

**Saint Patrick High School**

5900 W. Belmont Ave.  
Chicago, Illinois 60634  
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773-282-8844

**STUDENT HANDBOOK**



**2018 - 2019 SCHOOL YEAR**

# SAINT PATRICK HIGH SCHOOL



Dear Parents(s)/Guardian(s),

This Handbook is intended to be a reference for you in regard to the policies, procedures, operation and program of Saint Patrick High School. Your familiarity with its contents and your cooperation in urging compliance on the part of your son(s) will contribute immensely to the efficient management of the overall excellent educational program that exists at Saint Patrick High School.

Please read it carefully, and in doing so, know that all that is included is in the best interests of your son(s) and his education. It is to them that we are committed, and it is to them that we dedicate our best efforts.

With best wishes and with the expectation of a successful school year for your son, we are,

Sincerely yours,

Dr. Joseph G. Schmidt, AFSC  
President

Mr. Jon P. Baffico  
Principal

Mr. Jeffrey R. Troxell '72  
Assistant Principal

Mr. Russell P. Lucas '81  
Dean of Students

Mr. Christopher E. Perez '91  
Director of Curriculum and  
International Studies Program

Ms. Lisa Bodnar  
Director of Student Services-Guidance

Mr. Brian R. Glorioso  
Athletic Director

Mr. Matthew A. Reardon  
Assistant Athletic Director

"Thank God for the grace he has bestowed upon you by calling you to so holy a state as yours is, in which you instruct the young and train them to justice and piety."

St. John Baptist de la Salle  
Founder of The Brothers of the Christian Schools

Saint Patrick High School admits qualified students without regard to race, color, national or ethnic origin.

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## SAINT PATRICK HIGH SCHOOL

### A STATEMENT OF PHILOSOPHY

The end of the Institute is to give a Christian education to children, and it is for this purpose that the Brothers keep schools. (Rule of 1705 of St. John Baptist de la Salle, founder of the Christian Brothers)

Saint Patrick High School is dedicated to the education of its students toward Christian maturity. The role of the school's educational program is to promote intellectual inquiry in an atmosphere in which all subjects are impregnated with the spirit of the Gospel. This spirit fosters a lively and growing belief in the Divinity and Person of Jesus Christ and encourages acceptance of, concern for, and understanding of the dignity of the human person.

Saint Patrick High School today seeks to develop a reasoning individual who will be able to cope with today's complex concerns and to provide leadership in a modern changing society. The school programs which will generate this growth include Christian formation, intellectual growth, social consciousness, cultural awareness and physical development.

Saint Patrick High School community consists of the student body, faculty, administration, alumni, parents and the local community which it serves. As individuals searching for fulfillment, members of this community accept each other with tolerance, sensitivity and an increased awareness of their common human condition and destiny.

Saint Patrick High School exists to serve the needs of its students. Recognizing the diversity of its students, Saint Patrick High School provides programs that are both comprehensive and accommodate the various needs of all who are accepted for admission both the college bound and the general studies students. Students who have highly specialized needs will be referred to other agencies or programs. Saint Patrick High School embodies the educational mandate of the Brothers of the Christian Schools:

First, it is important that the Brothers' school at every level be characterized by quality education, a truly professional spirit and genuine service to students and to society. (The Brothers of the Christian Schools in the World Today, A Declaration, p. 55)

## SAINT PATRICK HIGH SCHOOL

### HISTORY OF THE SCHOOL

Saint Patrick High School is Chicago's oldest Catholic high school for boys, and for over 150 years it has remained at the forefront of education, administering to the needs of young men in the Chicagoland area.

Saint Patrick High School was founded by the Christian Brothers (Brothers of the Christian Schools) in 1861. In its original location at Des Plaines and Adams Streets, Saint Patrick served young men from the surrounding area.

By the 1940's, the student population had begun to diminish as the area became more industrial. Consequently, in 1953, Saint Patrick was moved to its present location at Belmont and Austin Avenues in order to serve the growing population of the northwest side. Over the next three years, demand for entrance into the school was great enough to warrant the construction of the "round" building, which was completed in September, 1956.

As the school continued to grow, so did the need for curriculum and facility expansion. The construction of the swimming pool, a handball court, and additional classrooms was completed in September, 1967. In 1989, due to the ever-increasing demand for technological advances, the top floor of the "round" building was reconfigured to accommodate a high-tech Computer Learning Center. The lab presently is home to our distinctive Entrepreneurial Incubator Program.

The administrative structure changed in 1987 when the position of President was created. The existence of a President/Principal style of leadership effectively addressed the needs of both students and the larger community. In 1990, a Board of Trustees model was incorporated and adopted by the Christian Brothers. Currently, the thirty member board is comprised of men and women who represent various career backgrounds, and includes among its members representatives of the Christian Brothers and Saint Patrick alumni.

The Administration and Board of Trustees became instrumental forces in the strategic planning and development of the school's first-ever capital campaign, Vision 2000. The 6.5 million dollar building and program expansion project was completed in July, 2000, and includes an atrium, a state of the art library/media center, a 299 seat theater, music and art facilities, an auxiliary gymnasium, and additional office space. Other facility improvements and upgrades include the Administrative Center remodeling and office expansion (October, 2004) and the resurfacing of the athletic practice field with state-of-the-art artificial turf (July, 2008). Recent projects include the INCubator Collaborative Lab Space, the Ettore Giovannetti Health and Wellness Center, the Belmont and Austin Landscaping and the Swimming Pool Renovation. The renovation and repurposing of the Chemistry lecture room and lab into a STEAM learning arena was completed in 2017.

Throughout its history, Saint Patrick has remained an institution technologically advanced and highly competitive within all areas of the curriculum. Again, Saint Patrick High School is taking the initiative in integrating technology into the classroom. We are the first high school in Chicago to integrate a 1-1 iPad program (2012-13). The only catholic high school to sponsor a robotics program, and is an active force in the Illinois Invest in Kids Act of 2017, providing scholarships for eligible students to attend non-public schools.

## SAINT PATRICK HIGH SCHOOL

### MISSION STATEMENT

Saint Patrick provides an educational experience of the highest quality which enables young men to develop their maximum potential as lifelong learners and assets to society and the Church.

### VISION STATEMENT

To be the premier school for a transformative, all-male college prep Lasallian Catholic school education.

### LASALLIAN EDUCATION STORY

Lasallian Education is the story of the vision and innovations of Saint John Baptist de LaSalle, the Founder of the Institute of the Brothers of the Christian Schools and the patron saint of all teachers. It is the story of living our mission for over three centuries and centering our beliefs on Catholic values, personal relationships and academic excellence. Our story is about the De La Salle Christian Brothers and their Lasallian Partners who lead one of the largest education networks in the world. The Lasallian Education story is about transformative experiences that enrich each student's cultural, intellectual, physical, social and spiritual development.

The Brothers of the Christian Schools operate the largest Catholic educational network in the world, now serving young people in 74 countries. In the U.S.-Toronto Region, Lasallian Education is a network of 54 high schools, 14 San Miguel schools, 16 middle schools, 7 colleges and universities, 3 Cristo Rey schools, 2 elementary schools, 15 education centers and other ministries. Combined, these institutions comprise more pre-college level schools than any other religious order in the United States. With a large number and diverse set of constituents, delivering accurate, authentic, concise and consistent messaging is critical to the success of Lasallian Education. To achieve this goal and to help ensure sustainability for Lasallian Education, the Region undertook a brand initiative.

**Promise:** The Lasallian educational mission provides transformative experiences that are innovative and holistic.

**Reasons to Believe:** Teaching based on the vision and spirituality of Saint John Baptist de La Salle  
Living the Institute's mission for more than three centuries  
  
