The Administration of Brophy College Preparatory reserves the right to amend this handbook at any time. Notification of amendments will be published on Brophy’s Website or updated in the handbook.
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ACCEPTANCE OF
STUDENT-PARENT HANDBOOK

As a condition of enrollment at Brophy College Preparatory, all students, and their parent(s)/guardian(s), must have read, understood and explicitly accepted the provisions set forth in the current student-parent handbook and agree to comply with all current and future school regulations.
STUDENT PLEDGE

As a Brophy College Preparatory student, I pledge to make an obvious and sincere attempt to improve myself intellectually, spiritually and socially through the qualities of a Brophy Graduate at Graduation. Beginning freshman year and continuing through graduation, I will strive to grow in these five areas: Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. Using these characteristics, I will endeavor to become an instrument of positive change by living up to the standards set forth by Brophy. I do this for my own dignity and the well being of others.

HISTORY

In 1928 Mrs. William Henry Brophy gave the California Province of the Society of Jesus 29.9 acres of land on North Central Avenue. This included sufficient funds to build a Jesuit school in memory of her husband, the late William Henry Brophy, who died in 1922.

The first unit of the school was completed for the opening of high school courses on September 10, 1928. Its buildings comprised the beautiful Spanish chapel on North Central Avenue with the adjoining classrooms and residence hall wings. The school met with enthusiastic statewide reception but its original enrollment was small. In 1928, Phoenix was a city with less than 49,000 people; the whole state had a population of less than 430,000. Catholic education, especially secondary education, was something new to the community.

One year after the opening of Brophy, the worldwide depression set in. Phoenix and Arizona suffered with the rest of the world. For seven years the school struggled for existence and finally in June 1935, Brophy high school was forced by financial circumstances to close—with the hope of reopening at some future date when the affairs of the nation and state warranted.

In the spring of 1952, Bishop Gerecke requested that the school be reopened. The Jesuit fathers agreed to his request and Brophy College Preparatory accepted students in the first year of high school in September 1952. With the reopening of the school, 10 acres of the original donated land parcel became the property of St. Francis Xavier parish.

In 1959 Loyola Hall was added to the campus, as was the impressive gymnasium in 1967. In 1986 the Steele classroom complex was constructed and in the 1990’s the Babbitt family donated what is now Manresa Retreat Center which is located in Oak Creek Canyon near Sedona. It is host to student, sports teams, clubs, faculty and administration retreats and remains busy almost every week of the year. In 2002, the renovated and renamed Robson Gymnasium was opened along with the Marley Information Commons. In 2004 the Eller Fine Arts Center opened to accommodate fine arts and other classrooms and August 2005 saw the opening of the Virginia G. Piper Math and Science Center. Brophy continued its growth with the Harper Great Hall which opened in 2006.

In 2007 Brophy purchased some land at 7th Street and Highland and on April 15, 2010, Brophy dedicated its new sports campus on that land. The Brophy Sports Campus includes an all-weather track and artificial Field Turf football/lacrosse/soccer field and natural grass fields on its 10 acre property. During the summer of 2014, Brophy completed construction of the Edward A. Reese, S.J.
Aquatic Center. The facility provides a home venue for Brophy’s decorated swim team as well as a venue for PE Classes and intramural activities.

Loyola Academy, a division of Brophy, provides a Catholic, Jesuit education to 6th, 7th, and 8th grade boys who demonstrate academic promise but deficient academic preparation. It provides intensive and sustained remediation necessary to prepare these students to be successful Brophy students. Loyola Academy exclusively educates boys whose families have limited financial means and they have access to all of Brophy’s current facilities. Loyola Academy opened in August 2011, and continues the proud Brophy tradition begun in 1928.

In the fall of 2014, Brophy was fortunate to receive a donation from an anonymous donor that will further enhance Brophy’s physical campus and the programs it is able to offer its students. This donation of nearly ten acres on the southeast corner of 7th Street and Highland will be repurposed in the coming years. In the summer of 2015, with the generous support of the Virginia G. Piper Foundation, the Information Commons was transformed into the Innovation Commons. A space that formerly housed books and computers and facilitated students’ retrieval of information became a dynamic space that now houses mobile workstations and a fully equipped fabrication studio which facilitates students’ collaboration and creativity. Most recently, in the summer of 2015, Brophy broke ground on the Harry “Dutch” Olivier, S.J. Practice Gymnasium. The “Dutch” was dedicated in January 2017 and provides a new weight room, wrestling room, full size practice gymnasium, and additional classroom space.

As the only Jesuit high school in Arizona, Brophy continues to serve the needs of young leaders, men of conscience, competence and compassion; Men for Others in the Jesuit tradition.

**STUDENT LIFE GUIDELINES**

**ATTENDANCE**

Attendance: Consistent and conscientious attendance for all classes is not only the standard but also a requirement for continued enrollment and academic success at Brophy College Preparatory. Therefore, Brophy **strongly discourages absences for any non-emergency situations**. In order to comply with the attendance policy and to ensure your son’s academic success at Brophy, **parents should avoid scheduling any event that may conflict with daily classes**. Some examples of scheduled events that **should not** conflict with the daily class schedule are medical appointments (medical appointments must be scheduled outside the normal class day whenever possible), extended vacations and non-school sponsored activities or athletic events.

It is the responsibility of both the parent and the student to avoid any situation that will result in a student’s missing valuable class time. Class time is an experience that cannot be duplicated or made up.

***Please note that class time and practice/ rehearsal/ competition/ activity time are not equivalent. It is not acceptable for a student to miss class time so that he will be able to attend or participate in a co-curricular activity.

Absence: An absent student must remind his parents to notify the Dean’s Office at (602) 264-5291,
extension 6260, before 9:30 a.m., on each day of his absence. Upon his return to school, it is the student's responsibility to obtain a note from his parents stating the specific days and reasons for absence. The student must deliver this note at least 10 minutes before the start of school in order to be readmitted to school. Failure to provide the Dean’s Office with appropriate documentation upon a student’s return may result in disciplinary action. Email and/or fax notification is not permitted. Students should email their teachers about the best way to stay caught up in class whenever possible. If the absence exceeds two consecutive days then the student’s counselor or advisor should also be notified.

Absence Due to Illness: If a student is absent from school due to an illness, they should not return to school as long as they are capable of infecting others. No student whose illness resulted in a fever or other symptoms of a contagious infection should return to school until the fever or other symptoms have subsided for a minimum of 24 hours unless they have a note from a doctor stating they are no longer contagious.

Excused Absences/Forms: On rare occasions a situation may arise that requires a student to miss class for personal reasons. If so, the student must have an Excused Absence Form, signed by both his parents and his teachers, on file in the Dean of Students’ Office at least two school days prior to his departure. Failure to submit a completed Excused Absence Form on time will result in disciplinary consequences. Furthermore, failure to submit an Excused Absence Form at all will result in an unexcused absence for the classes or days missed, necessitating disciplinary consequences. Teachers use the excused absence form to indicate their approval or disapproval of the planned absence. The Dean of Students ultimately determines whether or not an absence will be excused. Students are expected to make advance arrangements with their teachers to deal with any materials or assessments they might be missing while away from school.

Tardiness: If it is foreseen that a student will be tardy, one of the student’s parents or guardians must inform the Dean's Office, and the student must bring a note within 24 hours. All tardy students must report to the Dean’s Office to obtain an admit slip. Any student more than 20 minutes late is considered absent. Tardiness will not be excused for oversleeping, missing the bus, working on schoolwork or other reasons deemed inappropriate by the Dean of Students. Tardiness due to traffic can only be excused with a phone call and a signed note from a parent. Students will only be allowed three “start-of-day” excused tardies per semester. Repeated tardiness for traffic or other similar problems will not be excused even with a phone call and a note.

Admit Slips: In addition to the above, an admit slip must be obtained from the Dean’s Office if a student is sent from class for a disciplinary reason.

Falsification of Notes and/or Misrepresentation by Phone: Forging a parent’s, guardian’s, or relative’s signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative, is illegal and dishonest. Students may be suspended and be liable for dismissal for such offenses.

Excessive Absence Policy: Generally speaking, Brophy considers more than 6 personal excused absences or 3 unexcused absences per semester excessive. A student who misses more than 6 periods for a particular class because of non-school related activities, or a total of 10 absences for any reason (including Brophy-related activities) may be placed on a special attendance contract by the Dean of
Students and receive additional disciplinary consequences.

Constant tardiness (excused or unexcused) or excessive absences in a course (per semester) for **any reason** other than school sponsored activities makes a student liable to be disenrolled from that class. If disenrolled, the student is liable to receive an F in the course.

If the Dean of Students determines that a student has accumulated an excessive number of absences in a class, the student may be asked by the Dean to petition the teacher to request permission to remain enrolled in the class. The petition will be reviewed by the teacher and the Dean of Students. The final decision regarding student enrollment in a class lies with the Principal.

Three (3) unexcused absences in a course (per semester) for any reason make the student liable for disenrollment. If disenrolled, the student is liable to receive an F in the course. Parents are generally informed via the myBrophy system when a student’s absence is considered unexcused. Classification of student absences will be determined by the Dean of Students.

**Attendance at Co-curricular Activities:** A student who has been absent from school on a given day may not attend nor participate in any co-curricular activities on that day, without the prior permission of the Dean of Students. This includes athletics, drama productions, speech and debate, newspaper, yearbook, etc. **A student must attend at least 1/2 of his classes on a given day in order to participate in co-curricular activities.**

**School Work and Attendance:** It is the responsibility of the student to obtain and complete all assignments missed during his absence. Students are expected to take the initiative when it comes to determining what work has been missed and how it is to be made up. Students who miss school for the sake of completing school work will receive a zero on any school work done during that time and their absence will not be excused.

**STUDENT CONDUCT AND BEHAVIOR**

As a Brophy College Preparatory student, I pledge to make an obvious and sincere attempt to improve myself intellectually, spiritually and socially through the qualities of a Brophy Graduate at Graduation. Beginning freshman year and continuing through graduation, I will strive to grow in these five areas: **Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice.** Using these characteristics I will endeavor to become an instrument of positive change by living up to the standards set forth by Brophy. I do this for my own dignity and the well-being of others.

**Academic Dishonesty:** Students found violating Academic Ethics (see page 29) will be reported by the teacher or proctor to the Dean of Students. The student will receive a grade of zero on the test, quiz, or assignment. On the first occasion, appropriate disciplinary action will be taken and the Dean will contact the parents. A student found violating Academic Ethics for a second time may be suspended and is liable for dismissal from Brophy.

**Conduct at Activities:** **A student is considered at all times and places a member of the Brophy student body.** As such he must be conscious of his actions at games, dances, rallies, dramatic performances, service projects and other gatherings of students. Crude language and other expressions of ungentlemanly conduct are unacceptable. Courtesy and respect should be manifested at all times.
Brophy College Preparatory reserves the right to handle cases involving student conduct and actions, regardless of when or where such actions take place, if they are of a nature as to bring discredit upon the school or are in conflict with the values for which Brophy stands or are in violation of criminal or civil law or the reasonable rights of others.

**Conduct During Liturgies and Prayer Services:** Religious liturgies are integral to Brophy’s identity and mission. As such, all students are expected to participate attentively and respectfully, mindful of the significance of these events. Any behavior that is perceived as being anything less than respectful to these events and their participants will be dealt with in a manner that reflects the special esteem in which they are held by the community.

**Conduct While Traveling on a Brophy Sponsored Trip:** Students who travel with Brophy faculty members for a school sponsored function enjoy a special privilege. Teachers who lead these trips incur significant responsibility for student safety and wellness. As a result, during school trips, students will be held to particularly high standards of behavior and conduct. Any student who violates this code of conduct while participating on a school trip risks being sent home early. Most notably, any student who uses drugs or alcohol in any amount on a school sponsored trip will be sent home within 48 hours and most likely will face dismissal from Brophy upon his return. Parents will be entirely responsible for all costs associated with this early return, including the cost of a chaperone accompanying the student on the return flight if conditions warrant.

**Profanity:** Students are expected to express themselves in ways that are not offensive to the sensibilities of others. The use of profanity, written or spoken, is prohibited at all school activities, on or off campus. Students whose expressions are especially offensive may be subject to Saturday JUG or suspension, and students who direct profanities toward members of the faculty or staff or another adult may be liable for suspension and/or dismissal.

**Student Dress Code:** The Brophy Student Dress Code exists to promote Student Wellness and Unity of the Student Body, Decrease Competition Among Students and Improve Campus Security. Considerable freedom is allowed with respect to clothes and grooming. In general, we rely upon the good taste of the student and expect that parents/guardians will offer the first and best counsel to their sons in this matter. The following guidelines, however, are to be observed while the student is on campus during the school day including before school, break, lunch, school activities, exam days and after school:

**Grooming:** Hair should be kept neat, clean and combed at all times. Hair must be cut above the collar in the back and above the eyebrows in the front and above the earlobes on the sides. Hair must remain its natural color. Bleaching, tinting or dying is not permitted. The following hairstyles are also not allowed: comb-overs, slicked back, undercuts, faux-hawks, mohawks, mullets, man-buns. No shaved designs, lines, lettering, braids or ornamentation may be worn in the hair. The Dean of Students will make the final determination about whether or not a student’s hair is acceptable but the administration may allow preferential options to students for inclusive purposes.

