parties involved.

Harassment

Gonzaga faculty, staff, and students should expect to be in a school environment free of harassment. The school encourages any student who believes he has been the object of harassment to report the incident immediately to his teacher, counselor, or administrator. No student should be subjected to harassment because of race, color, religion, age, sexual orientation or any other category protected by law.

Gonzaga has a long standing commitment to create a community of respect for the dignity of every individual. A student who harasses any member of the community will be placed on the appropriate rung of the school's disciplinary ladder and may be asked to leave the school community immediately.

This policy prohibits harassment whether occurring on campus or off, and occurring at any time, by any student or community member. Harassment includes but is not limited to:

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

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

Written Harassment: Letters, notes, e-mails, instant messages, or social media communications that are cruel, demeaning, discriminatory or intimidating in nature

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

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

It is the student's responsibility to:

- Conduct himself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating or harassing

- Report all incidents of discrimination or harassment to the Dean of Students, Headmaster or Counselor

Respect for Others in Off Campus Behavior

The school realizes that among the great strengths of Gonzaga are the associations and friendships among our students which extend beyond the school day. We hope that these associations will assist our students in being Gonzaga gentlemen and Men for Others now and in the future, on and off campus. Field trips and other Gonzaga sponsored off-campus events, including service trips, retreats, sports activities, and other competitions are considered part of the school curriculum and are subject to Gonzaga disciplinary guidelines.

Any student whose behavior outside of school, whether at a school sponsored event or not, demonstrates either a serious disregard for the rights and dignity of others, and for the stated philosophy of Gonzaga, or who promotes activity which impairs the responsible development or actions of another, will be placed on the appropriate rung of the disciplinary ladder. These destructive activities may include, but are not limited to, the following: vandalism, assault, verbal abuse and use/distribution of drugs or alcohol.

3. A Gonzaga Student is Neat in Appearance and Prepared for School

The school's Code of Dress and Decorum allows a student to dress in a comfortable, yet appropriate fashion. Every student is to be neat, clean, and attired in a way appropriate for attendance at a private, Catholic high school. The Dean of Students will be the final judge of what mode of dress is acceptable.

The code is to be observed the entire length of the school day everywhere on campus. The code is in force during all school days including orientation, reading days, and exams. Students who violate the code will serve jug. Consistent violators will be sent home and placed on the appropriate rung of the school's disciplinary ladder.

Code of Dress and Decorum

Students are required to wear:

- ***A collared, solid, striped or checkered, polo-style golf shirt or long sleeve dress shirt.*** Shirts must be long enough to be neatly tucked into the pants and must remain tucked throughout the school day. Flannel, graphic printing, large insignia, alcoholic beverage designs or otherwise inappropriately designed clothing is not permitted.
- ***Solid colored dress pants only.*** Dress pants must be neat and clean. Pants must be worn at the waist and fitted properly and must reach the top of the shoe with a slight break. The length of a boy's pants must not extend below the heel of the shoe, and pant legs may not be rolled or have elastic bottoms. Jeans, cargo pants, flannel, plaid, graphic printing, large insignia, and alcoholic beverage designs or otherwise inappropriately designed clothing is not permitted.

- ***Low-cut (below the ankle) dress shoes.*** Boots, slippers, sneakers, tennis shoes-are not permitted. (During inclement weather students may wear boots for their commute to and from school and should store boots in their locker or in the Student Services office, but they must change into dress shoes for the school day.)
- ***A belt must be worn at all times.*** Belts with large buckles or otherwise garish detail are not permitted.
- ***Socks must be worn at all times.***
- ***On formal dress days, students must wear the following for the entire school day: a suit coat or blazer, a properly tied necktie or bowtie, a solid or striped dress shirt, dress pants and belt, dress shoes and socks.*** [The Dean of Students will determine days when jackets will not be required and will announce in advance.]

Student Appearance must meet the following criteria:

- ***Hair must be clean, properly trimmed, combed and appropriate.*** Hair length and style must be neat, professional and presentable at all times. At any time students may be directed by the Dean of Students to get a haircut if a student's hair is too long. Extravagantly dyed or cut hair is prohibited.
- ***Students must be neatly shaven at all times.*** Any student in violation of this rule will be given twenty four hours to properly shave/groom. If the problem persists, the student may be provided shaving cream and a safety razor and required to shave immediately.
- ***Visible body piercing, with the exception of the earlobe, is not permitted.***
- ***No visible tattoos are permitted.***

Students MAY wear the following:

- Solid or striped, wool or wool-blend sweaters, cut such that a collared shirt is clearly visible.
- Outerwear
 - a) ***Gonzaga issued outerwear:*** worn such that a collared shirt is clearly visible.
 - b) ***Non-Gonzaga issued outerwear:*** Since the need exists for students to travel outside between classes, students may wear jackets, coats, or fleeces as the weather dictates. However, upon arrival to class, the lunchroom, library, commons, or the student's final destination, he must remove his non-Gonzaga

outwear. Non-Gonzaga hooded sweatshirts, with or without a zipper, may not be worn on campus during the school day. Graphic printing, large insignia, alcoholic beverage designs or otherwise inappropriately designed clothing is not permitted.

- Hats may be worn as the weather dictates but must be removed immediately upon entry to any building on campus.
- On game days, athletes may wear team jerseys over their collared shirts. In the case that the team jersey is collared, a student may wear that in place of his normal shirt.