Centering on Catholic values and personal relationships  
  
Leading with De La Salle Christian Brothers and Lasallian Partners  
  
Advancing innovations in teaching, technology, and scholarship

**Characteristics:** Five Characteristics of Lasallian Schools have been defined:

The ministry embraces Lasallian Spirituality

The ministry integrates Lasallian Pedagogy



## **SAINT PATRICK HIGH SCHOOL**

The ministry builds community

The ministry practices and promotes Lasallian Association for Mission

The ministry exercises a Preferential Option for Economically Poor

## PROCEDURES & SERVICES

### WHOM SHOULD YOU CALL?

#### ACADEMIC PROGRAM, COURSE SELECTION, STUDENT SCHEDULING

Mr. Christopher E. Perez, Director of Curriculum and International Programs

#### ATHLETIC PROGRAM

Mr. Brian R. Glorioso, Athletic Director

Mr. Matthew Reardon, Assistant Athletic Director

#### ATHLETIC MEDICAL FORMS

Mr. Brian R. Glorioso, Athletic Director

Mr. Matthew Reardon, Assistant Athletic Director

#### ATTENDANCE

Ms. Mary Gibson, Attendance Officer

#### BUS TRANSPORTATION - ATHLETIC EVENTS

Mr. Brian R. Glorioso, Athletic Director

Mr. Matthew Reardon, Assistant Athletic Director

#### BUS TRANSPORTATION

Mr. Michael Fabrizio, Admissions

#### CALENDAR

Athletic — Mr. Brian R. Glorioso, Athletic Director

School — Mr. Jeffrey R. Troxell, Assistant Principal

Social — Receptionist

Theatre — Mr. Karl Sullivan, Theatre Manager

#### CHRISTIAN SERVICE

Mr. Scott Ellis

#### COMPUTER SERVICES

Mr. Tom Christman, Director

#### COLLEGE APPLICATIONS, SCHOLARSHIPS, FINANCIAL AID

Mr. Daniel Kusinski, Senior Class and College/Career Counselor

#### DISCIPLINARY POLICIES

Mr. Russell P. Lucas, Dean of Students

#### DIVERSE LEARNERS

Ms. Lisa Bodnar, Director

#### DRIVER EDUCATION

Mr. Christopher E. Perez, Director of Curriculum and International Programs

#### GRADUATION/GRADUATION REQUIREMENTS

Mr. Christopher Perez, Director of Curriculum and International Programs

#### INSTITUTIONAL ADVANCEMENT/FUND RAISING

Mr. Jeffrey Ardito, Vice President of Institutional Advancement

#### INSURANCE CLAIMS — STUDENT LIABILITY

Mr. Brian Glorioso, Athletic Director

Mr. Robert Ryan, Vice President of Finance

#### JOB PLACEMENT PROGRAM

Student Services

#### LASALLIAN YOUTH, YOUNG LASALLIAN

Mr. Timothy Ebrom, Ms. Laura Brask, Mr. Jacob Gregory

#### LIBRARY

Mrs. Rachele Esola, Librarian

#### LOCKERS

Mr. Russell Lucas, Dean of Students

## PROCEDURES & SERVICES

### MAKER LAB

Ms. Rachele Esola

### MEDICAL PROBLEMS, GYM EXCUSES

Mr. Brian Glorioso, Athletic Director

Mr. Matthew Reardon, Assistant Athletic Director

### NEWSPAPER

Ms. Kimberly Miculinic

### PARENTS' CLUB

Ms. Patti Fabrizio, Moderator

### RETREAT PROGRAM

Mr. Richard Raho, Campus Minister

### STUDENT SCHEDULE CHANGE

Mr. Christopher E. Perez, Director of Curriculum and International Programs

### SUMMER SCHOOL PROGRAM (CREDIT RECOVERY)

Mr. Jeffrey R. Troxell, Assistant Principal

### SUMMER ENRICHMENT PROGRAM

Mr. Christopher E. Perez, Director of Curriculum and International Programs

### SHAMROCK APPAREL

Ms. Kathleen Christensen, Ms. Ann Christman

### STUDENT COUNCIL

Mr. Ray Jilek

### TUITION ASSISTANCE

Ms. Mary Trampas, Coordinator

### TUITION, FINANCIAL MATTERS

Mr. Robert Ryan, Vice President of Finance

### TRANSCRIPT, STUDENT RECORDS

Ms. Mary Trampas, Registrar

### WORK STUDY PROGRAM

Mr. Jon P. Baffico, Principal

### YEARBOOK

Mr. Robert Herzog, Moderator

### OFFICE HOURS

The Main Office of the school is open every school day from 7:00 a.m. to 3:30 p.m. During the summer, the office hours are between 7:30 a.m. and 3:30 p.m., Monday - Thursday.

### TELEPHONE CALLS

Telephone calls to teachers can be made at any time via Voice Mail. A message should be left and the teacher will return the call. Teachers cannot be called from class to answer telephone calls.

### CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL ADDRESS

It is necessary to notify the school immediately of any change of address or telephone number. Such information should be given to the Main Office. Changes can also be made through the Parent Portal system.

### EMERGENCY CLOSING OF SCHOOL

In the event there is an emergency closing the Emergency Closing Center will be notified. Saint Patrick High School. will be listed on WGN (720 AM) and WBBM (780 AM) Radio,

## PROCEDURES & SERVICES

on CBS (2), NBC (5), ABC (7), WGN (9), FOX (32) and CLTV News television and online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com).

Saint Patrick High School now has a telephone and email broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time to time to communicate general announcements or reminders. When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message.

### **CYBER DAY**

Student/Parent Overview and Guidelines

The safety of our students and staff is the primary factor when making decisions about holding school during inclement weather and other unforeseen circumstances. Knowing that Saint Patrick functions more as a commuter school, we have to be realistic about bringing students to campus. Our first preference is to keep school open and conduct a traditional school day; a second option would be to operate on a Late Start Schedule allowing for poor traffic conditions. However, when conditions warrant, Saint Patrick High School will choose to implement a "Cyber Day." "Cyber Day" will allow students to continue learning without having to travel to campus and will also not affect the school calendar.

Families will be notified of "Cyber Day" by the usual phone blast or email systems.

Students are responsible to check each course's webpage by 9:00 a.m., complete assignments and submit online by the teacher's preferred assignment collection tool; all work is to be submitted by 4:00 p.m. The submission of the assignment serves as evidence of student attendance. All classes, with the exception of Physical Education (not Health), are required to post assignments.

Teachers will use their class webpage and their preferred electronic assignment collection tool (i.e., iTunesU, Showbie, Google Classroom, etc.) to post class content and homework before 9:00 a.m. of the announced "Cyber Day." Teachers may make themselves available by email, chat, or other identified means for help/Q&A during "Cyber Day"; this will be communicated to the students by the teacher on a course by course basis.

If circumstances occur which prevent the student from logging in on the announced "Cyber Day" (i.e., power-outage), a parent will need to call the Attendance Office just as they would do if the student was to be absent that school day. If the student does not take part in "Cyber Day," the absence will be accumulated as normal and any make-up work is expected to be completed as usual. Finally, if circumstances are identified that do not allow a household to participate in Saint Patrick "Cyber Day" (i.e., no internet access), students will need to communicate that fact to the instructor early in the semester so individual arrangements can be made.

### **SECURITY/SAFETY PLAN**

The security plan was developed by the administrative team in conjunction with Illinois State Police Safety Department and follows the City of Chicago Safety Plan. The security plan is on file at the 16th Police District and calls for immediate assistance from the Police and Fire Departments in case of an emergency crisis situation. It is a very thorough plan and one that has a student's safety as its primary concern.

## PROCEDURES & SERVICES

Some important points to note:

- Students will be kept at Saint Patrick until the end of the school day unless the emergency situation causes the local police or government officials to direct differently.
- A parent or guardian can pick up a student anytime if the situation warrants.
- Every family should discuss a family action plan. Include expectations of where everyone should go in an emergency and how to make contact. Saint Patrick allows cell phones in the building, but are expected to be off during the academic day. Cell phone use is restricted to before and after school hours in common areas such as the main lobby.

### **POLICE OFFICER**

The safety of our students and staff is Saint Patrick High School's top priority. Over the past several years, Saint Patrick High School, in conjunction with the Chicago Police Department and Homeland Security, has developed a comprehensive emergency preparedness plan of how to respond to and keep students and employees safe during a variety of emergency situations. The police department has reviewed these plans, and SWAT team leaders have toured the school in an effort to become familiar with the layout and design of our school. Over the past few years, Saint Patrick High School has upgraded its camera system, added secured keyless entry locations, and additional gating to the school's property to decrease accessibility for unaccounted vehicles.

Realizing that written plans, guides, and technology are not enough, Saint Patrick High School is teaming with our parents who are police officers to provide an additional security measure throughout the school day as a deterrent to unwanted guests. The officer will work throughout the day and his duties will consist of perimeter checks and monitoring traffic entering and exiting the school.

### **ADMISSIONS**

Saint Patrick High School admits qualified students without regard to race, color, national or ethnic origin. Please contact Mr. Brian O'Connor, Director of Admissions, with your admission interest and questions. Students are then admitted by Mr. Christopher Perez, Director of Curriculum and International Studies Program; an appointment should be arranged in advance.

### **iPAD PROGRAM**

All students are required to follow the policies and procedures for using the iPad as contained in the Saint Patrick iPad Manual on page 18.

### **SHAMROCK APPAREL**

The Shamrock Shop is located near the gym lobby. Hours are 7:15 - 8:30 a.m. The Shop is closed on the 15th of each month. Apparel may also be purchased through our website at [www.stpatrick.org](http://www.stpatrick.org). Physical education uniforms are purchased in the Shamrock Shop throughout the school year.

### **BUS PASSES**

Ventra cards can be purchased during the first week of the school year at school, and are available year round. A student can also apply directly to Ventra; Forms are available from the Business Office. Student fares are active during the school year following the Chicago public school calendar; cards will be reactivated for summer and each new school year.

## PROCEDURES & SERVICES

### CAFETERIA

Each student is responsible for the cleanliness of the cafeteria; especially for the table and area where he is seated. All students are subject to detention for not cleaning up after themselves. After finishing lunch, students will remain in the cafeteria until the bell rings for the next class period.

The student's school ID can serve as a debit card with Quest Food Services after money is added to their account.