**Facial Hair:** Facial hair is not allowed as a general rule. Students must be clean-shaven daily. No beards, goatees, or mustaches are allowed. Sideburns must be trimmed at the level of the ear. Exceptions may be made with a medical note provided or if there is a preferential option for religious purposes. In addition to JUG, offenders will be asked to shave at school.
**Electronic Devices:** Technology is an integral part of the school life. However, large headphones are not permitted at any time. Small ear buds may only be used, not worn, with the permission of a teacher in a classroom or in an interior space during flex class time. Ear buds may not be used before school, during breaks, during passing periods, during lunch or after school.

Smart watches and cell phones must be silenced during classes. Smart watches and cell phones are prohibited during testing and place the student at risk for an academic integrity violation. Cell phones and smart watches used during class may be confiscated by teachers and searched by the Dean.

Students are discouraged from using school time to play video games. To that end, students may not bring gaming consoles or small gaming devices to school.

The use of cellular phones, and other communication devices are prohibited during class time unless specifically authorized by the teacher. All such devices must be turned off and stored so as not to impede the learning process. Failure to do so will result in and Inappropriate Computer Use JUG and their confiscation. All confiscated devices will be turned over to the Dean of Students.

**Attire:** All clothing must be neat, clean and worn at all times. Clothing should not be ripped, faded or torn and should fit properly. Clothing may not have conspicuous advertising of any kind on the front, back or sleeves of a shirt. Small logos, smaller than the size of a fist, are acceptable.

Pants must be full length and, if rolled, they may not extend beyond the top of the ankle. Students should not wear military fatigues, capri pants, scrubs, joggers or sweatpants. Blue jeans may not be worn but gray, tan, and black five pocket pants, are acceptable. Pants must be worn at waist level with a belt.

Shorts may be worn throughout the year. Shorts that are excessively baggy, blue jean material, cut-off or reach beyond the knee will not be permitted. Swimming trunks, board shorts, chubbies and athletic shorts are not permitted. It is not permissible to wear sweatpants or other athletic apparel over shorts during cold weather. Undershorts are not to extend below the shorts nor should they be visible above the waistband of shorts or pants. Shorts, like pants, must be worn at waist level and must be held at that level by a belt.

Shirts must be sleeved (short or long), collared and buttoned with the exception of Fridays which are designated as Brophy Spirit Wear Days. Acceptable t-shirts must have the Brophy branding prominently displayed. Tournament and showcase shirts won during competition may only be worn with permission from the Dean. Collared shirts worn over t-shirts must be buttoned at all times. SENIORS may wear Brophy t-shirts and College t-shirts after May 1.

Sweatshirts, jackets, quarter zips or vests may be worn over a collared shirt. Sweatshirts must not have a conspicuous logo (smaller than the size of a fist). Brophy or college sweatshirts are acceptable. Sweatshirts may not be worn on Mass dress days. Denim jackets are not allowed.

No hats are to be worn at any time and hoods on sweatshirts may not cover a student’s head anywhere on campus at any time.

Socks and shoes must be worn at all times. Work boots, hiking boots, combat boots, cowboy boots are not allowed. Sandals, slides, flip flops, Toms or slippers may not be worn at any time because of
safety considerations.

Modest jewelry is allowed. Necklaces must be worn under the clothing unless it is the Kairos Cross or equivalent. Students may wear one small, studded earring on the earlobe of each ear if desired. No make-up, nail polish, or tattoos (temporary or permanent) are allowed. Long chains, lanyards, or carabiners may not be worn outside clothing. These items will be confiscated if worn on campus.

Any type of clothing that has conspicuous advertising of any kind (other than Brophy or college logos), divisive language or hate speech are not allowed. Clothing that advertises alcohol, illegal substances, sexual exploitation, or displays obscene or suggestive lettering or pictures is not acceptable at school or school activities (on or off campus).

**Special Dress Days:** On special dress days such as Mass Days, Days of Prayer and the Awards Assembly, students must wear:

1. a white or blue pressed dress shirt
2. khaki or black colored pressed dress pants (no pants with rivets)
3. black or brown dress shoes (no bowling style shoes or top siders)
4. black or brown dress socks
5. a black or brown dress belt
6. the Brophy tie
7. No sweatshirts, distracting sweaters or hoodies are allowed on Mass dress days.

**Summer School Dress Code:** The student dress code for summer school is the same as the regular school year with the following exceptions: students may wear Brophy, college or plain t-shirts at any time. Students are prohibited from wearing flip flops, sandals, slides and sleeveless shirts of any kind.

**Interpretation:** Any form of appearance which violates basic norms of neatness and cleanliness, or which may be construed as cultic, gang related or cause disunity within the Brophy Community, even though conforming to the specific guidelines, is subject to sanction. The administration of the school will be the final judge of what is or is not acceptable. Students out of dress code may be sent home or may not be allowed to attend classes until the violation is corrected. The absence will be considered unexcused. Students who cannot abide by these policies may be asked to withdraw from Brophy.

**Alcohol:** Possession of, use of, consumption of, distribution of, or being under the influence of any alcoholic beverage on campus, within view of Brophy or Xavier campus or at any school function (on or off campus) is strictly prohibited, and makes the student immediately liable for dismissal from school. Brophy does not condone student use of any alcoholic beverages at non-school related functions or gatherings, and reserves the right to handle cases involving student conduct and actions, regardless of when or where such actions take place. A complete description of the repercussions for drug and alcohol violations is available on Brophy’s website on the webpage for the Dean’s Office.

**Tobacco:** Possession of, use of, or distribution of any form of tobacco or tobacco products on campus, within view of Brophy or Xavier campus or at any school function (on or off campus) is strictly prohibited, and makes the student liable for suspension or dismissal.

**Illegal Drugs:** Possession of, use of, distribution of, manufacturing of, or being under the influence of
illegal drugs at any time is strictly prohibited, and makes the student immediately liable for dismissal from the school.

Since e-cigarettes and vaporizers can not only be used to inhale nicotine but also other liquid synthetic drugs, Brophy views possession of this type of paraphernalia as a drug offense. Possession of, fabrication of or use of any drug paraphernalia at any time (including but not limited to lighters, rolling papers, e-cigarettes, hookah pipes and vaporizers) is considered a serious violation of the school’s conduct code and makes a student liable for drug testing, suspension and/or immediate dismissal. Further repercussions for drug and alcohol offenses can be in the Resources Tab of myBrophy in the Dean’s Office section.

**Medical Marijuana:** Brophy considers any use of marijuana to be a violation of the drug policy of the school. This includes the purchase of, possession of, use of, transmission of, or distribution of any marijuana at any time, on or off campus, whether or not the student has been prescribed marijuana for medicinal purposes.

**Drug and Alcohol Testing:** Brophy does not ask students to participate in a random drug testing program. However, Brophy’s administration reserves the right to refer a student for testing at any time and at a testing site determined by the school. Refusal to comply with a request to be tested makes a student liable for dismissal.

**Dangerous Weapons/Paraphernalia:** Dangerous weapons and other paraphernalia such as knives, guns, brass knuckles, chains, clubs, and other such objects, which can be used as weapons or in a threatening manner, are not to be brought on campus or to school activities (on or off campus). These items are also not allowed to be in students’ lockers or vehicles. Any student who brings such items on campus or to school activities is liable for dismissal from Brophy. Any student who uses or attempts to use weapons on others, or who threatens others with weapons at any time on or off campus is liable for dismissal from Brophy.

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**HARASSMENT POLICY**

Brophy believes in the inviolability and integrity of all persons: that we are created in God’s image and are of inestimable value. Any form of harassment is completely contrary to this belief. All students and employees of Brophy are forbidden from engaging in any behavior of this nature, which is directed at any member of the Brophy community--adult, adolescent, or child. This policy also extends to any visitor or guest to the Brophy campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of race, creed, color, religion, national origin, age, veteran status, physical disability, gender or sexual orientation. Brophy College Preparatory will afford equal opportunity to all individuals regardless of race, creed, color, religion, gender, sexual orientation, age, national origin, physical disability or veteran status. These principles are the only acceptable way to operate our school. Harassment can occur any time during school or during school-related activities.
It includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person; microaggressions of any kind;

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal work, movement, or activities;

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, memes, microaggressions of any kind;

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
   a) Making unsolicited sexual advances and propositions
   b) Using sexually degrading words to describe an individual or an individual's body;
   c) Displaying, requesting, sharing, or electronically sending sexually suggestive language or images;
   d) Telling inappropriate or sexually related jokes;
   e) Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

**SCHOOL AND STUDENT RESPONSIBILITIES REGARDING HARASSMENT**

It is the responsibility of Brophy College Preparatory to:
   a) Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
   b) Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
   c) Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
   d) Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of the individual to:
   a) Conduct himself in a manner which contributes to a positive school environment;
   b) Avoid any activity that may be considered discriminatory, intimidating, or harassing;
   c) Immediately inform anyone harassing him that the behavior is offensive and unwelcomed;
   d) Cease discriminatory, intimidating, harassing, or unwelcomed conduct once he has been warned of said conduct;
   e) Report all incidents of discrimination or harassment to the Principal or Dean of Students.

**COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures should be followed for filing and investigating a harassment claim:
   a) The individual may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately,
the student must report the harassment to the Principal, Dean of Students, or to a teacher who will report it to the Principal, or to the President if the Principal is the subject of the allegation.

b) The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be strictly maintained.

c) The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations and when appropriate the name of the person bringing the allegations. If appropriate, the accused student(s) will be suspended and the accused adult(s) will be placed on administrative leave during the investigation.

d) Once the facts of the case have been gathered, the Principal, in consultation with the President, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions, including immediate dismissal or termination of employment.

c) If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The following policies are in effect whether the student is using a Brophy computer/iPad or his own computer, mobile device or phone. If one type of machine is specified, then assume that any and/or all devices are implied.

Internet Use Policy: Internet access is available on campus to members of the Brophy College Preparatory community. Brophy is pleased to offer wireless Internet access, its unique tools and its multitude of resources for student use. While the Internet may have its disadvantages, Brophy firmly believes that the benefits to educators from access to the Internet far exceed any drawbacks. Using the Internet, however, is a privilege, not a right. This privilege may be revoked at the discretion of the Technology Department or the Dean of Students. This Agreement has been developed to govern the use of Internet resources and to ensure that those resources are used solely in accordance with Brophy’s stated mission, goals and objectives. All students agree to indemnify and release Brophy College Preparatory, its faculty, staff, directors, employees and all related organizations from any liability, damages or consequences that may result from the use of the Internet. All students of BCP must read this Internet Use Agreement and agree to its terms.

Acceptable Use Policy: Only usage supportive of educational research and consistent with the objectives and standards of Brophy College Preparatory is allowed. Use of other organizations’ networks or resources must comply with rules appropriate to said networks. Transmission of materials in violation of any United States or state organization or law is prohibited. These materials include, but are not limited to, of copyrighted material, threatening or obscene material, or materials protected by trade-secret law. Use of the Internet at Brophy College Preparatory for commercial activities or on behalf of for-profit institutions is not acceptable. All data, information, and materials stored, either school or personal related, on BCP computers, or networks are considered property of Brophy College Preparatory and can be subject to modification, deletion, or review.
Code of Computer Etiquette and Online Conduct: Users are responsible for appropriate behavior while using school computer networks. Any and all policies outlined in the Student Handbook apply.

All activity deemed unacceptable, inappropriate or illegal by Brophy College Preparatory is prohibited. Information detected to be in violation of said policies will be forwarded to the Dean of Students and dealt with in accordance with the policies laid forth in the Student Handbook. Such activity may include, but is not limited to, the following:

1. Intentionally downloading, displaying or sending pornographic, racist, militant, or otherwise offensive material.
2. Using obscene or profane language.
3. Harassing, bullying, insulting, or attacking others directly or through social media.
4. Damaging computers, computer systems, or networks. This includes, but is not limited to:
   a. Modifying device settings, spell-checking dictionaries or other utilities.
   b. Installing, or attempting to install, software without express permission from appropriate authorities.
   c. Changing hardware configuration or password settings for computers, mobile devices, or printers.
5. Violating copyright laws.
6. Using or sharing other users’ passwords.
7. Reviewing, modifying or displaying information from the files of administrative systems of Brophy College Preparatory or of other organizations.
8. Intentionally wasting limited resources.
10. Connecting to Virtual Private Networks (VPNs) while on campus.
11. Any other activity that may be deemed inappropriate at the discretion of the Brophy Administration.

Electronic Mail, Messages and Digital Files: Electronic mail and messages are defined as personal electronic messages sent by or to a user in correspondence with another person or persons having Internet or wireless access.

Mail, messages and files on student devices and on the school network may be monitored and inspected by the system administrators, although the system administrators will not normally inspect the contents of messages sent by one member to an identified addressee or disclose such contents to other than the sender or an intended recipient without the consent of the same, unless required to do so by law or by policy of Brophy College Preparatory, or to investigate complaints regarding cheating, defamatory, abusive, obscene, profane, threatening, offensive or illegal material.

Students should not send or forward unsolicited messages, files, images or notifications to individuals or groups. This includes but is not limited to email forwarding, text message forwards, unsolicited file sharing and Apple AirDrop.
Users should speak with a faculty member, the Dean of Students or a systems administrator if they or others receive any communication (text message, email, image, file, message, or post) that is inappropriate or makes anyone feel uncomfortable.

