Xaverian’s Genesis Program
Student/Parent Handbook
Located in Bay Ridge, Brooklyn, Xaverian is a private, co-educational, Catholic, college preparatory school for grades 6-12. Established in 1957, it is one of thirteen schools nationwide sponsored by the Xaverian Brothers. One of New York City’s leading schools for over 60 years, we educate nearly 1,200 students each year. Xaverian has graduated a network of over 17,000 successful and responsible Catholic alumni, educated in the longstanding tradition of the Xaverian Brothers. True to that tradition, we give our students the opportunity to grow in their faith, intellect, leadership skills, musical passions, athletic talents, and much more.

MISSION STATEMENT
A Catholic, college preparatory school for students in grades 6-12, Xaverian is a thriving learning community that challenges its young women and men to fortify their faith in God, feed their intellectual curiosities, forfeit selfishness for Christian service, foster self-growth, and forge lasting relationships, ultimately shaping confident and courageous leaders.

Anchored in God’s plan, we...

Serve with Humility;
Lead with Compassion;
Learn with Zeal;
Live with Simplicity;
Pray with Trust.

Christ is our Harbor. We are Xaverian.

Genesis Mission Statement
Xaverian’s Genesis Program is dedicated to providing an engaging and challenging middle school program for academically talented girls and boys in grades 6-8. This co-educational program is designed to develop and nurture high-level critical thinking skills and is committed to the development of the middle school student through academic excellence, extracurricular involvement, and Christian service to neighbor and community.
Attendance:
Regular attendance is a vital part to learning. If your child is absent, please report it to the office between 8:00 a.m. and 9:00 a.m. The student must return to school with an absent note. After three concurrent days absent, the student must return to school with a doctor’s note.

School Hours:
Students may enter the Genesis wing at 8:00 a.m. Before 8:00 a.m., a student is not permitted in the Genesis hallway and must remain in the cafeteria until dismissed to attend homeroom. Homeroom begins promptly at 8:15 a.m. If a student arrives after 8:15 a.m., he or she must obtain a late pass in the Genesis office before reporting to homeroom. Dismissal is 2:25 p.m. promptly. Students are not permitted to remain in the Genesis hallway unless they are attending a scheduled activity. If a student is waiting to be picked up from school, they must wait in the cafeteria or student commons.

Tuition/Other Monies:
Tuition for 2019-2020 tuition is $9,975 and payments are handled through Smart Tuition. Payments cannot be processed in the Genesis office. All questions regarding tuition are to be directed to Ms. Victoria Smith (ext. 182) who is in charge of processing the tuition for Genesis. Monies for field trips, dances or other activities must be submitted to the Genesis office in a sealed envelope with the student’s name, activity and the amount enclosed written on the front of the envelope.

Religious Education Program:
In addition to the teaching of the Religious curriculum, as outlined by the Diocese of Brooklyn, many other components contribute to the religious development of our students. A service program provides an opportunity to put some of what has been taught into practice - the giving of time and talent to others.

Homework:
Homework is assigned on a daily basis in relation to students’ needs and as the curriculum requires. Homework is posted on The Harbor on a daily basis. Parents are encouraged to check the website each night to remain knowledgeable regarding their children’s homework assignments. Absent students must return to school with assignments completed, as posted on edmodo.com

Contacting Teachers:
Active communication between parents, teachers and administration is essential to creating a positive learning experience for your child. Teachers may be contacted by phone, e-mail or written notice. The phone number for the Genesis office is (718) 836-7100x188. Teacher e-mail addresses can be found on the syllabus handed out at the beginning of the school year.

Report Cards and Honor Roll:
Report cards are distributed four times a year. Parents must sign one copy and return it to school and retain the other copy for their records.

Honor Roll Requirements:
The academic requirements are as follows:

**Principal’s List:** Overall average is 95% or above, and student has received a Pass in Physical
Education and Music. No grade in any subject can be below 90%. Conduct must be satisfactory in all areas.

**First Honors:** Overall average is 90% or above, and student has received a Pass in Physical Education and Music. No grade in any subject can be below 85%. Conduct must be satisfactory in all areas.

**Second Honors:** Overall average is 85% or above, and student has received a Pass in Physical Education and Music. No grade in any subject can be below 80%. Conduct must be satisfactory in all areas.