### LOCKERS

At the beginning of freshman year the student receives the locker that he will have for the next four years. The school will not be responsible for any loss or damage to any books or other personal property. Therefore, it is unwise for a student to give his locker combination to anyone.

Students are allowed to go to their lockers between periods. Teachers will issue locker passes only after the period has started. Since lockers are the property of the school at all times, the school administration can order a "locker check" or repair occupied lockers when necessary. Students are assigned a locker which they will have for their time at Saint Patrick High School. It is the responsibility of the student to keep his locker in good working order. Students are not allowed to write in or on the lockers. Also, no decals or posters are allowed inside the lockers. Students experiencing any problem with their lockers should report this to the Dean of Students as soon as possible.

### GYM LOCKERS

At the beginning of the freshman year, each student will be issued a locker by the Athletic Department with a built-in combination lock. The student then retains the exclusive use of that locker throughout his four years at Saint Patrick.

From time to time, the Athletic Department announces a cleaning day, at which time every locker is to be completely emptied so that the maintenance staff can wash the lockers. Any materials left in the gym lockers during cleaning days are confiscated.

### STUDENT RECORDS

All student records are the property of Saint Patrick High School, which respects the federal legislation regarding the confidentiality of student records.

### TRANSFER FROM SAINT PATRICK HIGH SCHOOL

If parents decide to transfer their son from Saint Patrick to another school, they must write a letter to that effect and state the reason for the transfer. This letter must be presented to the boy's counselor who will begin the procedure for the transfer. In the summer, the letter should be presented to the Director of Curriculum and International Studies Program.

Generally, students who transfer from Saint Patrick are not readmitted unless there are exceptional circumstances. Tuition charges or tuition refunds are payable through the quarter during which the student withdraws.

### IDENTIFICATION CARDS

A Student Identification Card System is used at Saint Patrick High School. Students are required to obtain and carry their I.D. cards throughout the school day and to all school

## PROCEDURES & SERVICES

activities. A fine of \$5.00 is issued to any student who does not comply with this regulation.

Lost I.D. cards should be reported as soon as possible to the Dean of Students. A new I.D. card will be issued at the student's expense. The I.D. card is also the attendance card and serves as the student debit card in the cafeteria.

### **SUMMER SCHOOL**

The focus of the in-house Saint Patrick High School summer program is that of enrichment. Students may elect to take summer classes that are not offered or that open additional opportunities during the regular school year. These offerings include incoming freshmen orientation programs.

Credit recovery classes are now facilitated by Educere and Founders Education, an online vendor approved by the Archdiocese of Chicago and the Office of Catholic Schools. Resolution of failures in Religion classes is conducted in a hybrid format with the Saint Patrick High School Religious Studies Department.

### **DAILY BULLETIN**

The Saint Patrick High School Daily Bulletin is published every school day, announcing important information such as special events, dates, and reminders. The Daily Bulletin is read in the morning during A Period and is posted on the Saint Patrick website. It is each student's responsibility to be familiar with the contents of the Daily Bulletin.

### **STUDENT TRIPS**

School Sponsored Trips - School sponsored trips (class tours {local}, athletic trips, fan buses, etc.) are conducted by the school periodically during the school year. Since these trips are organized by the school for some general school purpose, such groups are responsible to Saint Patrick High School. The members of such groups act under the guidelines determined by the school for each particular situation. The dress code applies on these trips.

Trips Not Sponsored by the School - During the school year, usually during vacation times, faculty members or outside agencies may wish to contract with the students for such trips as European Tours, Tours of USA, Canoe Trips, etc. These trips, while having definite educational value, are not to be considered school-sponsored trips.

The rules and procedures to be followed on such trips are to be agreed upon by the sponsor and the parents of the students who are participating in the trip. Saint Patrick High School does not assume responsibility for these students on such tours.

### **ATHLETIC OFFICE**

All students are required to participate in all physical education classes to which they have been assigned. Exceptions are made for the following reasons only:

1. Permanent disability. This disability must be certified by a regular physician and the form must be filed with the Director of Curriculum.
2. Temporary disability.

## PROCEDURES AND SERVICES

NOTE: If a student is temporarily disabled, he must bring a written note from his parents stating the nature and extent of the disability. This disability must be of a serious nature. Notes from parents are accepted for one day only and should be presented to the department chairman in the Athletic Office before classes begin on the day of the exemption.

If a student is under a doctor's care, a statement from the doctor must accompany a note from the parents. Written work will be assigned to students with disability excuses in order to meet school requirements. Physical education classes missed must be made up.

At the end of PE class, students are given enough time to shower, dress, and appear at their next class on time. Any student who is tardy after a PE class is to report to the office for an admit slip. This tardiness is handled as any other tardy would be.

### **SWIMMING**

All students will participate in the swimming program and must pass an intermediate class of swimming as part of the requirement for graduation.

The only exemptions will be those certified by a doctor. Absences from swimming classes must be made up under the conditions set by the swimming instructor. The swimming instructor will determine the conditions necessary for the health and safety of the students during class periods.

### **ATHLETIC FACILITIES**

Students wishing to use facilities outside of school time may do so only with the permission of the Athletic Director and on the condition that a faculty member is present.

The facilities are not available on holidays, Saturdays, Sundays and afternoons after school, except by special arrangements made with the Athletic Director.

As the school cannot afford to assume the responsibility for students using the facilities when there is no adult supervision, students may never use it unless a faculty member is present with them.

### **SENIOR PORTRAITS**

Each senior is required to have his portrait taken by the official school photographer. Portrait dates will be determined and scheduled during the summer by the assistant principal.



## OFFICES & SERVICES

### COMPUTER EDUCATION FACILITY

Students at Saint Patrick High School have access to the Internet on devices throughout the school. Using the Internet, students will be able to broaden their research capabilities by searching vast, diverse, and unique resources. With access to computers and people all over the world also comes the availability of material that may not be considered to be of value in the context of school settings. Saint Patrick High School has taken precautions to restrict access to inappropriate materials by installing an Internet filtering system. However, because information on the Internet changes constantly, our school is not able to completely predict or control what students may locate. The following guidelines for the student outline what are acceptable and unacceptable uses of the Internet.

**In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.**

**All components of the network... hardware, software, peripherals, and data...are the property of Saint Patrick High School.**

### INFORMATION AND GUIDELINES

1. The computer network at Saint Patrick High School has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, and other means.
2. Saint Patrick High School will provide students with an organizational e-mail account. All e-mail protocol is in effect for student accounts.
3. Students will have access to the Internet in all locations throughout the school.
4. Network users must respect resource limits. Students are encouraged to save files on Google drive. Users are responsible for deleting old files that may take up excessive amounts of storage space.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person or organization's computer system is prohibited.
7. The network may not be used to download, copy, or store any software, shareware, executable files or freeware without prior permission from the network administrator, including but not limited to any file sharing sites or any sites intended to bypass the school's web filter.
8. The network may not be used for financial or commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator. In addition, use of the network for gambling, advertising or political lobbying is prohibited.
9. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
10. Network users may not use vulgar, derogatory, or obscene language. Users may not

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engage in personal attacks, harass another person, or post private information about another person. Users may not access material that is obscene, profane, or sexually explicit; that advocates illegal acts or violence that encourages discrimination toward other people, or is otherwise inappropriate. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

**11.** Network users may not engage in "spamming" or participate in chain letters.

**12.** Network users are restricted from playing games, using instant messenger sender or other interactive sites unless specifically approved by the student's classroom teacher.

**13.** Deliberately attempting to disrupt any computer system or destroy computers or data by any means, changing default configurations, cursers, and the desktop.

### **Network users are expected to adhere to the safety guidelines listed below.**

**1.** Never give out your last name, address, password or phone number. Users should practice changing their passwords on a regular basis.

**2.** Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

**3.** Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

**4.** Understand that the computers can and will be remotely monitored to insure compliance of these safety guidelines.

The use of the Internet is a privilege, not a right. Any inappropriate use of the Internet or any violation of these guidelines may result in the loss of these privileges, school disciplinary action, and/or legal action. Saint Patrick High School makes no guarantee that its network services, including site filtering, will be free from error or without defect. The high school will not be responsible for and damage you may suffer, including but not limited to, loss of data or interruption of service. Saint Patrick High School is not responsible for any financial obligations the user incurs through the use of the Saint Patrick High School computer network or any of its components.

I have read the Acceptable Use Policy for the Internet and agree to support the policies of Saint Patrick High School. I understand that if I do not follow the guidelines and rules, my Internet and computer privileges may be suspended or revoked, and school disciplinary action and/or appropriate legal action will be taken.

### **iPad PROGRAM MANUAL**

#### Acceptable Use

Use of Saint Patrick High School's technology resources is a privilege, not a right. The privilege of using technology resources provided by Saint Patrick High School is not transferable or extendable by students to people or groups outside Saint Patrick High School and terminates when a student is no longer enrolled. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. Saint Patrick High School's procedures in the Student Handbook shall be applied to student infractions. Violations may result in disciplinary action

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up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow when using the Internet just as you do on the use of all media information sources such as television, telephone, movie, and radio.