4. A Gonzaga Student is Prompt and Present for all Periods of the School Day

Classes begin at 8:10 a.m. and end at 2:45 p.m. or at 1:35 p.m. if the school is on an Early Dismissal schedule. In general, students should plan to be on campus by 8:00 a.m. Each student is expected to be present and on time for every class every day. Whenever a student is late, absent, or has to leave campus early, he must physically check in and/or out with the Student Services Office, which will verify the reason for absence with a parent or guardian.

Absence

When a student is absent from school, his parent(s) or guardian must call the Student Services Office by 9:00 am that day. (202-336-7141). Upon returning to school after an absence, the student must present Student Services with a note from his parent or guardian before reporting to his first class. The note must include the student's full name, the date, the explanation for the absence, and the parent's or guardian's signature. It should be noted that Gonzaga, not the parent/guardian, determines the legitimacy of a student's absence.

In case of a prolonged absence, the parent or guardian should call the student's grade level counselor to arrange for assignments to be sent home. Students are encouraged to communicate with their teachers when they are absent and to remain as current in their school work as their absence allows. Checking into Canvas is encouraged and expected when a student is absent.

The student is responsible for all work missed during an absence, regardless of the reason for the absence. On the day of his return, the student must submit all work due during the absence and take any tests or quizzes given during the absence. Any other arrangement (e.g. extensions) is at the discretion of the teacher and must be requested by the student.

Forfeiture of Academic Credit Because of Excessive Absences

After a student has missed more than ten (10) classes in a course in one semester, his status in the course is subject to review. If there are signs of academic deficiencies, the student may lose academic credit for that course. The Academic Dean may call for a meeting of the student, his parents or guardians, counselor and teacher after the student has missed seven (7) classes in a subject. If a student loses credit due to absence, the student may ask for credit to be restored in the following manner:

1. The student must put in writing his request for the reinstatement of credit and the reasons for missing so much class time.
2. The Headmaster, in consultation with the Dean of Students, the Academic Dean, the Student's counselor and teacher, will review the written request for reinstatement of credit.
3. If the student has made up all missed work, avoided any further absences, has met all academic expectations of the course, and avoided any disciplinary problems, credit may be restored.

Lateness

A student who arrives after 8:10 am must report to the Student Services Office to obtain an Admit Slip which will permit him to enter class. Lateness is defined as any arrival at school after first bell and prior to the end of first period. If a student misses an entire period, he must follow the guidelines above pertaining to absence.

Late arrivals will be noted on the student's attendance record. Upon the fifth late arrival in any one academic quarter for any reason, a student will be given jug. If a student does not arrive to school by 11:30 a.m., he will not be permitted to participate in any ~~or attend~~ extra-curricular activities that day. This includes games and practices. A student who arrives late and does not first check in with Student Services will serve jug. If a student is consistently late, he will be placed on the disciplinary ladder.

School Day Illness

If a student becomes ill or is injured during the school day, he must report to the School Nurse in the Student Services Office, who will determine the legitimacy and severity of the illness/injury and contact a parent or guardian if necessary. A student may not leave campus due to injury or illness without consent from the School Nurse or another member of the Student Services Office.

Off-Campus Appointments

Whenever possible, all doctor appointments and other off-campus commitments should be scheduled during non-school hours. However, if a student needs to leave school during the day for such an appointment, he must check in with Student Services when leaving and returning to campus and he must present Student Services with a note from his parent or guardian prior to leaving campus. Off-campus appointments count as absences toward the student's maximum number of 10 per course per semester, lateness because of appointments count toward the 5 allowable days late per quarter.

Truancy (Skipping Class)

Any absence not accounted for by an excuse written by a parent or provided by a school official will be considered truancy, whether for a single class or the entire day. The immediate consequence of skipping a class is three days of jug for each single class period missed or five days of jug for multiple periods missed and loss of credit for all assignments, quizzes, or tests

due during the period of truancy. A second offense may result in a student being placed on the appropriate rung of the disciplinary ladder. Any student who is truant may not participate in any extra-curricular activities or athletics that day. If a student is found to have been truant after the fact, he will be suspended from the next day's extracurricular and athletic activities.

Health Absence Re-Entry Policy

Although rare, there may be times when a Gonzaga student is absent for a significant period as a result of concerns regarding the student's mental, physical or emotional health.

In order for Gonzaga to continue to be a nurturing environment both for the student who has been absent and for the entire community, Gonzaga may require any or all of the following as a condition prior to re-entry into school; in certain circumstances, the school may also need to add additional steps or conditions to those outlined below.

- Before re-entry can occur, the school will schedule a meeting with the families and with appropriate health professionals. The student may also need to be present or available.
- The school must have full disclosure of all issues and events and must be made aware of all pertinent details surrounding the reasons for the absence.
- The student must be emotionally stable and capable of functioning in our school environment.
- The Gonzaga Counseling department must have the family's authorization for the sharing of information and ongoing communication with health professionals in order to coordinate care for the student.
- The student's return is predicated on his ability to return to an environment that is academic in nature, rather than therapeutic. Gonzaga reserves the ultimate right to make that determination and to require the student to maintain appropriate and acceptable behavior.
- Any plan for return will be created prior to the student's re-entry to Gonzaga. Everyone, including the families and the school, will agree to the plan prior to the student's re-entry. A violation of the plan regarding an individual student's return to Gonzaga may result in additional or permanent leave of absence.

Parents, health professionals, and students must recognize that, in all cases, Gonzaga shall make the ultimate decision as to whether the student is able to return to class.