**Field Trips:**

The value of field trips and outside school activities for educational purposes enhances the curriculum. They are a necessary part of the enriched Genesis curriculum. Student attendance is mandatory.

**Testing:**

TerraNovas are administered in the early fall. NYS Common Core exams are administered in the spring.

**Health:**

Parents must complete and submit the school emergency cards for their children, as well as completed immunization records as per New York State Regulations.

Xaverian High School employs a full time school nurse to whom the Genesis students have access. Ms. Amy Waters, the school nurse, can be reached at extension 140.

**Communication:**

A monthly calendar with important dates and reminders can be accessed through the Xaverian website. Please check The Harbor and your e-mails regularly for any school handouts or notices.

**Lunch:**

Students can bring their lunch or purchase lunch in the Xaverian cafeteria. Information is sent home regarding the set-up of a food account through the cafeteria’s dining services.

All Genesis students eat in the cafeteria in a supervised area designated for only Genesis students. Students are required to follow all rules of the cafeteria.

**Inclement Weather:**

School closings will be posted on the Xaverian website or on 1010 WINS News radio.

**PERSONAL APPEARANCE: UNIFORM AND DRESS CODE**

Xaverian insists that our students be well groomed and in proper dress code, or uniform, from the moment they enter the school until they leave. The following is a description of our uniform items that are required for all Genesis students. Students MUST purchase the items through Lands’ End. There are no exceptions!!

**Online purchases:** Go to [www.landsend.com/school](http://www.landsend.com/school) and find Xaverian by using our student’s preferred school number 900171398 or our school name and location. Create or sign into your account and start shopping with your personalized product checklist we have created.
**Phone purchases:** Call 1(800) 469-2222 and reference our student’s preferred school number **900171398,** grade level and gender. Lands’ End consultants are available 24/7 to assist you.

**Genesis Boys Uniform Requirements (to be purchased from Lands’ End only):**

**Golf shirt:** The golf shirt has the Xaverian Genesis name and Clipper ship logo. Students wear light blue. The golf shirt may only be worn from the start of school in September until November 1st and after Easter recess.

**Slacks:** Students must wear slacks in Artic Grey with the Clipper ship logo over the back rear pocket.

**Belt:** Students must wear either a brown or black belt.

**Long sleeve button down shirt:** Students will wear the long sleeve button down shirt with the Clipper ship logo over the pocket in light blue.

**Tie:** Students must wear the Genesis Tie (available under accessories on the Lands’ End school page).

**Navy blue sweaters:** Students may only wear one of the following sweaters, over the polo or long sleeve button down shirt, if they choose, “V” neck, vest or cardigan sweaters with the Xaverian name and Clipper Ship Logo.

**Shoes:** Black penny loafers

**Gym Uniform:** Students must wear the authorized Xaverian “T” shirt and shorts that are sold on the Lands’ End website. All students must wear sneakers while in the gym. Gym uniform may be worn on gym days in lieu of the regular uniform.

Note: *The wearing of the gym uniform on gym days is a privilege. If a student does not adhere to the dress code, the dean reserves the right to not allow that student the privilege of wearing the gym uniform. The student then has to come to school in full uniform and change into the gym uniform for gym class.*

**Hair Styles:** Any hairstyle of a bizarre or extreme nature will be unacceptable (e.g. Mohawks, colored hair, lines or designs in the hair etc.). Students must be well groomed at all times.

**Earrings & other body piercing:** Boys are not permitted to wear earrings in school. **Genesis**

**Girls Uniform Requirements (to be purchased from Lands’ End only):**

**Golf shirt:** The golf shirt has the Xaverian name and Clipper ship logo. Students may wear light blue. The golf shirt may only be worn September until November 1st and after Easter recess.

**Slacks:** Students may choose to wear slacks in Artic Grey with the Clipper ship logo over the back rear pocket.

**Belt:** Students that are wearing slacks must wear either a brown or black belt.

**Solid pleated skirt:** Students may choose to wear the grey pleated skirt with Clipper ship logo on hem. Skirts must be worn to the knee and not rolled at the waist.
**Long sleeve button down shirt:** Students will wear the long sleeve button down shirt with the Clipper ship logo, over the pocket, in light blue.

**Navy blue sweaters:** Students may only wear one of the following sweaters, over the polo or their long sleeve button down shirts, if they choose; the “V” neck, vest or cardigan sweater with the Xaverian name and Clipper Ship Logo.