### **Saint Patrick High School Responsibilities**

Saint Patrick High School will:

- Provide Internet and Email access to its students
- Provide Internet blocking of inappropriate materials as able
- Provide age appropriate restrictions as able

Saint Patrick High School reserves the right to review, monitor, and restrict information transmitted via school network as well as investigate inappropriate use of resources.

### **Students will:**

- Use all Saint Patrick High School technology resources in a responsible and ethical manner
- Obey general school rules concerning behavior and communication applicable to technology use
- Adhere to the Ten Commandments of iPad use
- Help protect school technology by contacting an administrator about any security problems they may encounter
- Monitor all activity on their account(s)
- Use all technology resources in an appropriate manner so as to prevent damage
- Store all their data in the cloud
- Turn off and secure their device after they are done working to protect their work and information

"Damage" includes, but is not limited to, the loss of data resulting from delays, non-delivery, misdelivery or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Saint Patrick High School's designated Internet System is done so at the student's risk. Saint Patrick High School specifically denies any responsibility for the accuracy or quality of information obtained through any of its resources. If a student should receive email containing inappropriate or abusive language or questionable subject matter, they should contact the Dean of Students' Office immediately.

### **Students are prohibited from engaging in the following activities:**

- Illegal installation or transmission of copyrighted materials
- Jailbreaking the device
- Any activity violating school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Saint Patrick High School administration
- Use of non-school approved chat rooms; websites selling term papers, book reports, and other forms of student work; messaging services EX, MSN Messenger, ICQ, etc

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- Spamming/Sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Use of the Saint Patrick High School's technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery
- Use of anonymous and/or electronic false communications
- Dissemination of personal information to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including but not limited to, uploading or creation of computer viruses, programs, or applications capable of affecting Saint Patrick High School's technology resources
- Transmission or accessing obscene, offensive, threatening or material otherwise intended to harass or demean
- Bypassing the website filter on campus
- Any activity considered contrary to Saint Patrick High School's Code of Conduct, mission, or philosophy

### LIBRARY MEDIA CENTER

The Library Media Center (LMC) is designed to provide students with both the print and electronic resources necessary for their research. The LMC is open from 7:00 A.M. to 3:30 P.M. on school days. Students are encouraged to use the library before and after school. The library is a place for research, study, and leisure reading. Students are expected to maintain an atmosphere conducive to studying. Disruptive noise, sleeping, and card playing are not allowed. Students may check their e-mail and social media sites, browse the Internet, and use their cell phones before and after school. Once school has begun, students must be doing homework and may not use e-mail, social media sites, browse the Internet or use cell phones. Students are never allowed to play games on the computers. No food or drink is permitted in the LMC. All school rules, including the dress code, apply in the LMC during operating hour.

Students may check out books from the general collection for two weeks and may renew them for another two weeks. Reference books, reserve books and magazines may be checked out for one period. Date due cards are placed in the book pocket indicating when the book must be returned. Students are responsible for returning all materials on time. A fine of five cents per day per item will be charged for overdue materials. The fine for reserve books is \$1.00 per day. Overdue notices are sent to individual students once a week. Students are responsible for LMC materials that they check out and are required to pay for damaged or lost items. Theft and mutilation of LMC materials, equipment, or furniture shall be regarded as a serious offense.

The LMC doubles as the school learning lab, or academic study hall. Teacher supervisors and mentors of the core subjects are available as an academic resource. Students are encouraged to approach teachers for academic help during this time.

A computer lab is available for students. This lab is networked to the school's main Computer Lab and, therefore, students will need to use their login name and password to use the laptops. The Library Catalog and numerous databases are available from the St. Patrick web page. Students should leave all book bags outside of the lab. Students must

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follow all guidelines of the Internet Acceptable Use Policy as it is printed in the student handbook.

The Reading Loft is a quiet area set aside for reading. The Fiction Collection is shelved in the Loft. Students may not eat their lunch or bring food or drinks up to the Loft. Food or drinks are not allowed in the LMC or the Computer Lab.

Students who enjoy reading are encouraged to join a Book Discussion Group in the library. Book Discussion Groups are extracurricular clubs that meet approximately once a month during lunch and homeroom. Members select a book, bring their brown bag lunch to the library, and discuss the book. There are Book Discussion Groups for each grade level. Any student interested in joining should talk to the librarian for more information.

### **MAKER LAB DESCRIPTION**

The St. Patrick High School Maker Lab, housed in the Library Media Center, is a space where the SPHS community can imagine, create, and share DIY projects using technology tools such as 3D printing machines, die cutting machines, a variety of design software, a green screen and video production tools.

### **PERFORMING ARTS CENTER**

Opened in 2000, the Saint Patrick Performing Arts center houses a 299 seat, state of the art theatre and recital hall seating 50 with 3 adjacent practice rooms. Designed as a thrust theatre, no seat is more than eight rows from the stage. The large, naturally lighted and landscaped atrium serves as the theatre's lobby and frequent site of educational workshops and receptions.

With the addition of these facilities, the Saint Patrick student is offered a wide variety of enriching educational and cultural experiences. Interested students have the opportunity of hands-on technical training in operating and designing sound and lights for school concerts and plays. They are able to learn all facets of theatre production through serving on stage running, construction and design crews. Classroom performance training in music and theatre gets practically realized and supplemented in public concerts, talent shows, improv performances and full scale productions.

Cultural experiences are not limited to school produced programs. Each semester, outside professional touring groups are booked into the theatre and offered to Saint Patrick students free of charge or at a reduced rate. Typical touring groups have offered Shakespeare, jazz, and comedy. Planned are programs in classical music, dance and drama.

### **CAMPUS MINISTRY**

As part of Saint Patrick High School's primary commitment to provide a Christian education, the Office of Campus Ministry provides spiritual/faith formation opportunities and services for students, faculty and staff. In following the tradition of Saint John Baptist de LaSalle, the Office of Campus Ministry centers and adapts its formation programs to meet the needs of today's youth.

The goal of the Saint Patrick High School's campus ministry program is to develop young men who will know God's love for them and live this belief throughout their lives.

The Office of Campus Ministry's formation programs are as follows:

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- Twinning program with Saint Paul's Secondary School in Marsabit, Kenya
- Liturgy Team
- All school prayer, liturgies, and reconciliation and prayer services
- Retreats
- Service and Social Justice opportunities
- Pastoral Counseling
- Faith Formation Groups
- Lasallian Youth
- RCIA Program

### RETREAT PROGRAM

The retreat program is considered to be an integral part of the Catholic, Lasallian educational mission of Saint Patrick High School. Through the retreat program, Saint Patrick High School encourages service, spiritual and faith development. Retreats offer students the opportunity to take some time away from the busyness of life and spend time reflecting on their understanding of themselves, their relationships with others, the world around them, and ultimately their relationship with God.

Students from all levels are given an opportunity to make a retreat during the academic year. Freshmen and sophomores take part in a Day of Service. Juniors are required to make an overnight retreat away from the school. Seniors are required to participate in a Kairos retreat.

### STUDENT SERVICES

THE GOAL OF THE SAINT PATRICK STUDENT SERVICES STAFF IS TO COUNSEL, TEACH, ASSIST, AND GUIDE STUDENTS TO REACH THEIR DEVELOPMENTAL GOALS FOR PERSONAL GROWTH, ACADEMIC ACHIEVEMENT, COLLEGE AND CAREER PLANNING.

### DEVELOPMENTAL GOALS FOR STUDENTS

#### FRESHMAN Adjustment

- To successfully adjust to the academic demands placed on him.
- To develop positive peer relationships.
- To develop academic, social and personal interests.
- To become aware of his responsibility for himself and his life.
- To develop problem-solving skills.
- To become aware of a wide variety of activities, courses, and occupations available to him.

#### SOPHOMORE Understanding

- To accept responsibility for himself and his life.
- To gain self confidence in his ability to succeed.
- To deepen involvements with peers and school.
- To understand the concept of commitment to ideas, self, family, and school.
- To define values and interests on which to base a career alter native search.

#### JUNIOR Goal Setting

- To understand decision making.
- To explore long term goals and commitments to himself for his future.
- To search out job areas and post high school educational opportunities based on interests and values.
- To be a positive role model for underclassmen in achievement and

## OFFICES & SERVICES

positive relationships.

- To realistically appraise himself in his abilities.

SENIOR Goal Implementation

- To decide on a plan for his life when leaving high school.
- To strengthen self-confidence in his abilities.
- To deepen involvements in interests for his self expression.
- To develop acceptance, concern, and understanding for himself and others.
- To become an interested and concerned citizen.
- To become aware of his own philosophy of life.

**ACADEMIC AND EDUCATIONAL INFORMATION:** Up-to-date college catalogs are on hand in Room 100 as well as individual files on each college containing application forms, financial aid information and other items of interest to prospective students. Students are encouraged to visit college sites for the most current information. Colleges make individual visits to the school and each student has the opportunity of listening to and talking with the representative.