Users are expected to abide by reasonable standards of etiquette in the use of electronic mail and to obey the norms set down in section (II) herein.

**Email Etiquette:** Email is an important form of communication. Students are expected to check their email daily because teachers, counselors, coaches, administrators, campus ministers, and club moderators communicate with students via email.

Every email should include the following:
- a proper greeting or salutation (e.g. Dear Mr. Smith)
- a subject line that clearly states the purpose of the email
- a proper ending or signature ( "Sincerely," for example)

In addition,
- be concise but thorough
- remember that emails can be misinterpreted; choose your words wisely
- protect yourself from identity theft by not emailing passwords, Social Security numbers, bank account information, etc.

Any communication with school faculty and staff should be through student’s school-issued email address.

**Security:** Users are expected to respect security as a high priority. If a security problem in any computer, network, or Internet connection is detected, the user must notify a system administrator of the problem without demonstrating said problem to other users. Users may not let others use their account and password. Attempts to log in to the system using another user’s account will result in termination of the account.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, Brophy College Preparatory or any of the agencies or networks connected to the Internet. Vandalism may also include the destruction of, or tampering with, any computer or the system network by erasing programs, intentionally locking devices or changing passwords, reconfiguring hard drives or disconnecting from the network. Vandalism, as defined herein, may include, but is not limited to, the uploading or creation of computer viruses. Suspension and/or dismissal from Brophy College Preparatory will result.

Persons identified as security risks or as having a history of problems related to computer systems may be denied access at the discretion of the Brophy Administration.

**Personal Usage Provisions:**

A. **Student User Liability**

Student users are personally responsible and liable for the legality and security of all data maintained, downloaded, or installed on computers, iPads, phones and network servers without express permission. Student user is liable for the loss of school or personal data or software due to computer, iPad, phone or network malfunction resulting from the actions of the student user.
Student users are also responsible and liable for the maintenance and backing-up of all school and personal data that is stored on computers, iPads and network servers.

B. Backing Up Data

All students should ensure that any school-related data is regularly backed up and secure. iPad iOS software should be automatically backed up nightly through iCloud. The expected method of backing up all other data is by storing all school related files in Google Drive through Backup and Sync. This will sync with the user’s Google Drive account in the cloud, which is then backed up through a separate service. In the event of a computer/device problem or failure, the Technology staff is not likely to be able to recover data stored only on that device and not backed up through this method, and is not responsible for any data loss. Students are solely responsible for backing up any personal data on their computer/device and the school is not responsible for any personal data loss.

C. Personal Malfunctions

1. If a student has any issues or malfunctions with their device, they should report to the Technology Center as soon as possible and before any pending assignments are due so a Technology staff member can inspect their device and either repair it or start the warranty process.

2. Teachers cannot grant extensions for work because of technology problems. Only technology staff and school administrators can grant extensions at their discretion, which will only include enough time to setup a loaner device. However, extensions will not be granted if work was not properly backed up, the problem is not verifiable or if the problem was not reported in a timely manner.

3. If a student’s device is experiencing a software malfunction the iPad or computer will be reimaged or reset by a Brophy Technology Staff Member. Continued inappropriate and insecure usage will be brought to the attention of the Dean of Students.

4. If a student’s computer or iPad is experiencing a hardware malfunction, the iPad or computer will be handled by a BCP Hardware Administrator according to the conditions set forth in the machine’s warranty.

5. Student accepts all liability for hardware or software malfunctions resulting from a third party application, service, or user.

6. Student user accepts all liability for the theft or loss of users’ computer or iPad and for covering the cost of the replacement of the computer or iPad.

Copyright and Public-Domain Material: Copyrighted material must not be placed on any device or system connected to Brophy College Preparatory without the copyright owner’s permission. Only the owner, owners or persons specifically authorized thereby may upload copyrighted information.

User may download copyrighted material for his own use. Any user may also non-commercially redistribute a copyrighted program with the express permission of the owner or authorized person. Any user may upload public-domain programs to the network. Any user may download public-domain programs for their own use or non-commercially redistribute a public-domain program. Users assume all risks regarding the determination of whether a program is in the public domain.
Disclaimer: Brophy College Preparatory cannot guarantee smooth operation of its computer systems. Printing problems, loss of data, inability to access data, or other network problems are not to be the liability of Brophy College Preparatory. It is recommended that students make backup copies of all assignments in print and electronic form.

Enforcement Provisions: In order to assure adherence to this Agreement, the system administrators reserve the right to monitor any and all system activity and to inspect any files, including electronic mail, stored on the system. Users’ privacy is not guaranteed.

Limitation Of Liability: All policies stated herein are applicable to Brophy’s computer facilities and are subject to change at any time at the discretion of the Brophy College Preparatory Administration. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Arizona and the United States of America.

STUDENT “LOANER” COMPUTER ACCEPTABLE USE POLICY
The following information pertains to the Brophy-owned computer or iPad ("loaner") that will be issued to the student when hardware-based issues prevent him from utilizing his own device.

1. Any existing damage to the computer will be assessed and noted by a Brophy Technology Staff Member at the time the loaner computer 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 against the responsible student's own warranty and will deplete the value of said warranty. If it is not possible to charge the warranty due to warranty terms, then applicable fees will be charged against the student financial account at Brophy and must be paid prior to receiving grade reports or transcripts.

2. It is the sole discretion of Brophy staff members to issue a loaner device. At times, there are few or no loaners available and the student may be required to wait a period of time to be eligible to receive a loaner. Students who have a computer or iPad that is not functioning at all due to hardware-based issues will take precedence to receive a loaner computer over a student whose computer or iPad is functioning.

3. Upon completion of repairs to a student owned computer or iPad, the student will receive an email instructing him to report to the Brophy Technology Center in the Innovation Commons with his loaner. Should the student not respond to that email within 3 school days, he will be subject to receiving one JUG (detention) per day until he does respond. Excused absences will be accounted for prior to assessing a JUG.

STUDENT iPAD LENDING PROGRAM
Starting with the class of 2021, students who do not possess a smartphone and have a justifiable need may check out a school-owned iPad for academic-related work and as a supplement to their computer.

1. iPads can be checked out from the Technology Center in the Innovation Commons at the sole discretion of a Brophy Technology Staff Member or school administrator. If there are few or no iPads available, the student may be required to wait a period of time to be eligible to receive an iPad. The school cannot guarantee availability.
2. iPads can be checked out for up to 30 days, and can be renewed in person at the Technology Center. At the end of the checkout period, the student will receive an email instructing him to report to the Brophy Technology Center in the Innovation Commons to return iPad. Should the student not respond to that email within 3 school days, then he will be subject to receiving one JUG (detention) per day until he does respond and returns the iPad. Excused absences will be accounted for prior to assessing a JUG. Students who are more than 15 days late returning an iPad are subject to a replacement charge.

3. iPads should be used for academic purposes only. Students should not use them for gaming or any other uses or actions considered inappropriate in this agreement. iPads can be revoked for any inappropriate use.

4. Any existing damage to the iPad will be assessed and noted by a Brophy Technology Staff Member at the time it is issued to the student. Damage incurred to the iPad while it is in the possession of a student will be the responsibility of the student. When possible, applicable charges will be assessed against the responsible student's own warranty and will deplete the value of said warranty. If it is not possible to charge the warranty due to warranty terms, then applicable fees will be charged against the student financial account at Brophy and must be paid prior to receiving grade reports or transcripts.

5. By checking an iPad out the student user accepts all liability for the theft or loss of the iPad and for covering the cost of the replacement. Applicable fees will be charged against the student financial account at Brophy and must be paid prior to receiving grade reports or transcripts.

**DISCIPLINARY PROCEDURES**

**JUG (Justice Under God):** The Dean of Students conducts JUG beginning 5 minutes after every school day and Tuesday and Thursday mornings from 7:00 – 8:00 a.m. It customarily lasts one hour and may take the form of written or physical work. Students who are tardy or miss JUG may receive additional sanctions. Chronic tardiness or absence from JUG makes the student liable for suspension. JUGs must be served within two school days of the date they are assigned.

JUG will be assigned for minor conduct violations including, but not limited to the following:

a) Truancy  
b) Tardiness  
c) Dress code violations  
d) Class disturbances  
e) Disturbances or disrespectful behavior during a school liturgy or assembly  
f) Lack of a phone call and/or note from a parent excusing a tardiness or absence  
g) Failure to obtain an admit slip  
h) Failure to check in or out of school  
i) Littering  
j) Profanity  
k) Inappropriate use of technology (computers, cell phones, social media, music players, etc.)
l) Leaving a computer or other valuables unattended
m) Bringing food or drink into any building other than the Great Hall or Student Activities Center
n) Any other conduct violation as deemed so by the Dean of Students

Saturday JUG: Saturday JUG is assigned by the Dean of Students when normal daily JUG is deemed an insufficient consequence for a particular offense or if a student has acquired an excessive number of JUGs. Brophy views more than 5 infractions in a semester as excessive. Saturday JUG is held on approximately one Saturday each month at the convenience of the school. Students usually work on campus on tasks assigned by the Dean of Students. Any student who misses Saturday JUG will be liable for suspension. Medical appointments, personal appointments, work, or extracurricular activities are not excusable reasons for missing Saturday JUG.

Community Service: On some occasions a student will be assigned a certain number of hours of community service as a measure of restorative justice. Service hours should be completed with St. Vincent de Paul and will not be considered complete until the Dean has an official letter documenting the hours served.

Suspension: A suspension is invoked when a student demonstrates a deliberate disregard for Brophy guidelines. Suspension is generally served from one (1) to five (5) school days. The student's parents will be informed that their son has been suspended. A conference with the Dean of Students may be deemed necessary. While on suspension the student may not attend his regular classes, any school function, or school activity. Since his absence is considered unexcused, the student will receive a zero or F on all tests, quizzes, or homework assignments he has missed. Suspension will be assigned for serious disciplinary offenses including but not limited to the following:
   a) Lying or attempting to deceive any member of the Brophy faculty, staff, or administration.
   b) Endangerment of other students, faculty, staff or self.
   c) Leaving the campus during school hours without written approval of the Principal, Dean of Students or an Assistant Principal.
   d) The use or possession of any form of tobacco on campus or within view of Brophy or Xavier campus or at any school function.
   e) Obscenity.
   f) Fighting on campus or at any school sponsored affair.
   g) Failure to report for JUG or Saturday JUG.
   h) Failure of past disciplinary action to effect improved conduct.
   i) Through attitude or actions, demonstrating disregard for teachers, administrators, fellow students or the Brophy Community and/or disrupting the orderly process of learning.
   j) Falsification or misinterpretation of notes or phone calls of parents or guardians.
   k) Violation of Academic Ethics.
   l) Defacing or damaging school property
   m) Any other actions deemed serious at the discretion of the Dean of Students and the Brophy Administration.

Disciplinary Contracts and Disciplinary Probation: If a student commits a significant violation of the code of conduct or if he has committed repeated infractions, the Dean of Students may place him on a disciplinary contract. A disciplinary contract is a formal notification to parents that their son’s
behavior is jeopardizing his prospects at Brophy and it indicates the beginning and end of a trial period for the student in which he must demonstrate a significant improvement in his behavior. Violation of a disciplinary contract will result in a student having to go before the Disciplinary Review Board to have his status at Brophy formally evaluated by the Principal.

Disciplinary probation is used for students who have not shown improvement in conduct after warnings from the Dean of Students, after suspension, or at the recommendation of the Disciplinary Review Board. Probation is a more formal indication of serious disciplinary concerns than the disciplinary contract. Disciplinary probation is applied to a student by the Principal, is formally noted in a student's records, and is reported to colleges and universities when they inquire during the application process. A student who violates the conditions of his probation may be dismissed by the Principal without recourse to a Disciplinary Review Board hearing.

Dismissal: A dismissal takes place when a student is asked to withdraw. The reasons for dismissal include but are not limited to:

a) Possession of, attempted acquisition or purchase of, use of, consumption of, distribution of, or being under the influence of any alcoholic beverages or illegal drugs on campus, within view of Brophy or Xavier campus, or at any school function; distribution of illegal drugs of any kind to anyone.

b) Stealing.

c) Flagrant insubordination, disobedience or disregard for legitimate Brophy authority.

d) Violation of Academic Ethics.

e) Possession, handling or transmittal of any object that reasonably can be considered a weapon of any kind: (1) on the school grounds at any time; (2) off the school grounds at any school activity, function, or event; (3) while in route between home and school. Using a weapon or threatening another person with a weapon at any time on or off campus.

f) Harassment, discrimination or prejudiced behavior of any type, including microaggressions.

g) Further serious misconduct after being placed on a disciplinary contract or probation.

h) Vandalism, bomb threats, false fire alarms, arson, and/or any other serious disruption to the educational process.

i) Falsification or misinterpretation of notes or phone calls of parents or guardians.

j) Through attitude or actions that demonstrate disregard for teachers, administrators, fellow students or the Brophy Community and/or disrupting the orderly process of learning.

k) **Conduct of any kind at any time or in any place that brings discredit upon the school or is in serious conflict with the values for which Brophy stands or is in violation of criminal or civil law or the reasonable rights of others is grounds for dismissal.**

Dismissal Process and Disciplinary Review Board: The final decision regarding the dismissal of a student lies with the Principal. Typically, situations that would be grounds for dismissal are thoroughly investigated by the Dean of Students, who reports the details of the investigation to the Principal. Depending on the circumstances, the Principal may dismiss the student immediately or convene a Disciplinary Review Board meeting.