5. A Gonzaga Student Participates in the Catholic, Jesuit Tradition and the Extracurricular Life of the School

Mass and Special Assemblies

Students are expected to behave in a courteous, respectful and attentive way at Mass and at assemblies. Masses, award ceremonies or informational assemblies are important events in the life of the school. A student who is disrespectful will be referred to the Dean of Students and may be placed on the appropriate rung of the disciplinary ladder. Attendance at Mass or an assembly carries with it the same responsibilities as attending class. Skipping mass or assembly will be treated in the same manner as skipping a class.

Chapel of Our Lady

The Chapel is a sacred and quiet place. It is open to students and faculty at all times. Daily mass is offered at 7:40 am on school days, unless a school mass is scheduled in the Church of St. Aloysius. Times for the Sacrament of Reconciliation and special prayer services are posted outside the Chapel doors.

Clubs and Intramural Sports

Membership in clubs is open to everyone. A student who wishes to organize a new club must obtain an application from Student Services, find a faculty moderator, and gather 10 student signatures. All new clubs are subject to approval by the Dean of Students.

6. A Gonzaga Student Displays Good Sportsmanship

Gonzaga is renowned for its school spirit. This spirit is evident to anyone who visits the school or attends an extra-curricular event. We expect our students to act as gentlemen.

Fan Behavior

Booing or taunting an opposing player, team, fan or game official is unacceptable. Cheers or chants that are obscene, mocking or derogatory do not reflect a positive school spirit will not be tolerated. The Dean of Students will meet with any student whose behavior before, during or after a game discredits or embarrasses the school in any way, and the student may be placed on the appropriate rung of the Disciplinary Ladder and may be banned from future athletic events.

Dressing for Games and Practice

As a matter of respect and proper decorum, it is imperative that no student change his clothes in public view. All dressing and changing must take place in locker rooms, restrooms, or other designated closed-door facilities. Any student found changing in any other area will be subject to serving jug immediately and missing the game or practice on the day of the violation.

7. A Gonzaga Student Acts in a Safe Manner at all Times and Shows Concern for the Safety of Others

Gonzaga is in the heart of a large metropolitan area. To maintain a secure campus, every member of the community must help by observing the following standards.

Open Campus Privileges

Open Campus is a privilege extended to seniors and juniors only. Students must check out at the designated areas prior to leaving campus and check back in upon return.

These students may leave campus during a free period, but never by car, unless permission has been given by the Student Services Office. Each student is responsible for returning to campus on time for his next class. All regulations stated in this handbook apply. The Dean of Students may declare specific off-campus areas off limits. Students must check in and out at the designated area upon departure from and return to campus. A student who violates this restriction will be placed on the appropriate rung of the disciplinary ladder.

Freshmen and sophomores may not leave campus during the school day, even during midterm and final exams. A freshman or sophomore found off campus will be placed on the appropriate rung of the disciplinary ladder.

Safety and Security

Armed, uniformed Special Police Officers provide security services to Gonzaga daily. However, safety and security is the responsibility of the entire community. Students should adhere to the following guidelines:

1. A student must carry his student ID on him at all times.
2. Students are solely responsible for their own personal property. The school accepts no responsibility for items left in the common areas of the school. Never leave personal property unattended. All pieces of personal property should be marked with your name in clear, bold letters. This includes books, calculators, bags, apparel, sports equipment, phones, devices etc.
3. Do not leave valuable items visible in cars, in unlocked lockers, in common areas, or on desks or tables anywhere in the school.
4. Walk in groups to the Metro station, especially after 3:00 pm.
5. If you are waiting for a ride after 3:30 pm, have your driver pick you up on Eye Street in front of Forte Hall by First Street and I Street.
6. A student may not loiter on campus after events, e.g. dances, plays, etc. If your ride is late, for security purposes, notify a Security Officer or a staff member that you are still on campus and wait in a place designated by the staff member.
7. Should you see anything suspicious or questionable on or near campus, immediately notify Student Services, the Security Officer (**202-441-2247**) or a member of the faculty or staff.
8. In the event of a medical or other emergency on campus, when Student Services, the Security Officer, or a faculty member is not readily available, a student should call 911.

Egress and Regress

Students and visitors may enter the school through the Dooley Hall main entrance, the Forte Hall main entrance and the Breezeway only. All other doors will be locked from the outside. Any student found entering, propping, or opening a non-entry door for another student or visitor will serve jug that day.

Spending After School Hours on Campus

Any student who needs to spend time on campus after school hours while waiting for a practice, meeting, ride home, etc. must wait in the Arrupe or lower commons only and may not be present at any other location on campus without adult supervision.

Security Alerts, Fire/Emergency Drills and False Alarms

A coded announcement over the school's public address system informs all students and staff that a security alert is in progress. (The format of the announcement is made clear in advance by the homeroom teacher.) During a security alert, students should proceed immediately to the nearest occupied classroom or other staff-monitored area and remain with a faculty or staff member until the all-clear is given.

Emergency evacuation from a building is a very important and serious matter. In the event of an emergency, everyone is to leave the building quickly and quietly according to the posted, designated emergency exit route. Fire drill signs are posted in each classroom. It is the student's responsibility to know the proper exit route from each of his classrooms. Evacuation instructions will vary according to the type of emergency, so students must follow the directions of teachers and staff. During a school-wide evacuation, the student should locate his homeroom teacher, check in, and remain with the homeroom teacher until further instructions are given. During an emergency, students may not leave campus without the express permission of Student Services.

A false alarm generated by a student will be treated as a major infraction of school regulations. The student may face immediate dismissal.

Weapons

A student may not bring any weapons or hazardous materials to campus, including fireworks or smoke devices. A weapon is defined as any item that is or could be used to harm another. This includes items that may otherwise be deemed as "toys." A student found in possession of a weapon or storing a weapon on campus may be immediately dismissed from Gonzaga.