**Shoes:** Black penny loafers

**Socks & tights:** Students may wear solid white knee socks or solid white tights.

**Hair Styles:** Any hairstyle of a bizarre or extreme nature will be unacceptable. Girls are not permitted to color their hair; this includes highlights and ombre.

**Earrings & other body piercing:** Female students may wear small earrings, of modest size and shape, on their earlobes (no large hoops or dangling earrings).

**Make-up:** Make up is not permitted in the middle school.

**Please Note:** The Administration must approve any deviation to the above-described dress code and reserves the right to determine which items of clothing will be acceptable. Parents will be notified of any changes. Students that are out of dress code will be referred to the Dean of Genesis. Repeat offenders will be subject to appropriate disciplinary action and may be sent home at the discretion of the Dean.

**DISCIPLINE POLICY:**

Students will be subject to disciplinary action if they do not meet the standards outlined in the code of conduct. This includes, but is not limited to, issues ranging from irresponsibility, such as preparedness and punctuality, to more serious concerns such as respectful behaviors towards students, faculty, and property. Bullying, cheating, stealing, and plagiarizing will not be tolerated.

**Bullying:** Genesis has a zero tolerance policy in regards to bullying in all its forms. This includes, but is not limited to, the use of force, intimidation, language, gestures and/or actions that are obscene, vulgar, disrespectful, harassing or threatening. This also applies to inappropriate use of all social media and text messaging services. Any alleged instances of bullying will be addressed immediately by the Dean and the Principal.

**Plagiarism:** According to Merriam Webster's dictionary, to plagiarize is defined as "to steal and pass off (the ideas or words of another) as one's own" or "use (another's production) without crediting the source." Plagiarism is a very serious offense and will not be tolerated. This includes, but is not limited to, work taken directly from the Internet, work copied from other students, and work done by parents.

**CELL PHONE POLICY:**

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While we are aware of the need for students to have cell phones while traveling to and from school, cell phone use is strictly prohibited during school hours. Cell phones must be turned off and left in a student’s locker.

If a student is caught using a cell phone during school hours, the phone will be confiscated and will only be returned to a parent who must pick the phone up in the school office.

For the safety of all students, texting, video recording or picture taking during school hours is strictly prohibited. If a student is caught engaging in any of these activities, the cell phone will be confiscated and students will face disciplinary actions.

If a student must use a cell phone for an emergency situation, they are to first acquire the permission of a teacher and the phone may only be used in the Genesis office under adult supervision.

**INTERNET NETWORK ACCEPTABLE USE POLICY:**

As part of Xaverian’s commitment to academic excellent and use of educational technology, students and faculty are provided with access to the Internet to support instruction, conduct research, enhance curriculum and communicate with scholars throughout the world. The school strongly believes in the educational value of the Internet for collaboration among students, teachers, and administrators. The school use of the Internet is primarily instructional and must be consistent with educational objectives.

Xaverian’s Internet services (www, e-mail, PodCasts, ICQ, FTP, IM, blogs, newsgroups, chat, etc.) are designed to guide users in navigating through vast resources while minimizing the possibility of accessing information that is inappropriate in the context of a school setting. Xaverian, however, cannot guarantee that such material will not be accessed.

Students must obtain the approval of their parent(s) or guardian(s) before access to the school’s Network / Internet resources can be granted. Both students and parents must also read and sign this Acceptable Use Policy to indicate an understanding and acceptance of its contents. Internet use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment, network access or programs will result in discipline as defined in the school conduct policy.

Users must adhere to the same code of ethics that govern all other aspects of life. The following Internet Acceptable Use Policy is not an inclusive listing, but general guidelines dictated by decorum, privacy, respect and the law.