The Disciplinary Review Board is chaired by the Dean of Students and composed of members of the faculty and administration. The purpose of the board is to review the student’s character and behavior
as fully as possible and to make a recommendation to the Principal as to whether or not a student should be dismissed, and under what terms a student may be allowed to remain enrolled or to reapply.

Following its deliberations, the Principal will hear the Disciplinary Review Board’s recommendation. The Principal will make the final decision regarding a student’s status and that decision is not subject to appeal.

**ACADEMIC INFORMATION**

As a Catholic, Jesuit, college preparatory school, Brophy has significant academic expectations of its students. The curricular requirements are designed to promote intellectual growth, to prepare students for the academic rigors of college and university, and to help form students into men for and with others. It is the responsibility of each Brophy student to satisfactorily complete all graduation requirements. The minimum requirements are listed below.

**GRADUATION REQUIREMENTS**

**REQUIRED CREDITS**

- English 4 cr.
- Mathematics 4 cr.
- Religious Studies 4 cr.
- Social Studies 3 cr.
- Lab Science 3 cr.
- Ignatian Encounter .5 cr.

- World Language 3 cr.
- Fine Arts 2.5 cr.
- Physical Education 1 cr.
- Health .5 cr.
- Electives 1 cr.
- Intro to Innovative Tech.5cr.

**Total - 27 credits to receive diploma**

Students should check with their counselors for specific year and course requirements as some students progress through the curriculum at a different pace than others. Course descriptions are available in the Counseling Office or on Brophy’s home page.

It is important to note that Freshmen through Juniors are required to take six credit classes per semester, and Seniors must take five credit classes each semester, regardless of how many credits are necessary to graduate or how much summer school a student has taken. However, students who seek to apply to elite and/or out-of-state universities are encouraged to avoid multiple Flex periods and to exceed the minimum curricular requirements. Juniors and Seniors may take a 7th period free if it fits into their schedules, and Seniors may request a 1st period free, provided it fits into their schedules. Otherwise, Flex Period is a non-credit option for students who are ahead on credits.

**Flex Period:** Students assigned a Flex Period are expected to use the time to further their progress as Brophy students. During a Flex Period, students may meet with counselors, advisors or teachers with permission. Students may gather in the Student Activities Center, the Harper Great Hall, where food will be served all day, the Ryan and Harper patios, K-10, in the Dutch Gymnasium, or the interior outdoor grounds of the campus unless these areas are reserved for another use. Students may also be in supervised classrooms with the permission of a faculty member. In general, students should not loiter or lounge in hallways, stairwells, the front lawn, east of the Harper Great Hall or the Dutch, or any spaces not monitored by an adult presence. Students should keep behavior and
noise level consistent with the academic atmosphere on campus at that time. Students on Flex may not leave campus at any time.

Additionally, students who take an Advanced PE class are released to a free 7th period if they do not make the final varsity roster or when the varsity sport’s season ends. The class will cease to meet after the season, and attendance will no longer be taken.

**GENERAL HONORS AND ADVANCED PLACEMENT GUIDELINES**

1. **FRESHMEN:** Freshmen are placed into honors classes based upon a review of their grades, recommendations, and test scores. Some departments may also require a screening exam. (Students are contacted if an exam is deemed necessary.)

2. **UPPERCLASSMEN:** Admission to Honors and AP classes is a privilege, not a right. Departments populate Honors and AP classes based on a variety of criteria. Included in these criteria are academic performance in feeder classes, behavior in feeder classes and on campus in general, and demonstration of active participation in feeder classes. Each department has a different admissions process—some are based on student application, some on teacher recommendation, some both. Students interested in taking Honors or AP courses should see their teachers in those subjects in the late fall to discuss whether the class is a good fit, and what the admissions process looks like. Furthermore, application processes are emailed to students in early January and posted on Canvas for students to read or download. Deadlines for applications or notification of interest must be upheld for students to be considered as Honors or AP candidates. If a student is admitted to an Honors or AP class, failure to demonstrate successful performance in coursework or participation can result in a teacher requesting that the student move into a regular section of the class or to drop the class altogether during the add/drop period or at semester. Students who feel overwhelmed in an Honors or AP class can opt to drop into a regular class during the add/drop period at the beginning of the semester. After that date passes, a student must wait until the semester to move into a regular section of the course, space permitting.

3. **AP CLASSES:** All students in AP classes are required to pay for and take the College Board AP test at the end of the year; payment takes place early in the second semester. AP students who do not pay for the test will have the balance added to their FACTS account, and if they fail to take the test their AP designation and grade point average boost is in jeopardy of being removed from their transcript. Underclassmen in AP classes who fail to take the AP test will be precluded from taking another AP class at Brophy.

**SUMMER SCHOOL**

Summer school exists at Brophy to give students an authentic classroom experience during the summer, as well as to allow students to advance in credits, thus opening their schedules up for further electives during the year, for access to increased athletic or music opportunities, for access to a Flex Period in which to decongest their school-year work and stress, or for access to a free period, if they are Juniors or Seniors. Counselors and Advisors meet with students during the spring scheduling process to determine the best summer courses to take, if any, given the students’ academic needs and desires, college or university dreams, extracurricular activities, etc. Students are certainly encouraged to enroll in summer school—which carries with it a separate tuition—if they are interested.
Students should be aware of the following as it pertains to summer school. First, Freshmen through Juniors are required to take six credit classes each semester, and Seniors are required to take five. Second, summer school courses must precede the year any class is typically taken; students cannot opt to take a summer course after the year in which it is offered. Third, any Math class taken on campus during the summer is by departmental approval and for advancement only; students must still take four full non-summer school credits of Math. Fourth, summer school is subject to a different drop period given its truncated schedule; students have until the fourth or seventh day (depending on course length) of any class to drop with no refund and without a W on their transcript, and then until the halfway point of the class to drop with no refund and with a W on their transcript to depict Withdrawal. After the halfway point, no summer school course can be dropped. Fifth, also due to its truncated schedule, the absence policy is also different. Due to Brophy’s academic standards, students absent three times for full or two times for half credit courses, or tardy five times, are liable to lose academic credit for the Summer Session and are subject to dismissal. Furthermore, students are not permitted to miss the first day or last day of summer school without prior consent from the teacher and the Assistant Principal for Academic Affairs, and a student is prohibited from missing both the first two or last two days of a summer school course for any reason.

**RIO SALADO DUAL ENROLLMENT CLASSES**

Some departments offer courses for upperclassmen that are considered “dual enrollment” through Rio Salado College. While Brophy does not schedule students specifically into dual enrollment classes, students may opt to pay a fee for dual enrollment and receive college credit through Rio Salado if they are in a section of a course that is Rio Salado-eligible and if they meet the prerequisites. Many graduates have arrived at college with numerous college credits in tow through the Rio Salado program. Students and parents should be aware that Brophy does not guarantee which colleges and universities accept which dual enrollment credits, and they should do research via Rio Salado before signing up for those courses to ensure that the universities and colleges of interest to them entertain those dual credits. Finally, Rio Salado publishes its own transcripts for dual enrollment credits, and students are responsible for following up with Rio Salado as they near the college application process.

**CLASSES FROM OUTSIDE INSTITUTIONS**

Because the truest Brophy education is student engagement in Brophy’s curriculum via Brophy’s faculty, students are not permitted to take classes for credit from outside institutions without the distinct written preapproval of Brophy’s Assistant Principal for Academic Affairs. Because Brophy’s schedule is designed to meet curricular requirements, students may only request an exception if there are special circumstances, such as the need for remediation after a failed course or the need to make up credits for a transfer student. Students are not permitted to take a course for credit from an outside institution to avoid a Brophy class or to ease their schedule during the day. Classes from approved outside institutions do not appear on Brophy transcripts with the exceptions of Xavier and the AVLI.

**ARRUPE VIRTUAL LEARNING INSTITUTE**

Brophy has partnered with the Arrupe Virtual Learning Institute (AVLI) to expose Brophy students to a network of new courses through an online, or virtual, medium. AVLI instructors—who teach at various Jesuit institutions throughout the country—thus serve as adjunct Brophy teachers for students who sign up for those courses. There is a separate cost to take a AVLI course, but the courses are for grade and credit, and are transcripted and treated just as any other Brophy course would be. Students who take AP courses through the AVLI are required to sit for AP exams at Brophy in May. For more information, see the Course Bulletin on Brophy’s home page.
SAFETY POLICY IN SCIENCE LABS
To maintain a safe environment during lab work, students in science courses must wear closed toe shoes and long pants on lab days. During lab, students must wear splash proof goggles and safety aprons. There may be occasional labs that do not require this level of safety dress so at the discretion of the instructor, the policy may be adapted.

GRADING PHILOSOPHY
Since Brophy is a college preparatory high school, it is important for all to note that there is a great difference between a passing grade and a college-recommending grade. (A recommending grade is a mark of at least B.) Students and parents should keep in mind that as college and university admissions processes become more and more competitive, college-recommending grades become more and more important. Students are admitted to Brophy based in part on their potential to achieve college-recommending grades, but that potential can only come to fruition through hard work, attention to deadlines, and communication with teachers; good grades are not just given away capriciously. Parents should work to communicate effectively both with their sons and their sons’ teachers and counselors in an effort to help support academic success.

Grades represent an informed and deliberate judgment by the teacher; they do not represent a strict mathematical average, although a teacher will use such an average in forming his/her judgment and final grade. Only semester grades stay on the record; they represent the final judgment. Point values are assigned to each letter grade; these point values are used in the determination of the grade point average (GPA).

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Grades for Disenrollment: A student may only request to withdraw from a non-graduation-required class pending the approval of the Assistant Principal for Academic Affairs and within the stated time frame. If the withdrawal happens after the add/drop period, the student will receive a W on his transcript next to the course title. No withdrawals are permitted after the end of the quarter.

The following grades are NOT included in the calculation of the GPA: F-fail, P-pass.

Weighting of Grades: In fairness to our students, grades for students enrolled in Honors or AP classes are weighted to reflect the greater requirements and challenge involved.

a) In an AP class, 1.0 is added to the numerical value of each grade (e.g., a B in an AP class is numerically a 4.00 rather than a 3.00).

b) In an Honors class, .5 is added to the numerical value of each grade (e.g., a B in an Honors class is numerically a 3.50 rather than a 3.00).

c) Both GPAs are listed on the transcript

AP Classes: All students in AP classes are required to take the AP test at the end of the year.

Brophy does not rank students.
LETTER GRADES
Most teachers utilize numerical systems to calculate grades on assignments, quizzes, tests, final exams, etc. For teachers who do, once final grades are calculated at the end of a semester, the grading program translates them into letter grades that a student sees on myBrophy or his transcript. Brophy’s grade scale is below. It is important to note that the grade program does not round decimal points up, and teachers likewise are under no pressure to do so. So the minimum % to earn an A is 93.00%, not a 92.5%, which would translate to an A- for the semester.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum % to Earn</th>
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<tbody>
<tr>
<td>A</td>
<td>93.00</td>
</tr>
<tr>
<td>A-</td>
<td>90.00</td>
</tr>
<tr>
<td>B+</td>
<td>87.00</td>
</tr>
<tr>
<td>B</td>
<td>83.00</td>
</tr>
<tr>
<td>B-</td>
<td>80.00</td>
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<tr>
<td>C+</td>
<td>77.00</td>
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<tr>
<td>C</td>
<td>73.00</td>
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<tr>
<td>C-</td>
<td>70.00</td>
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<td>D+</td>
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<tr>
<td>D</td>
<td>63.00</td>
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<tr>
<td>D-</td>
<td>60.00</td>
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<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Note: Students who take courses on Xavier’s campus will have their grades determined by their Xavier teacher(s). Brophy students taking classes at Xavier will have their end-of-semester percentages translated into letter grades according to Brophy’s grade table.

INCOMPLETES
An “Incomplete,”—or an I on a transcript—can only be issued by the Assistant Principal for Academic Affairs and only in the case of an approved, documented medical or other approved personal issue. Teachers do not assign Incompletes as an impetus for students to turn in late work. Indeed, work not turned in by the end of the semester will result in no credit for those assignments. Instead, an Incomplete will only be issued when some medical or other personal issue impedes the student from authentically completing his coursework in an appropriate and timely manner. Students and parents seeking such exception should dialogue with teachers, counselor or advisor, and the Assistant Principal for Academic Affairs before the end of the term if they believe such an exception is warranted. Should an exception—and thus an Incomplete—be granted, the student must complete all coursework according to the timeline agreed upon by the instructor(s) and the Assistant Principal for Academic Affairs, but no later than the end of the following semester. At the conclusion of the following semester, the grade will be changed to the authentic grade in the class that reflects zeros on the missing assignments.