Medication and First Aid

The School Nurse may administer over-the-counter and prescription medication to students. All prescription medication must be accompanied by a note from a parent or guardian. Prescription medications must be in a properly labeled bottle from the pharmacy with specific dosage instructions.

Medical Forms

All incoming freshmen and transfer students must mail a completed, signed Gonzaga School Physical form to the Student Services Office by August 1. No student will be allowed to try out for or play on an athletic team or participate in any extracurricular event involving physical activity until his form is on file. Returning students must submit an Annual Athletics Physical form each year before trying out for a team or participating in practices or games.

8. A Gonzaga Student Uses Technology Appropriately

Gonzaga is committed to optimizing technology for educational purposes. To accomplish this, all students are provided the following: network access and storage, computer lab access, WiFi access, a Gonzaga email address powered by Google, access to Google apps and storage, a Canvas account, and access to web services such as turnitin.com, Vista Higher Learning's SuperSite, WebAssign, and others. Students of all grade levels are required to bring to school every day a device that meets a minimum standard as a part of the Bring Your Own Device plan.

It is expected that Gonzaga students act responsibly when using all technologies on Gonzaga's network and campus, and strict adherence to the following policies is essential.

Communication

All digital communication between students and faculty members must be conducted from school provided Google or Canvas accounts. Gonzaga students are required to check these accounts at least once a day on school days. Students can be held accountable for failing to act on information shared through these two channels.

Social Media & Off-Campus Use

All standards in the Acceptable Use Policy for appropriate behavior apply to students who subscribe to and/or participate in social media networks such as Facebook, Twitter, Instagram, or any other public or private access Internet site or application. If a Gonzaga student is found on any website or application to have represented himself or the school in a manner that is deemed inappropriate or in violation of school standards, he will be placed on the appropriate rung of the disciplinary ladder.

Students should not initiate or accept social media relationship requests (also known as "friend" or "contact" requests) with faculty or staff members.

Gonzaga reserves the right to impose consequences for inappropriate behavior that takes place on- or off-campus and outside school hours.

Technology Standards

The following standards represent where and when students may use technology.

In the classroom, use of laptops or tablets brought to school for the Bring Your Own Device program is solely at the discretion of the teacher for academic use. During assessments, all technologies should be stowed away unless otherwise instructed by a teacher.

Students may use laptops or tablets brought to school for the Bring Your Own Device program in academic buildings, outside, in the cafeteria, library, and Arrupe and Lower Commons.

Students may not use laptops or tablets brought to school for the Bring Your Own Device program in St. Aloysius Church, Our Lady's Chapel, or in the Sheehy Theater.

Students may use phones outside, in the cafeteria, library, and Arrupe and Lower Commons.

Students may not use phones in academic buildings, St. Aloysius Church, Our Lady's Chapel, or in the Sheehy Theater.

When any device is not being used, it should be silent and out of sight. Other electronics such as music players, portable video game systems, eReaders, and others should be kept silent and out of sight at all times.

A student found using either a phone or a laptop or tablet brought to school for the Bring Your Own Device program in violation of the following standards will be subject to one or more of the following penalties: verbal warning, jug, revoked privilege, having the contents of his phone or device (including texts, pictures and videos) screened, and/or being placed on the appropriate rung of the disciplinary ladder. Students found in violation of these standards multiple times will be subject to the following consequence levels:

- **Second Offense:** The student will receive three days of jug and the loss of device or phone privileges for three days. The student's device or phone must be checked into the Student Services Office before first period each day. The device or phone will NOT be returned until jug has been served. Failure to report to jug or to check in a phone will result in an elevation to the next level.
- **Third Offense:** One week (5 days) of jug for the student and the device or phone. The parent(s) or guardian(s) must arrange a meeting with the Dean of Students and the student in order to discuss the terms of having the device or phone returned. At this point, a student may be placed on the appropriate rung of the disciplinary ladder.
- **Fourth Offense:** A fourth offense represents a serious disregard by the student and family for the rules and regulations of the school and may result in expulsion.

Bring Your Own Device

At the start of the 2016-2017 academic year, Gonzaga continues its Bring Your Own Device plan. Students of all grade levels are required to bring to school for academic use a laptop or tablet that meets a minimum standard.

Students using privately owned devices must follow the technology policies stated in the Student-Parent Handbook while on school property, attending any school-sponsored activity,

or accessing Gonzaga provided resources while off campus. Use of a device on Gonzaga's network and/or campus gives tacit approval for Gonzaga administration to observe and utilize the privately owned device to confirm compliance with school policies.

Teachers will decide what is appropriate and inappropriate use of technology in their classrooms. In the classroom, it is inappropriate to covertly use technology for reasons other than the educational purpose of the assignment. Teachers may declare technology-free time and will dictate technology use with the following phrases:

- ***Devices Out:*** The student should take out his device for educational use.
- ***Ready to Use:*** The student should have his device ready so it may be quickly used.
- ***Screens Down:*** The student should position his device so that the screen is not a distraction to himself or others.
- ***Devices Away:*** The student should completely remove his device from his desk and put it entirely out of sight.

It is the hope of the school that students use this freedom of choice to identify and select tools that will allow them to pursue their own personalized educational and technological experience. The use of a privately owned device for school work requires strict adherence to the Acceptable Use Policy and the following guidelines in order to ensure a productive experience.