1. Accounts may be used only by the authorized owners of the accounts. Access of other accounts is prohibited.
2. Users are responsible for the file content and e-mail communications of their accounts. All messages shall be purposeful, appropriate and school related.
3. Users shall not use their accounts or the network to create, view or distribute any images, sounds, messages or material which are obscene, pornographic, harassing, racist, inflammatory, malicious, fraudulent or slanderous.
4. Users shall respect the privacy of others, and shall not access, modify, or copy passwords or data belonging to other users. Users will not publish private information on students or staff without permission.
5. Users shall respect copyright laws and licensing agreements pertaining to material entered into and obtained via the system. Software piracy and plagiarism are illegal.
6. The use of the network for personal profit, commercial purposes, or illegal activities is prohibited.
7. Users are not to install software or download unauthorized files, games, programs or other electronic media.
8. Users are not to connect their personal laptops to the academic network without prior approval from the Technology Director.
9. Users shall respect the integrity of Xaverian’s telecommunications infrastructure. Unauthorized access to Xaverian High School’s information systems, Internet or other networked computers is not permitted. Attempts to hack into the Xaverian network, damage the functionality of the network or to bypass its restrictions are illegal. Any violation of these restrictions may be prosecuted as a criminal offense.

Xaverian periodically monitors online access and retains the right to review and edit any material that is stored, posted or e-mailed through its network infrastructure. Any user who does not comply with the Internet Acceptable Use Policy will be subject to one or more of the following consequences:
- Conference with parent or guardian
- Compensation equivalent to the cost of repair or replacement as determined by the school (this includes labor time needed for the repair)
- Loss of network privileges for a determined period of time
- Permanent revocation of network rights
- Disciplinary measures
- Expulsion
- Legal action

**NOTE:** Students will not be given network access without an appropriately completed and signed form on file with the Technology Office.

**Computer Generated Messages**

Respect for each other and this school are paramount in and out of the classroom. Any conduct or use of inappropriate language that violates the value of respect is unacceptable. No student may post any offensive items online in any of the websites such as “instagram, youtube, facebook”, emails, or any other computer generated messaging service. The use of any of these online websites in order to make negative statements, show inappropriate photos, or videos that in anyway denigrate, show hostility, or aversion toward an individual or group associated with Xaverian/Genesis or about Xaverian/Genesis will constitute harassment and will not be tolerated.

Any student who posts any items, photos, videos, statements on line that are deemed to be offensive to another student, faculty, administration or staff at Xaverian/Genesis or posts any negative comments regarding Xaverian/Genesis or inappropriate use of the Xaverian/Genesis logo or name will be required to be removed immediately and be subject to suspension and a possible dismissal hearing.
XAVERIAN’S GENESIS PROGRAM STUDENT
CODE OF 
BEHAVIOR AND DISCIPLINE CONTRACT

I UNDERSTAND THAT IN ACCORDANCE WITH
XAVERIAN’S GENESIS PROGRAM CODE OF BEHAVIOR AND DISCIPLINE POLICY:

• I will use my God given gifts and talents to help me grow spiritually, academically and socially.

• I will attend school daily and arrive on time.

• I will come to school prepared with materials and assigned work.

• I will show respect for myself, my peers, my teachers, the community and all other members of the Genesis at Xaverian community at all times.

• I will respect all school property and report any damages.

• I will not bring any dangerous items or illegal substances to school.

• I will not fight, use force, intimidate, harass, or bully any member of the school community.

• I will follow directions of all school personnel.

• I will adhere to the Genesis dress code at all times.

• I will not use language, gestures or actions that are obscene, vulgar, disrespectful, harassing or threatening.

• I will not cheat, steal or plagiarize.

• I will not have my cell phone on or visible at any time during school hours.

• I will adhere to the Internet student policy and will not use the Internet to generate any inappropriate comments or video against anyone in the Genesis community.

• I will not engage in online bullying and will adhere to the Internet Acceptable Use Policy.

  I have read and understand Xaverian’s Genesis Program’s Code of Behavior and Discipline Policy. I understand that it is my responsibility to follow the policies above and in the student handbook. I am aware of the consequences for not abiding by Xaverian’s Genesis Program’s Code of Behavior and Discipline Policy. I will review Xaverian’s Genesis Program’s Code of Behavior and Discipline Policy periodically with my parents/guardians to remind myself of the school standards and expectations. My signature below indicates that I will abide by the responsibilities set forth in the contract.

  The school reserves the right to dismiss or expel at any time a student whose conduct is deemed unworthy or harmful. Prudence, however, guides such action, and except in serious instances, a preliminary warning is given to both the student and the parent before a dismissal is used. The principal is the sole judge of the penalty that the
student receives.
Date: ____________________________  Grade: ____________________________
Student’s Name: ____________________________
Parent’s Name: ____________________________  Student’s Signature: ____________________________
Parent’s Signature: ____________________________