CREDIT RECOVERY
Students who earn an F in a class and return to Brophy may be asked to take a course for credit recovery, depending on the course failed. (Other options for taking a different course for that credit may exist depending on the course failed.) Whether taken on campus or via an off-campus provider pre-approved by the Assistant Principal for Academic Affairs, the course taken for credit recovery does
not replace the original course nor the F on the transcript; courses are never removed from a transcript once they are taken. If the course is taken on campus, then the course will appear again on the transcript with the grade earned in the second attempt. If the course is taken via an off-campus provider pre-approved by the Assistant Principal for Academic Affairs, then the credit will be noted in the student’s file toward his graduation credit but not on the student’s official Brophy transcript. Brophy does not add classes from off-campus providers to its transcripts with the exception of Xavier and the AVLI. (Students are thus required to request official transcripts from those institutions for both their Brophy record and as part of the university application process.) This also applies for students who didn’t fail a class but earned a low grade and want to retake the course and earn a higher one. Courses may at times be retaken with approval, but they do not replace the original course or grade on a student’s transcript.

GRADE CHANGES
Brophy strives to have grades current and correct at the end of each semester. However, from time to time a mistake or miscommunication occurs that necessitates a grade change. These occurrences represent the exception, not the norm. Should a student believe that he was awarded an inauthentic grade at the end of any semester, he has 7 calendar days to notify via email the teacher, counselor, and Assistant Principal for Academic Affairs of the issue and his reasons for requesting a grade change. Those three parties will then review the data and conclude as to whether or not a grade change is warranted. No grades can be changed without the approval of the Assistant Principal for Academic Affairs.

SCHEDULE CHANGES
The scheduling process takes the better part of an entire semester, and thus schedules are seen as final when the Director of Scheduling informs students that they are complete for the upcoming year (typically in the early summer). Schedule changes are allowed for valid reasons and approved by the student’s Counselor and the Assistant Principal for Academic Affairs through the add/drop period, which ends the Friday of the first full week of class. (With the exception of Honors and AP classes, where students may be moved from an Honors or AP to a regular section of the course within the first two weeks of the first semester.) After the first week, no courses may be added. This schedule is appropriately truncated during summer school. An elective course may be dropped after the add/drop period expires until the quarter with the approval of the Assistant Principal for Academic Affairs. “Valid” reasons include a mistake made in the scheduling process or the omission of a graduation requirement. Students may also request an elective schedule change, but the change will be made only if it is a practically feasible change and doesn’t involve multiple periods switching classes. Furthermore, students are not permitted multiple requests, or to change their mind after their schedule has been changed. Transcripts will reflect courses dropped after the add/drop period with the designation of a W on the student’s transcript. Students may not drop a band, orchestra, or choir class without first consulting the teacher.

No classes may be dropped after the first quarter of the course. Moving from Honors or AP to a regular level of the same class may be done only before the end of the add/drop period, or at semester, with the approval of the teacher and the Assistant Principal for Academic Affairs. Even though Brophy’s requirement for Science and World Language courses is only three credits, students are not permitted to drop a Science or World Language course at any time after the initial add-drop period of the first semester without prior approval from the teacher, college counselor, and an assistant principal. Brophy students opting to take a fourth year of Science or World Language should see that
decision as a full-year commitment, and will not be permitted to drop at semester unless there have been obvious and serious academic issues during that first semester that portend further struggles during the second semester.

Students are not permitted to request specific teachers or to change teachers in the same course. Approved summer or off-campus Math classes are treated as a mechanism for advancement, not replacement. All students must take four credits of Math during the regular school year.

**ACADEMIC ETHICS**

The highest level of integrity must characterize the relationship between the teacher and the student. When a teacher gives a student an assignment – homework, paper, project, lab, etc. – or when a quiz or exam is given, that teacher is building the framework for the student’s learning. When the student returns the assignment or takes the quiz or exam, his name at the top of the paper indicates that he has followed the teacher’s directions and has not taken credit for any work that is not his own. Violation of the trust between teacher and student is called cheating. It weakens the very foundation of our school and it fosters moral relativism. It turns our school motto, “Men for Others” into “Me at All Costs,” and it makes a mockery of the values that bring us together. Please note the following guidelines and follow them scrupulously in your work at Brophy.

To be in compliance with the academic ethics guidelines, it is stated:

1. That students will not use or give to another any notes, materials, or other sources of information on any assignment including homework, quizzes, tests, or semester examinations that have not been approved by the teacher.
2. That students’ homework and in-class work fulfill the intention of the instructor in a specific class.
   a) Individual assignments must be represented by individual work.
   b) Group assignments must be represented by group work. Also, students will not plagiarize in any form.
   c) In no case is direct copying allowed.
3. That students will not plagiarize in any form. Plagiarism presents the work or ideas of another as one’s own. This includes:
   a) Direct copying of another person’s (living or dead) work.
   b) Using any amount of another person’s material or ideas without proper documentation.
   c) Paraphrasing another person’s original material without proper documentation. (Students uncertain of what “proper documentation” is are obligated to find out before the work is turned in. Students should ask their teachers for review, and if necessary, consult resources on documentation.)
   d) Resubmission of one’s original work done for one teacher or class to another teacher in another class for a different assignment.

**SUBMISSION OF HOMEWORK**

Teachers assign homework, and with those assignments come due dates. Teachers articulate due dates in class and on Canvas, and it is the student’s responsibility to submit that homework by the due date. Different teachers might have different late-work submission policies, so it is imperative that students know what their teachers expect and what the consequences are for late work. The spirit of
homework, however, is that it be turned in on or by the assigned due date. Should illness or other reasonable excused absence prevent the student from being able to submit the homework, then teachers will deal with that on a case by case basis. However, if a student misses a class because he was late that day or because of a school-related, then it is expected that the student find the teacher to submit any assignments due.

**ACADEMIC PROBATION OR DISMISSAL**

Brophy students are expected to remain in good academic standing. Any student whose semester GPA is not above a 2.50, or who receives an *F* in one or more courses, will automatically be placed on Academic Probation. In addition, students may be placed on Academic Probation at the discretion of the Principal or the Dean of Students. Academic Probation is a term wherein the student must demonstrate both that he wants to remain at Brophy and that he is capable of succeeding at Brophy. Students who have been placed on Academic Probation and who fail to achieve above a 2.50 GPA during their probationary period or who receive an *F* in one or more courses are liable for dismissal from Brophy College Preparatory.

**CO-CURRICULAR PARTICIPATION POLICY AND STUDENT ACADEMIC PERFORMANCE**

At the midpoint of the first and third quarters, students who are receiving one F or two Ds will not be eligible to participate in any co-curricular activity for a period of 7 days. The 7 day period will generally begin on the Monday following the posting day, or as defined by the Principal. At the conclusion of the 7 day period, students are permitted to return to their activity regardless of their performance.

At the end of the second and third grading periods for each semester (i.e. the 1st/3rd quarter and the 2nd/4th mid-quarter), students who are receiving one F or 2 Ds will not be eligible to participate in any co-curricular activity for a period of 7 days. At the conclusion of the 7 day period, students’ grades will be reviewed. Students who are receiving an F or 2 Ds or more at the end of the 7 day period will not be eligible to participate in their co-curricular activity for another 7 day period. This process of weekly review and restriction will continue for the remainder of the semester.

Each semester is broken down into 4 grading periods. Each period is approximately 4 weeks in length. Specific dates for grading periods can be found on Brophy’s Activities Calendar.

**PROTOCOL FOR QUESTIONS ON GRADES**

Should a student or parent have questions regarding grading on either an assignment or in a course, the first step that must be taken is to engage the teacher directly through personal inquiry. Students can make an appointment to see the teacher and discuss the matter, and parents can reach the teacher via phone or email to do likewise. If a student or parent should have further unresolved questions or concerns, the next step would be to contact the student’s counselor or advisor to discuss the matter and pursue understanding or resolution. Students and parents should only contact the Assistant Principal for Academic Affairs if the first two meetings do not resolve lingering questions or concerns.

**PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held formally at the conclusion of the first and third quarters of each school year. Meetings are scheduled online through Brophy’s home webpage. Parents may begin scheduling appointments with teachers approximately two weeks prior to the actual Parent/Teacher Conference date. At these times the parents can meet and discuss with all of their son’s teachers his
progress for the current year and, if needed, possible courses of action. Parents can and are encouraged to contact any teacher at any time during the course of the year in order to discuss problem areas. Email is the preferred method of contacting teachers but parents wishing to contact teachers via telephone should call (602) 264-5291 x 6284.

REQUESTING TRANSCRIPTS
Students may request an official transcript be sent to colleges or universities by emailing Brophy's registrar at registrar@brophyprep.org and submitting a request.

BACCALAUREATE MASS AND GRADUATION EXERCISES
Please Note Well: Graduation Practice (mandatory for all seniors) is held one afternoon during the week before graduation from 1:00 - 4:00 p.m., Baccalaureate Mass is held Friday at 7:00 p.m., and the Graduation Commencement Exercises are held Saturday at 9:00 a.m. Graduation practice, Baccalaureate Mass and Graduation are considered one event. Your son's failure to participate in either the rehearsal or Baccalaureate Mass may disallow his participation in the graduation ceremony. Details about all these events will be available in the Daily and Weekly Bulletins, the eNews and on the Brophy website in the spring as we approach the time for these events. Caps and gowns will be provided to students at no extra cost. Students wear their red gowns to Baccalaureate Mass, and both their caps and gowns to Graduation. Note: Brophy prohibits students to wear anything over their gowns besides a Kairos cross or dove and the St. Ignatius medallion they receive at Baccalaureate Mass.

Baccalaureate Mass: This Mass is held the Friday evening before Graduation at St. Francis Xavier Church and is followed by a reception in Harper Great Hall. Tickets are not issued for this event. However, due to the size of St. Francis Xavier Church, seating for the Baccalaureate Mass is limited to immediate family.

Graduation: Graduation is held in the Robson Gymnasium and a limited number of tickets are issued to the family of each graduating senior. Overflow seating with a live video stream may be available for non-ticket holders in another venue on campus pending interest. Information about this will be disseminated to seniors and families when Commencement tickets become available.

Eligibility for Graduation and Graduation Exercises (Commencement): A student is considered a Brophy graduate when he receives a Brophy diploma. The diploma is an official document from the school which indicates the student’s successful completion of Brophy’s required course of study. Seniors are eligible for graduation if and only if they have 1) accumulated enough credits (27) by the date of graduation; 2) met all the curricular requirements as laid out in their program of study; and 3) are in good discipline standing with the Dean of Students Office. Furthermore, any student who has been authorized to make up credits at an off-campus institution needs to have official transcripts for those classes received by Brophy’s Registrar’s Office before he will be allowed to graduate. There are no exceptions to this rule.

Brophy’s Graduation Exercises, or Commencement Ceremony, is the most important event of the school year. This ceremony is a celebration of Brophy’s mission and values and the students who have embraced those values over the course of their Brophy career. While the diploma connotes the student’s completion of a course of study, the graduation exercises celebrate the fact that this student has come to embody the Profile of the Graduate at Graduation. As a result, participation in the graduation exercises is considered a special privilege reserved for those students whose standing with
the school merits public acknowledgment and celebration. Reasons for withholding a student from the graduation exercises include: failure to successfully complete the school’s service program as outlined by the OFJ, disregard for the disciplinary policies and/or behavioral expectations of the school, or failure to finish the spring semester in solid academic standing (which means that the student’s semester GPA is below a 2.50 or he earns an F in any course.) The final decision regarding a student’s participation in the graduation exercises will be made by the school administration.

STUDENT SUPPORT PROGRAMS AT BROPHY

The Freshman Advisory System, College Counseling Department, and Student Assistance Counselor will work collaboratively with teachers and administrators to provide students and parents a network of support and resources during their time at Brophy.

At the onset of his freshman year, each student will be assigned to a freshman advisor. The Freshman Advisory System is designed to provide resources and support that is specific to the variety of transition issues that students experience during their freshman year. At the beginning of the sophomore year, each student transitions to a college counselor with whom they will work until graduation.

The Student Assistance Counselor is an important resource that is available to all students.

FRESHMAN ADVISORY SYSTEM

Brophy’s Freshman Advisory System is designed to foster a successful transition for each freshman in all aspects of Brophy life: academic, co-curricular, social, and spiritual. Each advisor will be charged with a small group of freshmen for whom his or her primary responsibility is cura personalis. This Latin phrase literally translates to “care of the person” and is a hallmark of Jesuit education. Advisors will meet with freshmen individually and during monthly cohort meetings. These cohort meetings will foster a sense of community among the freshmen as well as provide a forum for the advisor to engage the freshmen in programming that will aid in their transition.

The freshman advisor is also responsible for triangulating conversation among each freshman, his parents, and the school. The advisor will initiate these conversations if a student exhibits signs that intervention is necessary (particularly in the area of academic struggles). Additionally, the advisor is the primary contact for parents and freshmen if they have questions or concerns about any aspect of a freshman’s experience. The advisor will provide appropriate intervention or connect the student or parent to the appropriate resource at Brophy or in the community.

COLLEGE COUNSELING

Brophy has five counselors dedicated to preparing students and parents for the college search, application, discernment, and selection process. Each student is assigned to a college counselor at the beginning of his sophomore year and remains with that same counselor through graduation from Brophy. While the counselor’s primary objective is to prepare students and their parents for the college process, each counselor serves as the primary point of contact for each student and parent regarding any issue (academic, personal, or otherwise) that the student may have during his time at Brophy.
The College Counseling Department also conducts parent information meetings regarding college admissions and financial aid. In conjunction with Xavier College Prep, the College Counseling Department also hosts an on-campus college fair each fall attended by college admissions officers and alumni from all over the country.