**MILITARY SERVICE INFORMATION:** Information on various branches of the service is available to the student. The Armed Forces representatives visit the school periodically, and students have the opportunity of speaking personally with recruiters at this time.

**OCCUPATIONAL AND CAREER INFORMATION:** General reference material is available to the student as well as individual files on all occupations. Representatives from industry and the professions visit Saint Patrick during the year to speak with interested students.

**SELF-IMPROVEMENT:** Students can improve their study skills, relationships, and self concept through books, computerized software, and counseling.

**VOCATIONAL INFORMATION:** The Christian Brothers' District Minister of Vocations is available for spiritual counseling and vocational information on a periodic basis or by request to the Campus Minister.

### **GUIDANCE AND COUNSELING**

The Office of Student Services is headed by the director of Student Services and has two functions:

- 1) Guidance, the gathering and distributing of information.
- 2) Counseling, the most important part of the program which involves a one-to-one relationship in which social, personal or academic areas are attended to.

The counselor is present to allow the student to talk over his school career, to provide him with specific information, and to allow him to express himself concerning personal matters. The counselors are available for consultation or to talk over matters with the parents. Each student has a personal interview with his counselor. Students are assigned to a counselor for their four years at Saint Patrick.

If a student wishes to see a counselor, he may request an interview by obtaining and completing the request form in the counseling center office, Room 100, leaving the completed form on the reception desk in that office.

## OFFICES & SERVICES

### THE COUNSELING STAFF

Students assigned alphabetically by the first letter of their last name.

Brother. David Galinski, FSC:	Freshmen, Sophomores and Juniors A-H, and T-Z
Mr. Christos Mourtokokis	Freshmen, Sophomores and Juniors I - S
Mr. Daniel Kusinski	Senior Class College and Career Counselor
Ms. Lisa Bodnar	Director of Diverse Learning and International Students
Mr. Joseph Smailis	Resource Counselor

### COUNSELING PROCEDURES

1. Individual and group counseling
2. Large group presentations
3. Parent and Teacher conferences
4. Outside referral sources
5. Special programs developed to meet special needs of a student or group of students.

### THE TESTING PROGRAM

Two practice ACT tests are offered during the school year. In the Fall and Spring are an all-school test day. Seniors are required to attend school on these days to participate in a college/career workshop.

The objectives of the testing program are to:

1. Provide information for academic and personal counseling purposes.
2. Provide information to departments regarding the effectiveness of their instructional programs.
3. Provide the students with enough information regarding their academic ability so that they can make realistic course selections and career plans.
4. Determine career interests for career exploration.
5. Provide information to the parents regarding their son's achievement and ability.
6. Provide practice to the students in taking standardized tests.

#### YEAR

8th Grade  
Freshman  
Sophomore  
Junior

#### TEST

HSPT  
ACT  
ACT  
ACT and PSAT

### WORK PERMITS

Students wishing to obtain Work Permits should apply in Student Services.



## CURRICULUM AND ACADEMIC POLICY

### THE HONORS (ACADEMY SCHOLARS) PROGRAM

The Honors Program of courses is a special four year college preparation program for students with a high ability or special interest. The program begins with honors courses in the freshman and sophomore years. It is continued in the junior and senior years with the addition of honors electives, college credit courses, and advanced placement courses (for which college credit can be earned). Most junior and senior honors students take three to five of these courses each year and other students take as few as one to satisfy a special interest. Other courses are usually taken at an accelerated level.

GRADUATION WITH HONORS - Students can Graduate with Honors if they carry three (3) honors credits each year during sophomore, junior and senior year and maintain a 4.0 G.P.A.

### COLLEGE PREPARATORY (DELASALLE) PROGRAM

The College Preparatory Program prepares students with the course background necessary for admission and successful performance at the college level following graduation.

### COLLEGE PREPARATORY (PHOENIX) PROGRAM

The Phoenix Program is designed for students who are working below their grade level. The main thrust of the program is to help the student improve in areas where he is weak so that he can be mainstreamed into the average academic program as soon as possible.

### PRINCIPAL'S SCHOLARSHIP

Some academically motivated students express an interest in taking an extra class. If such students possess a Grade Point Average of 3.5 or better, they may request the Principal's Scholarship. This program enables such students to participate in an extra class, free of charge. Interested students must request the extra class.

### GRADUATION REQUIREMENTS

#### Class of 2019

4.0 Religious Studies  
4.0 English  
4.0 Mathematics  
3.5 Science  
3.0 Social Studies  
2.0 Physical Education  
1.0 Computer Skills  
1.0 Fine Arts  
7.0 credits in electives

**29.5 TOTAL CREDITS**

#### Class of 2020

4.0 Religious Studies  
4.0 English  
4.0 Mathematics  
3.5 Social Studies  
3.0 Science  
2.0 Physical Education  
2.0 World Language  
1.0 Computer Skills  
1.0 Fine Arts  
5.5 credits in electives

**30.0 TOTAL CREDITS**

Classes of 2020 and 2021 are continued on next page

## **CURRICULUM AND ACADEMIC POLICY**

### **Class of 2021**

4.0 Religious Studies  
4.0 English  
4.0 Mathematics  
3.5 Social Studies  
3.0 Science  
2.0 Physical Education  
2.0 World Language/Language Arts  
1.0 Computer Skills  
1.0 Fine Arts  
5.5 credits in electives

**30.0 TOTAL CREDITS**

### **Class of 2022**

4.0 Religious Studies  
4.0 English  
4.0 Mathematics  
3.5 Social Studies  
3.0 Science  
2.0 Physical Education  
2.0 World Language/Language Arts  
1.0 Computer Skills  
1.0 Fine Arts  
5.5 credits in electives

**30.0 TOTAL CREDITS**

1. Students are expected to carry a full load of 7.5 credits each academic year.
2. Students must also complete 15 hours of Christian Service (10 for the Class of 2018) during their freshman year, 20 hours of Christian Service during each of their sophomore and junior years, and a culminating Christian Service project in senior year.
3. It is the responsibility of the student to be aware of the graduation requirements and also to be certain that their academic programs satisfy their requirements. It is also the responsibility of the students to review their class schedules to be certain they are scheduled for the required courses.
4. Beginning with the Class of 2020, students must complete two years of a world language or two years of language arts.
5. Students must pass an examination on the Declaration of Independence, the flag of the United States, the Constitution of the United States, and the Constitution of the State of Illinois.

### **PARTICIPATION IN GRADUATION**

It is the policy of Saint Patrick High School that failures incurred during an academic year be resolved in summer school. In the case of a senior who is deficient credit because of his failure to meet the course requirements, participation in the graduation ceremony is denied. The student will earn his diploma after successful completion of summer school.

### **REQUIREMENTS FOR PROMOTION**

Typically, Freshmen, Sophomores, Juniors and Seniors respectively carry and earn 7.5 credits per year. Totaling 29.5 for the Class of 2019 and 30.0 for the Classes of 2020, 2021 and 2022.

### **PARENT PLUS**

Parents and students can access a calendar, assignments, handouts, internet links, and grades at [www.stpatrick.org](http://www.stpatrick.org). They will be given an activation code which they can assign a secure login name and password that will direct them to the students course page where they will be able to access individual classes.

## CURRICULUM AND ACADEMIC POLICY

### REPORT CARDS

Progress Reports are posted to Parent Plus halfway through the quarter. Quarterly and Semester reports are posted respectively. See the calendar on pages 69 - 70.

At the end of each semester, a report of each student's earned credits to date is listed on the bottom of the report card. His rank in class and his Grade Point Average are also indicated.

### GRADES

ALL GRADES FOR EACH SEMESTER ARE CUMULATIVE; that is, the work of the first quarter is counted into the overall average grade of the semester. Likewise, semester examinations are required for all students at Saint Patrick, and they too will constitute 15 to 20% of the semester grade.

Only two grades will appear on the Student Grade reports at the end of each semester; the quarter grade and the final semester grade. The semester grade is used to calculate the student's GPA.

A+ = 97-100	B = 85-88	D+ = 74-76
A = 93-96	C+ = 81-84	D = 70-73
B+ = 89-92	C = 77-80	F = BELOW 70%

### SENIOR FINAL EXAM EXEMPTION POLICY

1. The exemption will only apply to year long classes.
2. To be eligible for the exemption, the senior must have earned an A during the first semester of the course. This is designed to reward the student for demonstrating effort for the entire course, rather than a set period of time during the second semester.
3. Because of the requirements imposed by Saint Mary's for their university-level coursework, students who are taking a PACC course for credit through Saint Mary's need to take the final for the course. If a student is enrolled in a PACC course, but is not taking it for credit, he can be exempted from the final. The list of those students is in the Director of Curriculum and International Studies Program's office.
4. It remains the discretion of the faculty member of the year long course to exempt his or her class. He or she can still choose to give a semester exam.
5. Finally, the student will need to have a 93% average in the class one week before the end of the semester to receive the exemption. Grades should not be rounded from anything lower than 92.5% to achieve the 93%.