Students are required to:

- Have enough battery life on their device for the duration of class
- Participate in classroom assignments that require technology use
- Follow the teacher's directions about device use
- Maintain the upkeep of their own device, including regularly updating apps, operating systems, and malware protection programs in order to complete assignments
- Remain with their device or properly secure it in a locker at all times
- Return a device found on campus immediately to Student Services
- Use only digital textbooks that are provided through Follett. (In order to ensure correct editions and pagination, teachers are not required to allow students to use digital textbooks from other vendors.)
- Allocate enough memory on their device for school assignments and, if choosing to use them, digital textbooks
- Possess headphones or earbuds as well as a microphone to complete some assignments. (Students must otherwise refrain from using headphones between 8:00 AM and 3:00 PM unless otherwise instructed by a teacher to do so for academic purposes.)
- Set all devices to silent unless otherwise instructed by a teacher to do so for academic purposes
- Accept responsibility for any equipment borrowed from the school as students will be billed for any items not returned in good condition

Violation of these rules may result in a zero on an assignment or placement on the appropriate rung of the disciplinary ladder. Repeated offenses of inappropriate use may include elevated consequences including suspension or expulsion from school.

Gonzaga is not responsible for any damage that may arise from a student using his device on the school network and/or campus.

Student Loaner Devices

Gonzaga will temporarily provide devices to students when a device is forgotten, lost, stolen, or damaged. Students who require a loaner device must retrieve it from the designated location in order to participate in classroom technology use. Borrowing of these devices must not exceed ten school days an academic year.

Student users are personally responsible and liable for the legality and security of all data maintained, downloaded, or installed on loaner devices. The student user is liable for the loss of school or personal data or software due to the loaner device or network malfunction resulting from the actions of the student user. Student users are responsible and liable for the maintenance and backing-up of all school and personal data that is stored on loaner devices.

If a student's loaned device is experiencing a hardware malfunction, it must immediately be brought to the attention of a member of Gonzaga's technology staff.

Student accepts all liability for the theft or loss of user's loaned device and for covering the cost of the replacement.

1. Any existing damage to the loaner device will be assessed and noted by a member of Gonzaga's technology staff at the time the loaner device is issued to the student. Damage incurred to the loaner while it is in the possession of a student will be the responsibility of the student. When possible, applicable charges will be assessed and applicable fees will be charged against the student's financial account at Gonzaga and must be paid prior to receiving grade reports or transcripts.
2. A loaner device will be issued to those without access to any device or with a damaged device.
3. It is the sole discretion of a member of Gonzaga's technology staff to issue a loaner device.
4. The student who loans a device must be in communication with the appropriate technology staff for the device to be returned in a timely manner.

Acceptable Use Policy

Access to technology brings with it incredible educational opportunities and an equally high demand for the proper legal and moral use. Gonzaga expects that everyone who utilizes the school's computer network or who uses technology on Gonzaga's campus will do so in strict accordance with Gonzaga's educational mission and moral vision. Those who violate the letter and spirit of this mission and vision will be subject to appropriate disciplinary action.

Gonzaga's Rights & Responsibilities

It is the policy of Gonzaga College High School to (a) prohibit user access over its electronic information systems to, or transmission of, inappropriate material via the Internet, email, or other forms of digital communication; (b) prohibit unauthorized access and other unlawful activity; (c) prohibit unauthorized disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The Headmaster or a designee will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time. Decisions of the Headmaster are final.

Gonzaga retains the following rights and recognizes the following obligations:

- To log network use and utilization
- To assume no responsibility or liability for files deleted
- To remove a user account on the network
- To monitor online activities, including real-time monitoring of network activity and maintaining a log of activity for later review

As a guide to appropriate use, Gonzaga characterizes as unethical and unacceptable any activity that purposely:

- Seeks unauthorized access to the computer or other technological resources of the school
- Disrupts the appropriate use of network resources
- Damages or wastes resources such as computer hardware or software, or ancillary materials
- Compromises the privacy or human dignity of others or harms the reputation of the school
- Ignores the values of the school as stated in Gonzaga's handbooks and policies.

General Guidelines

All users of Gonzaga's network are required to:

- Exhibit exemplary behavior on the network as a representative of the Gonzaga community
- Refrain from deliberately damaging software or hardware
- Notify a faculty member or administrator immediately when a system component such as keyboard, mouse, or hard drive is tampered with, removed, or otherwise modified
- Refrain from installing, deleting, modifying, or copying software to or from any school computer
- Seek assistance with technology issues when they arise. Ignorance is not an acceptable excuse for misuse
- Refrain from playing games on the network unless otherwise authorized by a teacher for instructional purposes
- Refrain from sending unnecessary mass communications (spam)
- Refrain from using the network for unlawful purposes, or downloading, copying, or otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner except that duplication and/or distribution of materials for educational purposes that is permitted when such duplication and/or

distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Ethical Use of Technology

All users of Gonzaga's network are required to:

- Use their own accounts as provided by the school; never send a communication impersonating another member of the Gonzaga community
- Avoid intentionally accessing, downloading, printing, or viewing pornographic, obscene, or vulgar materials
- Refrain from using the network for commercial or for-profit purposes, product advertisement, or political lobbying
- Refrain from using profane, obscene, racist, or other language that may be offensive to another user.
- Refrain from excessive use of the network for personal business

Security & Privacy

All users of Gonzaga's network are required to:

- Refrain from intentionally accessing, seeking information on, obtaining copies of, or modifying accounts, files, data, or passwords belonging to other users
- Keep passwords confidential. Gonzaga users are accountable for any unacceptable use under his or her username. Under no circumstance may one user use another's login or identity.
- Fully log-out from all accounts, computers, and databases at the end of the school day
- Protect their own privacy and the privacy of others by refraining from sharing personal identifying information
- Refrain from using proxy servers or other means to avoid restrictions placed on the network
- Refrain from using devices, phones, or recording equipment in the locker room, bathroom, or other places where privacy is expected
- Request and receive permission before taking pictures or recording others anywhere on campus
- Be aware that transmission of any file or communication over the network is not guaranteed to be secure
- Contact a faculty member or administrator immediately if you suspect that your account has been compromised
- Use good judgment with technology remembering that any digital communication sent via email, text, or posted online can be saved or forwarded and will remain on the Internet indefinitely beyond your control
- Students should not use a teacher's computer or device with the exception of use during supervised in-class activities.