**DISCIPLINARY DISCLOSURE POLICY FOR DISCIPLINARY PROBATION**

Disciplinary probation is applied to a student by the Dean of Students, is formally noted in a student’s records, and is reported to colleges/universities when they inquire during the application process. As a member of the National Association of College Admissions Counseling (NACAC), Brophy will, when requested on the college’s/university’s application for admission, report student conduct records to colleges—including disciplinary probation, suspensions, and dismissal. In the college admissions process, students may be asked by the college to which they apply about their discipline record and are expected to be truthful in their answer. The student’s college counselor will work with the family to best address each situation. Should suspension occur after college applications have been filed and prior to graduation, Brophy still considers it reportable to those colleges that specifically asked about disciplinary action in the application process.

**ASSIGNMENT OF ADVISORS/COUNSELORS**

Both freshman advisors and college counselors are assigned randomly to students. Just as they are not permitted to request specific teachers for courses, students are likewise not permitted to request a certain freshman advisor or college counselor. Advisor/counselor assignments are communicated to students before the beginning of freshman year (advisors), and then again at the beginning of the sophomore year (college).

**STUDENT ASSISTANCE COUNSELING**

The Brophy Counseling Department provides services to students who are having difficulties that interfere with learning. The Student Assistance Counselor provides individual and group support for problems including chemical dependency, family disruption, emotional distress, negative peer pressure, isolation or violence. These problems can include physical, chemical, emotional, spiritual, sexual, familial or educational issues. The Student Assistance Counselor will work cooperatively with parents and outside agencies to help facilitate appropriate resolutions.

**COMMUNITY OF CONCERN**

The Community of Concern is a nationally recognized program for the prevention of drug, alcohol, and tobacco use by youths. In partnership with the Community of Concern, Brophy sponsors this presentation on three evenings in the spring. Attendance and participation in one of the evening sessions is mandatory for all freshman students and one parent/guardian.

**ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED LEARNING DISABILITIES**

Brophy is committed to providing academically qualified students with a disability an equal opportunity to access the school’s programs and activities, with available and reasonable supports/adjustments. Access to these services is open to those who are eligible and qualify through our Academic Resource Center (ARC). Parents of students with potentially limiting conditions, including learning disabilities, attention deficits, and visual, hearing, medical, and mobility impairments should contact Brophy’s Learning Resource Coordinator. Academic accommodations are provided through a Student Support Plan (SSP) after appropriate documentation is presented to the school, the
individual's needs are reviewed, consideration of how the disability might interfere with the student’s academic performance at Brophy, and identification of reasonable supports and adjustments.

Finally, given Brophy's context as a private school without access to the funding and programs that public schools have for students with documented learning disabilities, any parent who feels more unique accommodations are necessary is asked to contact the Learning Resource Coordinator.

THE FATHER PEDRO ARRUEPE, S.J.
OFFICE OF FAITH AND JUSTICE

The Father Pedro Arrupe, S.J. Office of Faith and Justice facilitates all programs related to campus ministry, service learning and justice awareness and advocacy. The purpose of Brophy's Office of Faith and Justice can best be summarized by the Foundations document published by the Jesuits in 1994. That document states that the success of a Jesuit school's educational ministry will be judged in "...how well it enables men to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital and personal relationship with Christ, and to share the Gospel's realistic view of the human condition which recognizes the fact of evil and personal sin while affirming hope."

In line with the school’s Catholic identity, the Office of Faith and Justice works to encourage and empower the Brophy community to achieve this both through the transforming power of prayer as well as by becoming involved in service and advocacy to those in need on school-wide, local, national and global levels. Specific areas of focus and programming are further described below.

SPIRITUAL AND SACRAMENTAL LIFE

The primary concern of OFJ ministries on campus is the spiritual and sacramental life of the community. The ministry team offers programs and religious experiences (Catholic and interreligious) that help community members build upon and deepen their relationship with God. From the daily morning prayer and Examen, to faculty and peer-led retreats, liturgies and reconciliation, to social justice education, charity drives, and vocation discernment, OFJ ministries invite students to develop their relationship with God, nourishing Brophy as a faith community in the Catholic Tradition.

WORSHIP

The Brophy Chapel is available for all students, faculty, staff and parents to quietly reflect during the school day. And, in partnership with St. Francis Xavier parish, Mass is offered in the chapel every weekday at 12:15pm. The Sacrament of Reconciliation is available during the week by appointment. From late August to late May, Mass is offered each Sunday at 10:00 a.m.

At the beginning of each day, a student offers prayer and intentions over the school’s P.A. system and midday following lunch the Examen is led for the entire school to reflect on where one has experienced God.

Throughout the year all-school liturgies are celebrated. Please refer to the school calendar for Mass and/or Prayer Service dates (designated with an “M” or “PS). Parents are always welcome to attend these liturgies. The dress code for all-school Masses is specified earlier in this handbook in the section, Student Conduct and Behavior/Attire.
Additionally, during the seasons of Advent and Lent, students participate in communal reconciliation services during their Religious Studies class. These take place in the Brophy Chapel.

At the end of each school year, Brophy seniors are required and their families are invited to attend the Baccalaureate Mass. This Mass is a formal event to commission Brophy graduates. It is held on the eve of graduation in St. Francis Xavier Church.

With the help of the OFJ, committee members of the Dads’ Club organize and host the Father/Son Communion Mass and Breakfast. Please contact the Dads’ Club for more information. The Mother/Son Communion Mass and Breakfast is planned and organized by Mothers’ Guild committee members and the OFJ to provide a morning of worship and brunch for all mothers and their sons attending Brophy. Please contact the Mothers’ Guild for more information.

**FRESHMAN EXPERIENCE**

The Freshman Experience is the yearlong program that introduces freshmen to the many expectations and challenges of a full Brophy education. The Freshman Experience begins with an intensive, mandatory retreat on one of the first Saturdays of the school year. Among the goals of the retreat are (1) to welcome the freshmen into the Brophy community and introduce them to several of its key tenets, such as “Men for Others” and the “Profile of the Brophy Student at Graduation” (also known as “The Grad at Grad”); (2) to help the freshmen get to know themselves, their class, and their God better; and (3) to build a relationship with a few upperclassmen (Big Brother Program) who will serve as friends as well as a spiritual, social, and academic role models. The Freshman Experience continues with Freshman Breakaway days of service throughout the school year and Game Day, an all-day encounter with Special Olympians is also hosted by the freshman class.

**RETREATS**

**Freshmen:** The Freshmen Retreat is a mandatory all-day event that takes place on a Saturday early in the school year.

**Juniors/Sophomores:** Juniors will be invited to experience the MAGIS Retreat during the Fall semester and Sophomores may attend the MAGIS retreat during the Spring Semester. The MAGIS Retreat compliments the service component of juniors/sophomores, and builds on the Ignatian ideals of manhood and generous leadership; to serve as Jesus did. This is a 3-day, overnight retreat at Manresa in Oak Creek Canyon.

**Seniors/Juniors:** The Kairos Retreat is a four-day retreat held at Manresa in Oak Creek Canyon facilitated by a team of students, faculty, and administrators. Kairos is simply experiencing God’s love; its challenge is as immense as it is awesome. Many Kairos alumni remark that it is the best experience they had in all four years attending Brophy. Kairos retreats are offered throughout the year but space is limited. Early application is encouraged. Seniors are given preference first semester and juniors may attend second semester.

Additionally, graduating seniors are invited to participate in the Senior Threshold Retreat in May of their senior year. This retreat, also held at Manresa, focuses on their experience of transition and vocational discernment.

**SOCIAL JUSTICE AWARENESS AND ADVOCACY**

Required and optional programs that highlight the need for greater justice and peace in the world are
designed to foster a ‘commitment to doing justice’ among all members of the Brophy Community. The OFJ encourages participation in local, national, and global justice programs throughout the year to educate students toward active engagement in addressing the many justice issues in the world and caring for those most in need.

SERVICE LEARNING PROGRAM

Every Brophy student participates in a service learning experience during each of his first three years. Students are responsible for logging their hours of service through a digital platform with hours being approved by agency volunteer directors or by the OFJ.

Freshmen participate in a service project during their Freshman Retreat and host Game Day in partnership with Special Olympics. Freshmen also participate in the Freshman Breakaway, a daylong service project at St. Vincent de Paul or Desert Mission Food Bank scheduled in small groups. Breakaways occur on Tuesdays and Thursdays during the academic year.

Sophomores engage in the sophomore service project (SSP). Each sophomore is required to spend 40 hours working with children. Completion of these hours before the end of sophomore year is a requirement for promotion into junior year at Brophy. The hours are typically fulfilled through the Loyola Project (an after-school homework help session held at 6 local elementary schools) - either in the fall, or spring. Or, the Summer Loyola Project is also available during June on Brophy’s campus. In the event of a major conflict (winter sports athlete, family commitments) with Loyola Project offerings, students must consult the Ignatian Service and Advocacy Director to arrange a Community Mentoring Project (CMP) at an approved, non-profit agency that serves children. Failure to complete SSP may result in being asked to disenroll from Brophy.

Juniors are required to complete a hands-on, 40-hour Ignatian Encounter. This experience, a .5 credit “class in the community,” is an important part of the Brophy curriculum and the student experience. Students are assessed through mandatory cohort dialogues and written assignments and receive grades that do affect their GPA as they work to meet this service expectation. Ignatian Encounter is a graduation requirement and a failing grade due to unfulfilled hours or incomplete work and attendance may result in dismissal from Brophy. Juniors complete Ignatian Encounter in either the summer after their sophomore year, or the fall or spring semester of their junior year. The OFJ partners only with specific agencies that meet the expectations and rigor of service in the Ignatian Encounter Program. Students and parents should carefully consider which partner agency and schedule is most suitable considering a student’s academic, extracurricular, work, and/or other commitment schedule. Juniors fulfill the Ignatian Encounter requirement by committing to a local service agency and by successfully completing other course requirements such as cohort gatherings for dialogue, written reflections and social analysis.

OTHER FAITH AND JUSTICE OPPORTUNITIES

Throughout their time at Brophy, students are encouraged to take advantage of the following opportunities to minister:

- CHARITY DRIVES: Three times a year, Brophy students participate in school-wide campaigns to provide for those less fortunate in the local and global communities. The Brophy community is asked to donate to charity drives during the seasons of Thanksgiving, Advent, and Lent.
- IMMERSION EXPERIENCES: Brophy’s Office of Faith and Justice facilitates these
experiences that afford students the opportunity to be confronted with injustice and come to know the individuals, families and communities directly affected. For more information on the immersions offered, the application process, and credit courses attached to particular experiences, consult Brophy’s webpage, myBrophy, or contact the OFJ.

- **ADVOCACY AND SOLIDARITY CAMPAIGNS:** In communion with various clubs focused on particular justice issues, the OFJ supports teach-ins, awareness efforts, marches and student-led campaigns to promote human dignity, equality, and cultural understanding.

- **EXTRAORDINARY MINISTERS OF THE EUCHARIST, USHERS, and ALTAR SERVERS:** Students interested in supporting worship and serving sacramental life in these ministries can receive training through the OFJ at the beginning of the school year.

- **WOLF AND KETTLE CLUB:** Students who want more information about discerning and living a religious vocation such as in the Society of Jesus, are invited to become members of this organization. For these periodic lunchtime gatherings, priests and others in religious life and even lay people who provide great service to the Catholic Church are invited as guest speakers to highlight how God calls men and women to serve in ordained or other ministries.

- **CULTURAL EXCHANGE:** Brophy students and their families can become hosts to visiting exchange students when they participate in certain immersions and/or specific cultural trips. These experiences take advantage of the global network of Jesuit schools and require openness to greater language and cultural understanding and support of international relations.

- **CAMINO IGNACIANO:** The walk of St. Ignatius of Loyola, the founder of the Jesuits, is available to students and faculty who desire the challenge and joy of a spiritual pilgrimage. Preparation for and the actual journey through northern Spain involve physical readiness and spiritual exercises to listen more closely to God's voice, increase humility and deepen one's understanding of Ignatian spirituality.

For more information or questions, please contact the Office of Faith and Justice at extension 6289.

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**LOYOLA ACADEMY**

Loyola Academy, a middle school division of Brophy designed for 6th, 7th, and 8th grade boys, opened in August 2011 with one class of 6th grade boys. A new class of 6th grade boys is admitted each August. Candidates for admission to Loyola Academy must satisfy very specific criteria including appropriate test scores, verified documentation of qualification for the federal free/reduced lunch program, recommendations from teachers, and parental involvement. For more specific information please refer to the Loyola Academy link on the Brophy web site (www.brophyprep.org).

Loyola Academy scholars are expected to abide by the same pertinent guidelines for behavior and conduct as Brophy College Prep students as outlined in this handbook.