## CURRICULUM AND ACADEMIC POLICY

### GRADE WEIGHTING

Since the type of work and expectations vary according to the ability level of a course, the following system of weighted grades are used.

Course Level	Letter Grade (Quality Points)								
	A+	A	B+	B	C+	C	D+	D	F
Phoenix	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00
College Prep	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.00
Honors	5.00	4.50	4.00	3.50	3.00	2.50	1.50	1.00	0.00
AP & College	5.50	5.00	4.50	4.00	3.50	3.00	1.50	1.00	0.00

### HONOR ROLL

An Honor Roll is published at the end of the Quarters and at the end of the Semesters. The Quarter Honor Roll is based on the grades for that Quarter.

The Semester Honor Roll is based on the student's final Semester grades.

At the semester First Honors requires that a student have an A (3.75) average and no grade lower than a C (77%). Second Honors requires that a student have a B (3.0) average and no grade lower than a C (77%). For the quarter, First Honors requires a 93% average and, Second Honors an 85% average in computing the Honor Roll, course weighting is not considered; an A = 4, B = 3, and C = 2 points.

### SCHEDULE CHANGES

A schedule change will be considered during the first five days of a new semester only in the following situations: if a student has failed the last semester of the course in question or has failed to meet the prerequisite for the next level, if a student needs a course for college or graduation, or if there is an administrative change. Requests for schedule changes will not be honored for the following reasons: teacher preferences or conflicts, convenience of meeting time, course conflicts with a student's job, course is not what the student expected it to be, or personal opinion as to the difficulty of the course. After the first week of the new semester the only changes that will be considered are those resulting from an academic misplacement or a counselor request.

### FAILURES AND INCOMPLETE GRADES

Any student who fails courses and wishes to return to Saint Patrick High School the following August must make up all credits lost due to these failures before he will be re-instated. Students failing five (5) semester classes during a school year may not be readmitted to Saint Patrick High School. Students are not allowed to take additional subjects during the school year to make up for failures in previous years. STUDENTS MUST TAKE AND PASS A MINIMUM OF 7.5 CREDITS EACH ACADEMIC YEAR.

Any student receiving an Incomplete (I) has two weeks from the date of grade distribution to make up the incomplete work. All Incomplete grades automatically become Failures after the two week period. Semester Incompletes changed to Failures must be made up in Summer School.

## CURRICULUM AND ACADEMIC POLICY

### TRANSCRIPTS

A transcript is the official record of a student's classes, grades and standardized test scores. A student's transcript can be sent to a college or another school at the student's request. Transcript requests should be made to the Registrar. No transcripts will be sent unless all financial obligations have been met.

Every student will have his first transcript issued free of charge. Each additional transcript will cost \$2.00 to cover handling costs.

All student records are the property of Saint Patrick High School. Saint Patrick High School respects the federal legislation regarding the Confidentiality of Records.

### TRANSFER CREDITS

Students are reminded that Saint Patrick does not accept credits from extension courses, from evening schools or other summer schools unless permission has been given prior to enrollment in those courses. Permission is to be obtained from the Curriculum Director only. The maximum acceptable credit for any transfer student may be limited to seven and a half (7.5) per academic year.

### HONOR CODE

As a Catholic high school, Saint Patrick High School is committed to developing men of character, honor and leadership. Our duties include modeling, encouraging, and supporting academic integrity in one another and treating all individuals, ideas, environments, and property with respect and dignity. As such, students are called to uphold an Honor Code by pursuing their education with honesty and integrity. Any act of academic dishonesty that diminishes the honor of Saint Patrick High School and the young men entrusted to our care is strongly discouraged.

Saint Patrick High School students possess honor in their academic endeavors when their work and achievement are the results of their own efforts. Actions that do not reflect this honor include, but are not limited to:

- Copying someone else's work or allowing someone to copy one's work.
- Completing another person's assignment for him, such as an art project or a computer assignment.
- Committing an act of plagiarism, that is representing someone else's work or ideas, in part or in whole, as one's own. Teachers will instruct their students as to the proper means of citing the sources used in their work.
- Using any unauthorized aid, including both printed and electronic materials, on a test or any other form of assessment.
- Using any unauthorized electronic device (cell phone, iPad, etc. during an assessment (quiz, test, etc). Unless a specific device's use is approved by the teacher, all electronic devices, including cell phones and iPads, must be turned off and placed out of reach during the time when the student is completing the assessment.
- Sharing or receiving information about an assessment with those who are taking or who are awaiting the assessment. This will include verbal, non-verbal, written, and electronic means of communication.
- Employing others to do one's work.
- Downloading, purchasing, or stealing materials that provide an advantage

## CURRICULUM AND ACADEMIC POLICY

unintended by the teacher. This includes the actual assessment document as well as any additional means used to complete the assessment, such as Scantron forms. When a student does not fulfill the requirements of the Honor Code, the following consequences shall apply.

- First Offense:

- The student receives a failing grade of zero on the assignment or assessment. It is the teacher's prerogative to still require that the assignment be completed.
- Within forty-eight hours, the teacher will notify the student's parents/guardians, counselor, and the Director of Curriculum.
- The student will meet with his counselor to discuss the violation of the Honor Code.

- Second Offense:

- The student receives a failing grade of zero on the assignment or assessment. It is the teacher's prerogative to still require that the assignment be completed.
- Within forty-eight hours, the teacher will notify the student's parents/guardians, counselor, and the Director of Curriculum.
- The student, parent, counselor, and Director of Curriculum will meet to discuss the seriousness of the academic misconduct and formulate a plan for academic success.

- Third Offense:

- The student receives a failing grade of zero on the assignment or assessment.
- The student will be removed from the course in which the offense occurred and no credit for the course will be granted. The credit will need to be made up in summer school.
- Within forty-eight hours, the teacher will notify the student's parents/guardians, counselor, and the Director of Curriculum to discuss further consequences which may include:
  - Dismissal or denial of application from all school honor societies, including the National Honor Society.
  - Exclusion from consideration for academic awards and recognition.
  - In consultation with the Administration, suspension or dismissal from Saint Patrick High School.

Please note: Depending upon the severity of the infraction of the Honor Code, the penalty could be greater than those listed under the numerated offense. Instances of violation of the Honor Code are cumulative during a student's career at Saint Patrick High School.

To encourage and support the development of honor and academic integrity, a student who successfully completes two consecutive semesters without a violation of the Honor Code will be re-evaluated.

## COMMUNITY COOPERATION

### SCHOOL DAY

The school day extends from 7:45 a.m. to 2:45 p.m. The Belmont entrance door opens at 6:00 a.m. and is locked at 4:00 p.m. Visitors will need to be "buzzed in" after 7:50 a.m.

In an effort to secure the building and supervise students after school, the main and round buildings and atrium will be locked and students will not have access to the LMC, computer labs, classroom, lockers, or main lobby after 4:00 p.m. unless previously approved by the Administration for a school function.

Students will be directed to the "Commons" to be supervised from 3:00 - 5:00 p.m. as they wait for their ride. After 5 p.m. students who are still waiting for a ride will be directed to the NW Gym exit (by Ditka's cow) and will then be picked up out of the Austin lot.

### ATTENDANCE POLICY

In the event of a necessary absence from school, the following procedures should be followed:

1. On each day of absence, the parent or guardian is to call the school (773-282-8844) Ext. 240 between 7:00 and 9:00 a.m. to report the absence.
2. It is the responsibility of the student to make up any work missed due to absence.

School attendance is an academic issue; missed instructional time does affect academic performance. The progressive consequences to poor attendance are designed as interventions to correct the behavior.

Student attendance, on-time arrival and daily participation, is the responsibility of the parent. Parents are encouraged to communicate to counselors, attendance officer, Dean, or other school administrators any special circumstances that may affect regular attendance. Parents must call school (773.282.8844 x 240) by 9:30 to report their son's absence, reason for Late Arrival, or Early Dismissal.

The Dean of Students with the assistance of the Attendance Office is responsible for enacting the Attendance Policy. He will make decisions on cases of excused or unexcused infractions of the policy. Saint Patrick High School will notify parents as students reach attendance limits described in this policy. Attendance reviews take place weekly.

Academic credit is issued by semester; therefore, the processes of reporting and enforcing the actions of the policy are conducted by semester. Please be alerted to the fact that students who exceed the 10% rule of reporting late or being unexcused from school are in jeopardy of being withdrawn from class(es) with loss of academic credit for that semester, with credit deficiencies being resolved online in summer school.

## COMMUNITY COOPERATION

### TARDINESS

"A" Period, with a Regular Schedule start at 7:45 AM, is the official attendance period.

1. a student is considered tardy if he is not in the classroom at the time class is scheduled to begin;
2. a student will be directed to report to the attendance office after attendance has been submitted by the teacher;
3. teachers are asked to be considerate in the case of a student reporting late from another class with appropriate notification from the teacher;
4. transportation or weather is not an acceptable excuse for tardiness;
5. in the event a student has been recorded an unexcused absence from A Period, but reports for a later class period, he will be assigned a CLASS CUT for each class period he failed to report (see class cut policy);
6. should a student not adhere to the progressive consequences of his poor attendance he will be assigned an in-school suspension until that time when the Dean can meet with the parent.