Disclaimer

1. Gonzaga College High School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for

sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. Gonzaga College High School makes no warranties (expressed or implied) with respect to:
 - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
4. Gonzaga College High School reserves the right to change its policies and rules at any time.

9. A Gonzaga Student takes Pride in the Appearance of the School Campus and Keeps it Neat and Clean.

Gonzaga's physical plant demands a great deal of care and attention. Each student is responsible for doing his share to keep the campus safe and free of litter, graffiti, and acts of vandalism.

Being Men for Others means that students and faculty are expected to pick up trash, push in chairs, and assist in keeping a tidy campus, *even when a mess is not of their own making*.

Posters and Flyers

A student must obtain permission from Student Service before hanging posters or distributing literature on campus. Flyers and posters must be stamped with Student Services approval. They may be displayed only on bulletin boards and must be removed within 24 hours after the event.

Cafeteria and Lower Commons

The Cafeteria and Lower Commons are intended to be pleasant places in which students may eat, study, and relax. To this end, each student must:

1. Leave tables *clean and suitable* for use by others. Debris must be placed in trash cans.
2. Treat all cafeteria staff with respect.
3. Pay for all items taken from the food vendor. Theft from Gonzaga's food vendors will result in automatic Probation. If a student is on Probation, it may result in Dismissal.
4. Refrain from pushing, shouting, fighting and running.
5. Form a single line at each serving area.
6. Keep all food and drink in the Cafeteria and Lower Commons.

Arrupe Commons

This area is intended to be a quiet place for study and relaxation.

1. No food or drink is permitted.

2. No cards, video games, video players, iPods, are allowed. Phones may be used for texts, calls or educational purposes only, not for gaming or music.
3. Students are required to keep the room neat and clean.

Buchanan Field and Track

When there are no classes, practices or other events, students may use the track and field for free play during lunch or after school. The following rules must be followed:

1. When asked to leave the track or field, students must do so immediately.
2. No trash or debris is to be left on the track or field.
3. No spikes or cleats are to be worn on the field.
4. No skateboards, rollerblades, bicycles or wheeled vehicles are permitted.
5. No full contact or tackling is permitted during free play.

Carmody Center

The Carmody Center is used for many activities. To keep it in a safe and clean condition, the following guidelines are provided:

1. Only tennis shoes are allowed on the gym floor. Absolutely no street shoes are permitted.
2. No food or drink may be consumed in gyms. During games, dances, and other events in the Carmody Center, only approved items sold or provided by the school will be allowed.
3. These facilities can be used during lunch periods for free play when not otherwise in use. However, a faculty or staff member must be present.

Classrooms

Students are not permitted to remain in a classroom unless a member of the faculty or staff is present. A student should not sit on tables or desks. Classrooms are to be locked when no faculty or staff is present. Inappropriate or destructive behavior is forbidden. Food and drink is not permitted in classroom buildings.

Corridors

Corridors are to be kept clean and quiet during the school day. Students should not congregate in the hallways. If a student needs to get to his locker while classes are in session, he should do so quickly and quietly.

Elevators

No student is permitted to use any elevator in any building without a permission slip from Student Services. A single student who is helping a disabled student by carrying books may ride the elevator with the disabled student. A student in violation of this rule will serve jug.

Library

The Library is intended to be a quiet place for students and teachers to meet, study and do research. Library etiquette dictates that:

1. No food or drink is permitted.
2. Students are to be quiet and respectful.
3. All borrowed materials are to be returned in good condition.
4. Fines will be assessed on lost or overdue materials. Students will be billed for unpaid fines.
5. No coats, outerwear or hats are to be worn in the Library.
7. Headphones, video games/players, cell phones, iPods, etc. are not allowed and will be confiscated.
8. Stealing or damaging library materials or furnishings is a serious matter. A student who does so will be placed on the appropriate rung of the disciplinary ladder.
9. Library computers are for research purposes only. Students who use them inappropriately will lose library privileges, have their computer account suspended and be referred to Student Services.

Lockers

1. Each student will be issued a locker and a lock at the beginning of the year.
2. Students may NOT provide their own locks.
3. An unauthorized lock will be removed by Student Services, and the locker will be emptied.
4. Student Services will keep a record of each student's locker number and lock combination.
5. Students may not store contraband or perishable items in their lockers.
6. Lockers are school property and are subject to search at any time.
7. Students may not at any time give their lock combination to another student.
8. At the end of the year, students must empty their lockers completely and report to the Student Services Office for a locker inspection. Failure to clean one's locker will result in a locker cleaning charge of \$25 applied to the tuition bill. Failure to return a functioning lock will result in a charge of \$25 applied to the tuition bill.

Theater and Theater Support Building

The theater proper (theater seating area, stage, and support building) is not to be used for general traffic flow. Students may enter the theater proper only under the supervision of a faculty member. No student is permitted in the theatre, loft, lobby, or on the stage or balcony unless a teacher or member of the staff is present. Students may pass through the corridor at the rear of the theater to travel between Kohlmann and Dooley halls only, but may not cross the boundary to the seating area, nor use the seating area as a thruway.