**STUDENT CO-CURRICULAR ACTIVITIES**

Co-curricular activities are a vital part of student life at Brophy. Every student is strongly encouraged
to actively participate in one or more clubs. Brophy’s co-curricular program does not happen “in addition to” the academic and spiritual formation of students. Co-curricular activities are as essential to a student’s formation as every other element of his Brophy experience. As such, all programs and activities are designed to support the school’s broader goals and objectives. Any initiation or “welcoming” activities should be planned in collaboration with the coach or moderator to ensure these activities are anchored in our mission and values. In addition to varsity, junior varsity, and freshman athletics, there are many activities for students, including social activities such as dances and class mixers, as well as student government, publications, and clubs. Lunch time intramural sports, Friday Night Lights and other fun events are scheduled throughout the year to encourage students to attend and participate in a variety of activities. These types of events are often co-ed opportunities. These activities are designed to promote the physical and social development of the student, to provide opportunities of leadership, to provide avenues to serve the school and the community and to develop interests and talents that may not be tapped in classroom activity. Further, they allow for the opportunity for students to get to know faculty and staff members free from academic pressures.

ATHLETICS

Philosophy and Goals: As a department, we are committed to the Jesuit tradition of the student/athlete being emotionally, spiritually, and physically prepared to compete. We should set a daily example of growth and provide for the unique individual worth of those we coach and with whom we come in contact. We will strive to implement an awareness of God-given talents and skills into our student athletes. Further we will strive to motivate them to practice, play, and achieve athletic excellence – win or lose.

Practice Attendance Policy: All practices are considered mandatory for all athletes. This includes school day practices, Saturday practices, and practices scheduled during school holidays. If a practice is scheduled, all athletes are expected to be in attendance. The rare exceptions to this policy will be made only after consultation with the coach, student athlete, parent, and athletic director well in advance of the expected absence. If this consultation does not occur, the absence will be considered unexcused and game suspension or suspensions will result. Dismissal from the team may also be a consequence of missed practice. A student must attend at least 1/2 of his classes on a given day in order to participate in co-curricular activities.

Teams: Brophy competes in the following sports as members of the 6A Division of the Premier Region, the largest school classification in Arizona.

Fall
Football: varsity, junior varsity, and freshman red, freshman white
Cross-Country: varsity, junior varsity, and freshman
Swimming and Diving: varsity competition only
Golf: varsity competition only
Tennis: freshman only in the fall

Winter
Basketball: varsity, junior varsity, and freshman
Soccer: varsity, junior varsity, and freshman
Wrestling: varsity, junior varsity, and freshman

Spring
Baseball: varsity, junior varsity and freshman
**Tennis:** varsity and JV, USTA (sophomores), freshman  
**Track:** varsity, junior varsity, and freshman  
**Volleyball:** varsity, junior varsity, freshman  

*Club Teams*

- **Crew:** varsity, novice  
- **Hockey:** varsity, junior varsity  
- **Lacrosse:** varsity, junior varsity  
- **Mountain Biking**  
- **Rugby:** varsity, junior varsity  

**Awarding of Varsity Letters:** Cooperation with coaches, attendance at practice, games, and the banquet are factors to be considered in the awarding of letters. Athletes who fail in any one of these factors may forfeit their rights to letters. Every qualified member of a regional championship team is awarded a letter. Each coach, in communication with the Athletic Director, will decide the requirements for an athlete to receive a letter for their specific sport. Managers are awarded the same letter as the team members.

Other varsity team members who do not earn letters will be awarded certificates of participation. Junior varsity athletes receive an emblem and freshman athletes receive their numerals and a certificate of participation.

**CLUBS**

Each year there is a minimum of fifty clubs from which a student may choose. Although some organizations, such as honor societies, have prerequisites prospective students must meet and some activities, such as athletics and theatre, have try-outs and auditions, most clubs only require a student’s interest, enrollment, and continued positive participation. A student activity expo will be held within the first month of every school year. All clubs will be listed on Canvas. Students attending the club fair will receive information on how to register for each club of interest through the Canvas course.

**STUDENT COUNCIL**

Each spring, the student body will elect 25-35 students to become the following year’s student council. The student council has representatives from each of the sophomore, junior and senior classes. To be an active member of the student council, the first semester Leadership class is mandatory and the second semester class is strongly recommended. Students must maintain a GPA of 2.50 or better to remain active on the council and refrain from being put on academic or behavior probation. Student council members are the leaders on campus and some of the activities they are responsible for are: Rallies, Homecoming, Prom, all other dances, Student Activity Expo, Battle of the Bands, Fine Arts Extravaganza, Bowling Night, Water Day, Intramurals, and Friday Night Lights. Students who fail to fulfill the obligations of their offices will be subject to impeachment. Students who are elected, but do not enroll in the Leadership class will still be members of the council, but in an inactive roll without any leadership opportunities.

**AWARDS**

Once each semester seniors are nominated by their counselors, other faculty, staff and/or administrators to be recognized as Distinguished Students. Recommendations for these awards are based on students’ contributions to the Brophy community through service and activities, the community—at-large, their academic achievement, and other factors requiring the students’ time and dedication, i.e. hours of employment. In addition, seniors are eligible for various awards presented at
the spring awards assembly based on their accomplishments in academics and activities and their dedication to spirituality and service. Underclassmen are also recognized at the spring awards assembly with awards that are consistent with the categories enumerated in the JSN document “The Graduate at Graduation.” Students are honored for their being open to growth, intellectually competent, religious, loving, and being committed to justice. Nominations for all of these awards are made by individual teachers and counselors, with the approval of the administration and the awards committee.

SCHOOL DANCES
Periodically throughout the year school dances are held on either Brophy or Xavier’s campus. To attend a school sponsored dance a student must:

- present his current Brophy ID card.
- arrive no later than one half hour after the scheduled start time of the dance.
- remain at the dance until one half hour before the dance is scheduled to end or until the end of the dance (dependent on prior directions).
- wear proper attire (according to theme and/or announced directives).
- be picked up from the dance no later than 15 minutes after the dance has ended.
- Students will be subject to breathalyzer testing.

Dates for dances, when permitted, must:

- Have their student I.D. Cards
- Have a signed permission/guest form on file
- Abide by the Brophy and Xavier dress and conduct codes
- Have a ticket to get in. (For many dances we will sell tickets in advance and purchasing pre-sale tickets is encouraged.)
- Be with a Brophy or Xavier student on a 1:1 ratio.

GENERAL

Asbestos: The United States Environmental Protection Agency (EPA) requires all schools to inspect their building, and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulations further requires that all parents, teachers, and employees of schools where asbestos is found, be notified. This requirement will be part of an inspection and management plan that will be on file at Brophy.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of Brophy’s school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and inspected visually every six months for any physical damage until it is eventually removed. Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all school areas are safe and free of asbestos fibers.
AUTOMOBILES AND PARKING GUIDELINES

Parking is a privilege at Brophy. Only select seniors and juniors who carpool will be given permission to park on campus. A carpool is defined as a minimum of two Brophy students per vehicle at the time the vehicle is parked. All student drivers must register their vehicles with the Dean of Students and each vehicle must display Brophy’s parking permit. Student parking is limited to the South Parking Lot, the North Auxiliary Parking Lot, and the designated areas of the St. Francis Xavier Parish Parking Lot. All other parking areas are reserved for St. Francis Xavier School use only. Approved sophomores of driving age may park in the Post Office Parking Lot, located on 8th Place and Highland. The school reserves the right to tow any vehicle and/or fine any owner who parks improperly or obstructs emergency access lanes. Repeat offenders will lose on-campus parking privileges. The Dean of Students reserves the right to revoke parking privileges or require parking in the POP Lot.

The speed limit on campus is 5 MPH. This guideline is strictly enforced to protect the lives of the many young people around our campus. Students will be fined for speeding and will incur appropriate disciplinary measures. Repeat offenders will lose on-campus parking privileges.

At no time are students, drivers, or passengers permitted to loiter in or about the parking areas, nor are they permitted to go to their cars for any reason during school hours or use them as transportation to classes at Xavier unless given written permission by the Dean of Students or another administrator.

Basis of Fines:

a) Loss of or damage to school property.
b) Speeding on campus or any parking violation.
c) Return of confiscated materials.

Closed Campus: Students are not to leave the campus during school hours. Exceptions to this rule: (1) those taking classes at Xavier College Preparatory or another school with the permission of the Principal; (2) students excused in writing by the Principal, the Dean of Students, or an Assistant Principal; (3) seniors with two free periods may leave after lunch only with parental permission. In this case seniors are required to stay on campus through lunch and the Examen prayer and then check out with the Dean’s Office before departing campus. This privilege is extended to seniors only.

Exams: No student will be allowed to take final exams in any semester if tuition payments, in accordance with the selected payment plan, are not paid in full or are current.

Flyers: No flyers may be distributed on campus or in the parking lots without the approval of the administration.

Food Services: Students may purchase a variety of lunch and snack items from Great Hall. With the exception of the west balcony of the gym during intramurals, no food or drink is permitted in any school building other than the Student Activities Center or the Great Hall unless a student is attending a club meeting or meeting with a teacher. Students may not order food to be delivered by outside contractors at any time.

Identification Cards: Each Brophy student is to have his Student I.D. card on his person at all times.
while he is in school or in attendance at any school related function. I.D. cards must be submitted upon the request of an authorized person. It must be shown at games, dances, and certain school-sponsored activities or the student will not be admitted. If the card is lost, a replacement may be obtained in the Activities Office for a $10.00 fee.

**Illness:** If a student becomes ill or injured during the school day, he should report to the Dean of Students’ office. Every effort will be made to contact the student's parents before the student is allowed to leave campus. No teacher is allowed to give a student permission to leave campus.

**Litter:** Students should take pride in the appearance of the Brophy campus. Every student is expected to do his share in the upkeep of the campus.

**Lost and Found:** The Lost and Found is located in the Dean’s Office. It is helpful that all personal items such as clothing, books, sports equipment, etc. are clearly labeled in indelible ink. Brophy cannot be responsible for any of these items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in Lost and Found. Unclaimed items are donated to worthy charities at the end of each semester. Lost items that are of significant value are generally kept secure in the Dean’s Office until they are claimed or the owner can be contacted.

**School Dismissal:** For up to date and timely information regarding school closure due to natural calamity or emergency situations, please access Brophy’s website at www.brophyprep.org. Brophy reserves the right to dismiss students early when necessary and desirable without advance notice. Every effort will be made to contact families if this type of situation arises.

**Security:** All students should be aware that, despite the mission and values of our school, theft does happen on our campus. No valuables should be left unattended anywhere on campus except when they are locked in your lockers. This includes iPads and MacBooks. All students are advised to leave expensive electronics and other valuable they do not need for school at home. If a student drives to campus, he is advised to make sure there are no valuables visible in his car. Brophy is not responsible for the loss or theft of personal valuables.

If something valuable goes missing or you are the victim of any kind of theft, you should report the incident to the dean’s office immediately.

**STUDENT INSURANCE**

Every student at Brophy is covered by student insurance; this includes all athletes. This insurance is for school activities only. The student is covered at school, every school activity, travel to and from school, and to and from any school activity. Dental and 24-hour coverage is available to the parent for an additional fee.

The insurance is secondary coverage for accidents and injuries. It will pay what the parents' primary insurance does not cover. If injured, a claim form is available from the Business Office. Mail the completed claim to the address on the form.
PARENT ORGANIZATIONS/SERVICES

Brophy Dads’ Club: The Dads’ Club provides opportunities for fathers of Brophy students to form community and to provide service to the school. The club meets monthly and meetings provide opportunity for fellowship as well as updates about school and club programming. Annual activities include the Father-Son Communion Breakfast, the annual Blanket Drive, and providing hospitality at Open House. The Dads’ Club also sponsors Horsepower, Brophy’s Athletic Program and proceeds of Horsepower are gifted to the school at the end of each year. All current Brophy dads are members of the Dads’ Club. Lifetime memberships are available for purchase.

Brophy Mothers’ Guild: The Mothers’ Guild supports the students and faculty at Brophy in a wide range of fundraising and volunteer activities throughout the year. The Guild sponsors the annual Freshman Get-Acquainted Parties, Mother-Son Communion Breakfast, Brophy Staff Appreciation events and Parent Awareness presentations. Guild members assist at student activities such as College Night, Open House and Baccalaureate. Social activities include a Hiking Club, Book Club, Senior Moms Club and Manresa retreats. The Mothers’ Guild annually recognizes a senior student who has overcome significant challenges while at Brophy by awarding the Gwendolyn M. Reese Spirit of Challenge award. All current Brophy mothers are members of the Mothers’ Guild. Lifetime memberships are available for purchase.

Brophy Black Family Alliance: The Brophy Black Family Alliance encourages and supports academic excellence, spiritual enlightenment, cultural awareness and community service, within and beyond Brophy College Preparatory. Members work to provide diverse, equitable and inclusive outlets for students, teachers, parents and alumni—elevating voices, empowering visions and building bridges.

Padres Latinos Unidos De Brophy: PLUB seeks to provide a network of support and involvement to Brophy parents whose primary language is Spanish. PLUB meets monthly and regularly schedules events for parents and students.

THE VARSITY SHOP

The Varsity Shop is located in the Keating building overlooking the Mall. The store sells clothing items such as T-shirts, sweatshirts, caps, letterman’s jackets and other memorabilia to enhance school identity, enthusiasm, and pride. The store also stocks the required PE uniform and ties.

Hours of Operation for Varsity Shop:
Monday – Thursday: 12:00 p.m. – 4:00 p.m.
Friday: 10:00 a.m. – 1:30 p.m.