Parents will be notified by the Attendance Officer once a student has been tardy two times to A Period; in Periods B – I, the parent will be notified by the classroom teacher. Communication will be done by email.

The student will be assigned a detention (Tuesday or Thursday, 3:00 – 3:30) for tardy infractions which accumulate to three or four. The parent will be emailed on the third infraction.

The fifth tardy will result in a Saturday detention; parents will be contacted by phone by the Dean of Students.

The parent is expected to meet with their son's counselor at Tardy Six. The purpose of this meeting is to communicate consequences of the tardy policy and to design an improvement plan with the parent.

Saturday detentions will continue at six, seven, and eight. The student may be withdrawn from the affected class, with loss of credit, regardless of academic standing, at Tardy Nine.

### ABSENTEEISM

All students are expected to attend school daily, from 7:45 AM to 2:45 PM, on a Regular Schedule.

Both excused and unexcused absences are accumulated and documentation of excused absences (appointments, hospital illnesses, or residential admittance, etc.) will be required. We ask that families review the school calendar in scheduling family vacations

1. the parent of a student who accumulates three absences will receive an email notification from the Attendance Officer stating the Attendance Policy;
2. the parent will be notified at five absences and will meet with his counselor
3. the parent will get a call from the Dean of Students at Absence Seven. After Absence Eight, all subsequent absences will need to be documented as excused or the student will be withdrawn from all classes with loss of credit. The may effectively result in loss of promotion if all credit deficiencies cannot be resolved in summer school.



## COMMUNITY COOPERATION

### CLASS CUT

If a student fails to report to class without a sufficient and justifiable reason, he will be placed on Disciplinary Probation and scheduled for a Saturday detention. The next Class Cut, in any class, will result in a Withdraw and loss of academic credit, with credit deficiencies being resolved in summer school. The student will be placed in a Study Hall for that class period.

### EXTENDED ABSENCE

Parents are to contact the student's counselor to communicate the reason for an extended absence request. The counselor will notify the Attendance Office and the respective teachers. It is the responsibility of the family to arrange for any make-up work with the counselor and teachers for the extended absence period.

If extended absence is caused by illness, parents should request, through their son's counselor, assignments which can be made up at home.

### RETURNING TO LEARN PROTOCOL

#### Saint Patrick High School Post-Concussion Return to Learn Protocol

The purpose of the Return to Learn Protocol is to ensure the student safely assimilates himself back into the normal routine of school with minimal loss of academic exposure and instructional time. Communication among all concerned parties is a priority; we all want the student to fully recover and resume all activities. It is imperative that we follow these guidelines and respect the directives of the health care professionals and not think that this process can be accelerated.

Saint Patrick High School realizes that students require physical and cognitive rest to recover from a concussion. Academic accommodations may aid in minimizing post-concussion symptoms and assist the student in the academic process during the concussion recovery period. Medical recommendations from a State of Illinois non-parent licensed physician will be taken into consideration as the school determines the proper academic plan. The student will not be permitted to participate in any extracurricular or school sponsored activities until written medical clearance from the same non-parent physician is provided. The student is also expected to complete the school's Return to Learn Protocol and if necessary the Return to Play Protocol.

Note: The health care professional will determine the level of participation in "extracurricular" activities. That term encompasses both physical and non-physical activities as well as school sponsored social events. The gradual reintroduction of approved activities assists in the timely and complete recovery of the student.

Once Saint Patrick High School is informed that a student has suffered a concussion and has received documentation from the family, doctor, or trainer: the counselor will communicate with the teachers regarding approved academic accommodations; the counselor will communicate with the student's extracurricular moderators or the athletic director, who will then communicate with the respective coach(es) regarding the concussion; the counselor will communicate with the student and parents to explain the procedures in the Return to Learning Protocol; the respective athletic trainer or coach(es), if applicable, will communicate to the student and family the Return to Play Protocol.

## COMMUNITY COOPERATION

The process described below is intended to be used as a framework for return to full academic participation after concussion. It is meant to be fluid, with the goal of returning the student to the classroom safely and as quickly as possible so as not to cause added stressors during their recovery. To that end, the protocol may be modified by the responsible health care provider acting in the best interest of the student.

### Steps in the Return to Learn Protocol

1. Cognitive Rest - No school, no academics, , no extracurricular activity.  
Parents should limit activities that trigger symptoms (TV, video games, etc.) or elevate heart rate.
2. Partial Attendance (half-day, alternate periods, limited time, etc.) Resumption of school with accommodations as needed. The counselor will assist in prioritizing academic tasks and gradually increase academic workload including homework or group projects at home.  
Gradual reintroduction to the classroom and academic workload.  
Limited screen time  
Rest breaks, especially if symptoms resurface or worsen.
3. Full Attendance with accommodations  
The counselor will assist in prioritizing academic tasks and gradually increase academic workload including homework or group projects at home.  
Begin routine testing  
Gradually work towards removal of accommodations.
4. Full Attendance without accommodations  
Fully integrated back into the classroom and academic workload.  
Flexibility in allowing minor accommodations may still be necessary.  
Gradual reintroduction of appropriate extracurricular activities.
5. Full academic workload with full extracurricular involvement.  
No accommodations needed.  
The counselor, teacher, and student can design a plan to makeup and submit work by an agreed upon due date.  
Return to full participation in extracurricular activities not addressed in the Return to Play Protocol.

Concussions resulting in more severe symptoms, in which the schedule of this plan does not adequately address the level of learning, will be revisited with the counselor, student, parents and physician to determine the next level of action. This may include an extended version of this plan, or in the most severe cases, follow the procedure or our Extended Absence Policy.

### TRUANCY

Truancy means staying away from school for the entire school day without notifying the school for proper approval. When a student is truant, he will be placed on probation, his parents will be notified, and he will be scheduled for sixteen service hours. A second truancy will result in suspension and may call for immediate expulsion.

## COMMUNITY COOPERATION

Any student absent from school on a given day may not participate or attend any school-related activity that day. The same penalty that applies to a truancy will be issued.

### VACATIONS

Parents are to avoid scheduling family trips or vacations that would take their son out of school for one or several days. Doing make-up work for days missed is never the same as actually being in class.

### MISSING WORK AND ABSENCE

It is the responsibility of each student to find out what he has missed because of an absence. In turn, each teacher has the responsibility to set reasonable deadlines for the completion of the work. While everyone is expected to make up assignments missed because of an absence, credit will be given for work done only by students with excused absences.

If a student will be gone for a school sponsored event, it is the responsibility of the student to make arrangements with the teacher to determine a reasonable time accomodation. A reasonable "rule of thumb;" is one (1) day extention for each day of the school sponsored event.

### EARLY DISMISSAL PROCEDURE

Medical appointments are expected to be made outside of school hours. However, if necessity requires you to be absent for a reason other than illness you must request permission in writing 24 hours in advance of the appointment from the Attendance Officer. Other early dismissals (funeral, traffic court, etc.) follow the same procedure.

### DISMISSAL FROM CLASS

If a student is dismissed from a classroom for disciplinary reasons, he is to report to the Dean of Students immediately. If he is out of a class for any other reason, he must have a note or corridor pass from his teacher explaining the reason, or he will be considered "off limits."

### DRESS AND APPEARANCE CODE

The Saint Patrick dress code is a result of continuous appraisal of year-to-year experience and revision in which opinions of the entire school community were influential. A committee of faculty, students, and parents have spent considerable time to finalize a simplified code based on reasonableness. Reasonable, because it considers personal hygiene, development of good habits of grooming, and most importantly, that of propriety. Simply stated, propriety means that which is correct and in good taste for a particular situation. If the occasion is of a casual daily nature - casual dress is proper. Daily education should be considered a serious enterprise and therefore, school dress should reflect this attitude. It is understood that the code will not satisfy everyone, but for the sake of the total school community, all students are expected to comply with this code. Clothing and shoes must be neat, clean and presentable. No visible tattoos are allowed.

**Shirts and Sweaters:** Shirts with sleeves and collars must be worn. All shirts must be worn inside the trousers. St. Patrick sweatshirts are acceptable; all other sweatshirts including hooded sweatshirts are not allowed. As a rule fleeces and other full zip outer garments should not be worn during school unless approved by the Dean. All sweaters /sweatshirts must have a shirt with a collar under them. Appropriate

## COMMUNITY COOPERATION

undershirts are the only acceptable wear under a collared shirt. Long sleeved shirts are never worn under a short-sleeved shirt. Dress shirts and ties are required on Liturgy days.

### **Spirit Fridays:**

Students are encouraged to represent their school activity every Friday during the school year by wearing their Saint Patrick appropriate team/activity jersey, pullover, polo, or shirt. Normal dress code is in effect for the waist down.