Weight Room

For safety and security purposes, no student is allowed in the weight room and the room shall be locked, unless an authorized member of the faculty or staff is present to supervise the use of the equipment.

Off-Limits Areas

The following locations are “off limits” to all students at all times unless under the supervision of a faculty or staff member.

- Jesuit Dining Room
- Faculty Lounges
- Faculty Restrooms
- Alley behind the Carmody Center
- Third floor of Dooley Hall
- Bell Tower and all roofs
- Construction or storage areas
- Laboratory prep rooms
- The fitness center
- Theater support building
- Any other unused or restricted areas on campus

10. A Gonzaga Student Refrains from the Use of Tobacco, Alcohol and Drugs at All Times.

Use and Possession

The attempted or successful possession, dominion or control, or use of any quantity of alcohol, drugs or drug paraphernalia by a student enrolled at Gonzaga is strictly forbidden. Furthermore, possession of alcohol or drugs may result in immediate dismissal from Gonzaga. A student found to be under the influence of alcohol or drugs will be placed on the appropriate rung of the school's disciplinary ladder. Any student placed on Probation or Probationary Warning for a drug or alcohol related offense will have to complete a mandatory alcohol/drug assessment with testing and a follow-up professional consultation. Additionally, the student will be indefinitely suspended from all extracurricular activities until the Dean of Students has given expressed permission to return to full student life.

Distributing or Selling

A student who attempts to or succeeds in distributing or selling any quantity of alcohol or drugs is liable for Dismissal. The police may be notified. The alcohol and drug policies apply fully to parent, team, or school sponsored trips to other countries, regardless of that country's laws.

Smoking and Tobacco Products

Gonzaga is a tobacco and smoke free campus. Smoking and the use of tobacco related products, such as chewing tobacco or electronic cigarettes, are forbidden in all areas at all times. This rule

applies to all outdoor areas in the neighborhood of the school. A student caught smoking or chewing during the school day, regardless of age, will serve jug that day. For a second offense, the student will be elevated to the appropriate rung of the Disciplinary ladder.

Dances and Prom

Gonzaga may host dances during the school year. We encourage our students and their female guests to attend these events. Students who arrive more than one hour after the start of a dance will not be admitted. For security reasons, students will not be permitted to leave until one half hour before the scheduled end of the dance. We expect our students and guests to behave and dress in an appropriate manner. Every Gonzaga student and his guest must be 100% sober. Anyone who appears to be under the influence of alcohol or drugs will not be permitted to enter the dance or will be called off the dance floor. His/her parents or guardian will be notified and told to come immediately to pick up the student. DC Metro police are present at all dances and at Prom. If necessary, students will be cited and remanded to police custody. The student will be placed on the appropriate rung of the disciplinary ladder. The student may also be denied the privilege of attending future dances (including Homecoming and Prom) for one full year from the date of the infraction. Tickets for Gonzaga students will always be sold in advance of the dance and will be unavailable at the door. Female guests of high school age must register online prior to any dance and must check-in at the designated area with a valid school ID.

Other Important Information

Weather-Related Closings

Gonzaga follows the Montgomery County school system's decisions on school closings. If Montgomery County schools are closed because of inclement weather, Gonzaga will also be closed. If Montgomery County schools have a delayed opening of any length, Gonzaga will begin classes at 9:30 am.

We do not broadcast our own announcements for these types of weather-related changes. Because Gonzaga is a regional school, there may be great variance in the weather conditions affecting our students. Gonzaga encourages parents to always use their own judgment about allowing their sons to travel.

Gonzaga will follow this policy during regular class days and during exam week. If Gonzaga were to have a delayed opening on an exam day, the first exam would begin at 9:30am and the second exam would begin at 1:00pm. If Gonzaga were to be closed on an exam day, the schedule simply shifts and picks up on the next day we are in session. **The order of the exams does not change.**

If inclement weather occurs on a day when Montgomery County schools are out of session, the Headmaster will determine Gonzaga's status and post this information on the school website.

Exams

Mid-term and final exams count for one-third of the student's semester average. Exams are preceded by several days of review which may follow an Early Dismissal Schedule. Attendance on the last day of Review Week, Reading Day, is optional. On that day, teachers will be available in their classrooms to answer questions or provide additional help. Students should begin preparing for their exams well in advance of Review Week. The room schedule for exams is posted outside the mail room in Dooley Hall prior to exam week. All school policies regarding dress, lateness, and truancy apply during exam week. Students who arrive more than 10 minutes late for an exam should report immediately to Student Services for guidance on exam completion. A student who skips an exam will be given an "F" for the exam.

Visitors

All parents and visitors must report to the Receptionist in Dooley Hall or the Student Services office in Cantwell Hall. At no time should parents go directly to their son's classroom without expressed permission from the Student Services Office

Lost and Found

The main lost and found bin is located in the Student Services Office. Students who find abandoned items, such as book bags, jackets or hats around campus, should take the items immediately to the Student Services Office.

Messages

Parents or guardians who need to contact a student during the school day may leave a message with the Student Services Office. If a student is found to have used his cell phone in a manner inconsistent with the cell phone policy found in this handbook, regardless of the person initiating contact or reason for the call/text, the student will be sanctioned as described earlier in this handbook.

Transportation of Student Athletes

Students participating in a school-sponsored sport who wish to drive to and from practice and games in their own vehicle must have permission from their parents/guardians. This approval does not permit a student to transport other student-passengers without permission from the passenger's parents/guardians.