TUITION AND FEES (2019 - 2020)

FULL YEAR
Tuition $15,950.00
MacBook Air (freshmen only) $1,990.00

ENROLLING AT MID-YEAR
Tuition $8,200.00

FEES
New Student Fee $75.00
Payment Plan Change Fee (after June 15) $25.00
Late Fee $35.00

DEPOSIT
Deposit (applied against total tuition owed) $450.00
(deposit is non-refundable)

Brophy College Preparatory offers three payment plans to assist in meeting the costs of education.

<table>
<thead>
<tr>
<th>PLAN DESCRIPTION</th>
<th>AMOUNT</th>
<th>DUE DATE</th>
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<tr>
<td><strong>PLAN I – ANNUAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Annual Payment</td>
<td>$15,190.00 with Discount</td>
<td>Due on or before August 1st, 2019 (must be received on or before August 1st, 2019 to receive discount – no exceptions)</td>
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<tr>
<td><strong>PLAN II – SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester Payment</td>
<td>$7,750.00</td>
<td>Due July 1st, 2019</td>
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<tr>
<td>Second Semester Payment</td>
<td>$7,750.00</td>
<td>Due December 1st, 2019</td>
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<tr>
<td>PLAN III – MONTHLY</td>
<td>PLAN III – MONTHLY</td>
<td>PLAN III – MONTHLY</td>
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<tr>
<td>Ten Monthly Payments</td>
<td>$1,550.00/month</td>
<td>June 1st, 2019 through March 1st, 2020</td>
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<td><em>(Due on the 1st of each month)</em></td>
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**GENERAL FINANCIAL POLICIES:**
A parent/guardian acknowledges and accepts all financial rules and obligations incumbent upon a student’s enrollment by completing on-line Registration and establishing a FACTS Tuition account.

Brophy College Preparatory reserves the right to refuse a student whose account is not current (or not current on a special payment plan approved by the Business Office) permission to:
- register for courses (and enroll in classes for the second semester or the following year)
- participate in extracurricular activities and athletics
- participate in school trips
- take semester final exams (and be awarded grades/credits)
- receive a yearbook or diploma (7th semester transcripts will be held for any Seniors).

This right is not limited to the list above. Any questions concerning tuition should be directed to the Business Office, at 602-264-5291, ext. 6229.

**GENERAL PAYMENT POLICIES:**
Brophy uses the FACTS Tuition Management System for payment of tuition. Families of incoming students will need to set up an account with FACTS. An email with step-by-step instructions will be sent out to parents of registered in-coming students upon submission of the Enrollment Agreement through the Registration system. Families of returning students will continue to use their current FACTS tuition account for the 2019-2020 school year.

All tuition is payable as indicated by the payment plan you select. Anyone who does not select a payment plan will automatically be placed on Plan II - Semester Plan. Any payment plan changes after June 15th will be assessed a $25 payment plan change fee.

All payments are due the first of the month. Accounts will be considered past due if payment is not received by the 10th of the month and a $35.00 per month late fee will be assessed to the account.

Brophy College Preparatory reserves the right to accept or reject any payment plan based upon account history. Timely communication with the Business Office is needed whenever a payment must be missed, modified or delayed. This should be done each and every occurrence.

Any outside tuition payments such as outside scholarship funds that are received for a student’s account are always applied to the respective account as directed by the source.

Families receiving financial aid or funding from any outside source are not eligible for the tuition discount.
for families receiving financial aid, grants from the Brophy College Preparatory Endowment Fund are to be applied to the student’s financial account after all resources available to the student have been applied, including all outside scholarship funds.

Monthly and semester payments are made through the FACTS tuition management system. Please see the FACTS agreement for additional details. Annual payments may also be made through the FACTS tuition management system, or may be brought to the Brophy Business Office.

**TUITION REFUND POLICIES:**
The $450.00 deposit and $75.00 New Student fee are required by the April 15th deadline in order to hold a place for your student.

The deposit and new student fee are non-refundable.

All tuition payments (other than the $450 deposit and $75 New Student fee) made prior to the beginning of school will be refunded in full. After the beginning of school, refunds of tuition will be made on a prorated basis. No refund of tuition will be made after October 1st for the first semester or after February 1st for the second semester.

No refund of tuition will be made at any time if a student is either dismissed or asked to withdraw from school for disciplinary reasons. Such accounts will remain due and payable.

**FINANCIAL AID**

Since Jesuit high schools were founded in the mid-sixteenth century, students of all religions, ethnicities, and socio-economic and ethnic backgrounds have been served. This diversity is a hallmark of Jesuit education and, in addition to fulfilling the Jesuit mission of providing a quality education to as many young people as possible, it provides a richer classroom experience for all.

**FINANCIAL AID PROGRAM DESCRIPTION**
The Brophy Financial Aid Program is committed to providing aid to all students with identified, verified need. Brophy’s financial aid is administered to a family through these programs -.

- **The Grant-In-Aid Program** offers a monetary award applied directly to tuition (it does not involve any loans to be paid back). This program includes a work component which can be fulfilled with on-campus employment or through a salary-match of net earnings from off-campus employment.
- **The MacBook Air Grant** is available to an incoming freshman or transfer student who qualifies for a Grant-In-Aid equal to half or more of annual tuition. This grant includes a work component which can be fulfilled with on-campus employment or through a salary-match of net earnings from off-campus employment. (For more information on Brophy’s MacBook Air Program, click here.)

**FINANCIAL AID PROGRAM FUNDING**
The funding for the annual financial aid budget comes from the following resources-

- Brophy College Preparatory School Endowment
- Brophy Community Foundation (BCF)
BCF, a separate 501(c)(3) school tuition organization certified by the Arizona Department of Revenue to receive tax credit donations, provides a majority of the school’s financial aid budget. At least 90 percent of BCF’s annual revenues are allocated to students with verified need.

- BCF has never accepted donations designated to a specific student.
- Applications that qualify for funding by BCF will be reviewed by the Foundation

Please note that ALL applications for financial aid are processed through the school’s financial aid office and that a family’s financial aid package takes into account all auxiliary funding sources received toward the annual tuition amount.

FINANCIAL AID APPLICATION PROCESS

New students can apply for financial aid after acceptance. The steps necessary to apply for financial aid are as follows:

1. A new student must be a registered student for the upcoming academic year before an application for financial aid will be reviewed.
2. All Brophy financial aid applications are administered through the FACTS Financial Aid program at www.factsmgt.com.
3. Submit your FACTS application online through the FACTS website. Please submit this application using the Brophy College Preparatory ID. Please note that this application may also be reviewed by the Brophy Community Foundation.
4. Mail or fax other mandatory documentation (2018 tax return and supporting documents) directly to FACTS.

Returning Brophy students must reapply each year if the family continues to need assistance. The steps necessary to apply for financial aid are as follows:

1. A returning student must be a registered student for the upcoming academic year before an application for financial aid will be reviewed.
2. All Brophy financial aid applications are administered through the FACTS Financial Aid program at www.factsmgt.com.
3. Submit your FACTS application online through the FACTS website. Please submit this application through the Brophy College Preparatory ID. Please note that this application may also be reviewed by the Brophy Community Foundation.
4. Mail or fax other mandatory documentation (2018 tax return and supporting documents) directly to FACTS.

The Financial Aid review process will begin only after a student has completed the registration process. To avoid delays, a family must complete both the registration and the financial aid process as soon as possible. Please note that the Early Action deadline to file the financial aid application is March 31 and the Regular Action deadline is April 15. Late applications will be accepted; however, a $30 application fee will be assessed.

FINANCIAL AID CHANGE IN CIRCUMSTANCES

The Financial Aid Committee utilizes the data entered into the FACTS Financial Aid System to determine eligibility for financial aid. If there is a significant change in family circumstances from the
data entered into the FACTS system, families may inform the Financial Aid Committee by contacting the Business Office at (602) 264-5291, extension 6229.

FREQUENTLY ASKED QUESTIONS

What is the financial aid application process at Brophy College Preparatory?
1. New students can apply for financial aid after the acceptance and registration processes have been completed.
2. All Brophy financial aid applications are administered through the FACTS program at www.online.factsmgt.com.
3. All mandatory documentation (2018 tax return and supporting documents) can be mailed, faxed or uploaded directly to FACTS.
4. Returning Brophy students must reapply each year if the family continues to need assistance.

What is FACTS?
FACTS is a service used by more than 6,700 institutions across the country to organize information and help assess a family’s ability to pay school costs. The FACTS service provides an opportunity to collect a family’s financial aid information in an objective, secure, and consistent manner.
- If your family already has an established Brophy FACTS account, the second account will be linked to it when indicating Brophy College Preparatory.
- Please note that the school also uses the FACTS system to administer tuition and all families are required to open a FACTS tuition account. When logging into the family’s FACTS account, a family will be able to see all activity regarding tuition, including any payments made directly by the family and any payments made to the school in the name of the student.

What is the Brophy Community Foundation?
The Brophy Community Foundation is a 501(c)(3) school tuition organization certified by the Arizona Department of Revenue to receive both individual, corporate, and insurance premium tax credit donations. At least 90% of the Foundation’s annual revenues are allocated to students with verified financial need for tuition aid so they may attend a qualified Arizona K-12 private school.

The Brophy Community Foundation has never accepted donations designated to a specific student. Arizona law now requires all school tuition organizations to state the following on all printed materials and websites: “A school tuition organization cannot award, restrict, or reserve scholarships solely on the basis of donor recommendation. A taxpayer may not claim a tax credit if the taxpayer agrees to swap donations with another taxpayer to benefit either taxpayer’s own dependent.”

What factors are taken into consideration when applying for financial aid?
The Brophy Financial Aid Program is committed to providing aid to all students with identified and verified need. Students are first admitted to Brophy based on their qualifications. Only after a student is accepted do families apply for financial aid. Several factors are taken into consideration such as family income, number of dependents, health expenses, current family commitments for all private school tuition, etc. Circumstances will vary from family to family. Based on these circumstances,
financial aid funding is awarded case-by-case to those who qualify by demonstrating verified, identified need.

Who makes the financial aid grant decisions?
- The Brophy Financial Aid Committee makes the financial aid decisions using the information compiled by FACTS. All information is kept strictly confidential.
- The Brophy Financial Aid Committee also may recommend students to the Brophy Community Foundation for financial aid. The criteria for awarding this financial aid and actual selection of these recipients are determined by the Brophy Community Foundation Financial Aid Committee. Applications that qualify for funding by the Brophy Community Foundation will be reviewed directly by the Foundation. **This process does not require any additional applications.**

What is the recommended date for applying for financial aid for the 2019-2020 school year?
The recommended date for applying for financial aid is April 15, 2019. Every effort will be made to notify families of award decisions before the first tuition payment is due in June, 2019. Families may apply for financial aid beyond the April 15 recommended deadline, however tuition is due and payable until a financial aid award is made. These deadlines have no impact on the amount of financial aid awarded. Families are notified of their awards through the FACTS system.

If parents are separated, divorced, or never married, what is the financial aid application process?
Because the purpose of financial aid is to provide support and assistance to families with **verified financial need**, all parents and all adult members of a household are required to provide income and financial information when a family requests financial aid. The grant of custody or legal decision making to one parent or guardian is not a factor which will be considered by the Brophy Financial Aid Committee when making a decision on financial aid. Financial aid is granted in a student’s name and not to individual family members. It is important for the school to understand a family’s situation so please make every effort to communicate with the Admissions Office during the student’s registration process.

Are you able to tell a family if they will qualify for financial aid if they fall within a certain income range?
The amount of aid offered depends on a family’s unique financial circumstances. A family’s income and assets from all sources, debts and expenses, as well as the family’s spending priorities are all reviewed. Also taken into consideration is the review and determination of whether a family is allocating the maximum amount of resources within its capacity to the educational costs of its children; and the Financial Aid Committee considers a family’s contribution to their son’s education costs given each family’s unique financial picture.

Is there financial aid for the MacBook Air and how does a family qualify for this assistance?
Financial aid for the MacBook is awarded to a family who qualifies for a financial aid tuition grant of half or more of the total annual tuition. This grant includes a work component which can be fulfilled with on-campus employment or through a salary-match of net earnings from off-campus employment.

**Can a student qualify for the Work Grant Program if a family does not receive a Direct Grant?**
All students who receive a Grant-In-Aid award will also receive a Work Grant award. If a family accepts the Grant-In-Aid award and declines the Work Grant award, the work grant is not awarded again. One goal of the Work Grant Program is for students to take an active role in their family’s financial aid award. If a student fails to complete their work grant by May 1, the remaining balance becomes the responsibility of the student’s family and must be paid before the end of the semester.

**If my student has an outside job, can he use this to complete his Work Grant Award?**
If a student secures off-campus employment, the student should bring his paycheck (or pay stub with cash) to the Business Office. Brophy will match the amount the student applies to his Work Grant award up to the total amount of the award.

**What does the annual tuition at Brophy College Preparatory cover?**
As a private school, tuition payments are the primary source for covering educational costs. Brophy College Preparatory strives to ensure that annual tuition covers most school costs. Annual tuition covers most items including yearbooks, graduation, retreats required service programs. etc. Elective items such as summer school tuition, immersion trips and athletic fees are not covered by tuition.