Work Permit

The Student Services Office can provide students with information about obtaining work permit forms for D.C., Maryland, and Virginia.

Early Dismissal of Student Athletes

When team schedules require dismissal, it is the student athlete's responsibility to inform his teacher of the need to leave early, record assignments, and make arrangements to take missed quizzes or exams. Athletes should leave the classroom quietly and walk through the school with no disruption. Students who knowingly leave class earlier than the scheduled early dismissal will be placed on the appropriate rung of the disciplinary ladder.

Mid-class Dismissals

If a student is authorized to leave campus part way through a period, he must report to the class scheduled for the period and be dismissed by the teacher at the scheduled time. In short, a student may not skip the first part of a class because he is approved for dismissal sometime during that period.

Parking

Parking is extremely limited at Gonzaga. The Student Services Office will assign parking spaces. Students must apply for a spot, and Seniors will be given preference. A defined period of time will be established for application after which time a lottery will occur to determine the order in which spaces will be assigned. Juniors will be allowed to participate in the lottery only if there are an insufficient number of Seniors applying. Each student will pay a registration fee for a parking space. To retain his parking space, a student must adhere to the following rules:

1. The driver may park only in his assigned space. If another car is in his space, he must *immediately* notify the security guard. Never park in another person's assigned space without permission from the Dean of Students or a security guard.
2. Each car must have a valid Gonzaga parking permit clearly displayed.
3. Each car is to remain locked all day. Keys and valuables should never be left in the car.
4. A student may not leave campus in his vehicle without permission from the Student Services Office.
5. The District Police will ticket cars that lack a valid permit or that are: parked illegally, in areas reserved for the faculty, in fire lanes, on the sidewalk, or in a manner that blocks traffic. The fine for improper parking on private property is currently \$250.00.
6. A student who drives or parks his car in a reckless, unsafe manner will have his parking privilege revoked.
7. Enter the parking garage from the entrance located at I Street and First Street. Failure to observe entrance, exit, and direction signs in the parking garage will result in the revocation of the parking privilege.
8. The car pool driver is responsible for arriving at school on time every day. If the driver is responsible for the late arrival of the car pool, the driver will serve jug that day. If the lateness becomes chronic, that driver will forfeit his parking privilege.
9. Students are not to use cars and parking areas as locker rooms or places to congregate. Clothes must be changed in a locker room or a rest room. A student caught changing clothes outside will serve jug. The driver of the car used as a changing room may lose his parking space.

Testing Days*

Subject	Testing Days
Classics	Days 4 and 8
Computer Science	Days 4 and 8
English	Days 2 and 6
Fine Arts	Days 3 and 7
Math	Days 2 and 6
Modern Language	Days 3 and 7
Physical Education	Days 3 and 7
Religion	Days 1 and 5
Science	Days 3, 4, 7, and 8
Social Studies	Days 1 and 5

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Religion	English	Fine Arts	Classics	Religion	English	Fine Arts	Classics
Social Studies	Math	Modern Language	Computer Science	Social Studies	Math	Modern Language	Computer Science
		Physical Education	Science			Physical Education	Science
		Science				Science	

*Testing days are subject to change. Make sure you note any testing day changes that occur during the school year.

Gonzaga College High School Bell Schedules

	Cycle Day								Assembly Schedule	Community Day	Early Dismissal	Special Schedule	Delayed Open
	1	2	3	4	5	6	7	8					
1 st	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10	9:30
hr	9:20	8:50	8:50	8:50	8:50	8:50	8:50	8:50	8:45	8:40	8:45	8:50	10:00
2 nd	9:20	8:50	8:50	8:50	8:50	8:50	8:50	8:50	8:45	8:45	8:45	8:50	10:00
	9:30	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:15	9:15	9:00	9:00	10:10
2 nd	9:35	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:20	9:20	9:05	9:05	10:15
	10:15	10:15	9:45	9:45	9:45	9:45	9:45	9:45	10:35	10:35	9:45	9:45	10:45
3 rd	10:20	10:20	9:50	9:50	9:50	9:50	9:50	9:50	10:40	10:40	9:50	9:50	10:50
	11:00	11:00	11:00	10:30	10:30	10:30	10:30	10:30	11:10	11:10	10:15	10:30	11:20
4 th	11:05	11:05	11:05	10:35	10:35	10:35	10:35	10:35	11:15	11:15	10:20	10:35	11:25
	11:45	11:45	11:45	11:15	11:15	11:15	11:15	11:15	11:45	11:45	10:55	11:15	12:05
5 th	11:50	11:50	11:50	11:20	11:20	11:20	11:20	11:20	11:50	11:50	11:00	11:20	12:10
	12:30	12:30	12:30	12:30	12:30	12:00	12:00	12:00	12:20	12:20	11:35	12:00	12:50
6 th	12:35	12:35	12:35	12:35	12:35	12:05	12:05	12:05	12:25	12:25	11:40	12:05	12:55
	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:25	12:55	12:55	12:15	12:45	1:35
7 th	1:20	1:20	1:20	1:20	1:20	1:20	1:20	1:30	1:00	1:00	12:20	12:50	1:40
	2:00	2:00	2:00	2:00	2:00	2:00	2:00	2:05	1:35	1:35	12:55	1:30	2:10
8 th	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:10	1:40	1:40	1:00	1:35	2:15
	2:45	2:45	2:45	2:45	2:45	2:45	2:45	2:45	2:10	2:10	1:35	2:15	2:45
Activity Period									2:15	2:15		2:20	
									2:45	2:45		2:45	