**Pants:** Pantswear must be full length, a traditional look to the top of the shoe. Jeans, jean look-alikes, denims, casual pants and pants with elastic cuffs are not allowed. Belts are required for pantswear with belt loops. Front and back pockets must be at the waist only. Wallet chains are never worn.

**Socks and Shoes:** Predominantly black, brown, or white dress, casual, or gym shoe is acceptable. Moccasins or slippers are not allowed. Shoes requiring laces must be tied. All shoes must be worn properly and with socks.

**Hair:** Hair should be neatly cut. Hair should be no longer than collar length and the length on top is limited. Dyed hair, streaks, braids, cornrows, designs, or colored highlights are not acceptable. Students in violation may be suspended from classes, parents notified, and student sent home. Students are to be clean shaven at all times (no mustaches, beards), unless accompanied by a note from a dermatologist.

**Hats:** Headwear of any kind is never worn in the building.

**Jewelry:** Necklaces and chains of moderate size are acceptable. Earrings are never worn during the school day.

**Athletic/Club Jackets:** Saint Patrick Athletic/Club jackets must be purchased through the Athletic Office with the approval of the Athletic Director.

**General:** iPods, headphones, ear buds, etc. are only intended for instructional purposes during the school day. Students bringing them to school are to leave them in their locker during the day. Backpacks, school bags, gym bags, etc., are to be kept in a locker during the school day.

Cell phones may never be used during the school day. They must be turned off. Students using a cell phone during the school day will have their phone confiscated and assessed a \$20 fine. Additional offenses will increase to \$100. The student's parents will have to see the Dean in order to retrieve the phone.

As a safety precaution, skateboards are not allowed to or from Saint Patrick High School.

Students in violation of the dress code will receive one detention, one \$5.00 fine and may be sent home by the Dean of Students to change into acceptable school attire. If a student is sent home he is responsible for classwork missed.

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**THE DRESS CODE IS IN EFFECT TO AND FROM SCHOOL. Dress Code Checks will be made regularly by the Dean of Students. Question on the interpretation of the above regulations will be resolved by the Dean of Students.**

### **RULE OF CONDUCT**

A sense of responsibility within a person requires self-discipline and is achieved only through a realization of one's own good and the good of his companions. It is the aim of Saint Patrick High School to aid the student in making this goal a reality.

The rules of the school have been designed to structure school life so as to insure the common good of all students and yet maintain individual integrity. In addition to the general rules of good conduct, based on common sense, a set of rules is provided in order that students may act more freely and be secure in the knowledge that they will not be hampered in their efforts to gain the most from what Saint Patrick High School is trying to help them achieve. Saint Patrick adheres to the federal and local laws regarding human rights. Any cases of discrimination involving race, gender, religion, sexual orientation and/or disability will be investigated and appropriate action will be taken.

Upon acceptance as a student at Saint Patrick High School, students and their parents agree to uphold all school regulations.

A mutual respect is expected among students, teachers and parents. Gentlemanly courtesy to all faculty members and visitors is expected at all times. Faculty members should be addressed as "Brother... Father... Mr.... Mrs... Ms... or Miss."

At all times, whether in school, in public, at social events, or especially on public transportation, good manners and courtesy are expected of all Saint Patrick students.

### **MANDATORY DRUG TESTING**

Saint Patrick High School has partnered with Pyschemedics to screen hair samples of our students. Every student is tested in the First Semester and a random sampling of 25-33% of the students are tested second semester. Students are returned to the collective pool second semester to preserve the randomness of the testing.

Negative results are communicated by mail to the parent.

Should a student test positive, a family meeting will be scheduled by the Dean of Students to discuss the results and communicate the procedures of our drug policy.

#### First positive

Meeting with the Dean

Formal assessment done by an outside counselor (due to insurance coverage, the parent may select the agency or Saint Patrick refer counselors with whom we regularly work).

Weekly (Wednesday morning) group sessions with one of our counselors

Students will again be tested in 100 days and every subsequent hundred days, including summer months.

#### Second positive

Meeting with the Dean

## COMMUNITY COOPERATION

Formal assessment done by a certified drug counselor (students cannot return to school until the Dean is notified of the findings and recommendations of that evaluation).

Required formal treatment from an outside professional (this can take the form of regular office visits or, in the extreme case, residential care.)

Continued weekly Wednesday group sessions at school.

Students will again be tested in 100 days and every subsequent hundred days, including summer months.

Third positive

Dismissal from Saint Patrick High School

The policy is in effect for the entire four years the student is at Saint Patrick High School. Second and third testing may be necessary during the summer months.

### **BULLYING/HAZING/HARASSMENT/INTIMIDATION/DISRESPECT POLICY**

In accordance with the mission of Saint Patrick High School, the ideals espoused by the Archdiocese of Chicago, and Article I Section 20 of the Illinois Constitution promoting individual dignity, harassment and/or disrespectful behavior based on such factors as, but not limited to, ethnic background, race, gender, religion, sexual orientation, and/or disability is contrary to the support of individual dignity and will not be tolerated at Saint Patrick High School. Such behavior should be reported to an Administrator per our Open Door Policy or an anonymous report can be submitted using the Safety Tip email link on our webpage. The school will determine the facts regarding all allegations of harassment in as prompt and confidential a manner as possible, and will then take appropriate action.

#### **Purpose**

The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, sexual harassment, and violence. It is the mission of Saint Patrick High School to create and foster a learning environment in all its school communities where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals.

#### **Definitions**

"Bullying" means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- (1) placing the student in reasonable fear of harm to the student's person or property;
- (2) causing a substantially detrimental effect on the student's physical or mental health;
- (3) substantially interfering with the student's academic performance; or
- (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

## COMMUNITY COOPERATION

"Hazing" is defined as initiating or disciplining fellow students by means of horseplay, practical jokes, or tricks: to harass by banter, ridicule, or criticism; to play abusive and or humiliating tricks.

"Harassment" is behavior that results in an intimidating or hostile environment. Sexual harassment includes unwelcome and inappropriate sexual advances, innuendos, comments, jokes, photos, etc.

"Cyberbullying" means using information and communication technologies to bully. This definition includes cyberbullying by any means of technology that an administrator or teacher receives a report that bullying through this means has occurred.

"Retaliation" means any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying.

### **Intervening to Address Bullying**

All employees who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

- (1) intervene immediately in a manner that is appropriate to the context and ensures the safety of all involved;
- (2) report the incident of bullying or retaliation to the Principal or Dean as soon as practicable, but within 24 hours,
- (3) complete the Bullying Complaint Form and
- (4) cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal or Dean.

### **Investigation**

- (1) The Principal or Dean shall document the extension in the investigation report and shall notify the parties involved.
- (2) The investigation shall include:
  - a. Identifying the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
  - b. Conducting an individual interview in a private setting with the alleged perpetrator and target.

The alleged perpetrator and target should never be interviewed together or in public.  
Individual interviews shall also be conducted in private with student and adult bystanders.
  - c. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected.
  - d. Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted.
  - e. When appropriate, preparing a Misconduct Report identifying his/her recommendation for individual consequences.
  - f. Comprehensively documenting the details of the investigation.

## COMMUNITY COOPERATION

### **Notification**

On the same day the investigation is initiated, the Principal or Dean shall report to the parent/legal guardian of all involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying. When the investigation is complete, the Principal or Dean shall notify the parents/legal guardians of all students involved of the outcome of the investigation.

### **Assigning Consequences**

Confirmed incidents may lead to expulsion, probation, loss of privileges, or detentions, and may include professional interventions specific to the form of bullying. Additionally, incidents may be reported to the Chicago Police where the victim's family may pursue civil action.



## COMMUNITY COOPERATION

### SCHOOL SPONSORED ACTIVITIES

Dances, retreats, concerts, field trips and athletic events are examples of school sponsored activities.

If a student is under the influence or in possession of alcohol and/or drugs at a school sponsored activity, his parents will be immediately notified and he will be suspended from school until the case is handled by the Dean.

### RESTRICTED AREAS

If a student is not in the area assigned during a particular period without authorized permission, he is considered "off limits". All locker rooms are "off limits" at any time a class or team is not assigned to use them.

Failure to receive permission from the Principal, Assistant Principal or the Dean of Students to leave the school buildings before one's classes are finished will be considered "off campus" and is subject to fine. The parking lots are considered "off campus" during the school day.

Certain locations within the Saint Patrick vicinity, as designated by Saint Patrick High School, will be considered "Off Limits." The "Off Limits" (Restricted Outside Areas) will be in effect for our students at all times before school and for one hour immediately following the close of school. The first violation will be a \$10.00 fine, the second will result in a \$10.00 fine and suspension.

### EATING

Food, candy, or drink may only be consumed in the cafeteria before school and during lunch periods. The use of all vending machines and the purchase of food and drink from the cafeteria service at any other times is "Off Limits."

### SMOKING

Students are not permitted to carry cigarettes, e-cigarettes, matches, lighters or smokeless tobacco on their person during the school day. The penalty is a fine. Smoking or the use of smokeless tobacco is forbidden in the school building. Since the areas including the corners of Belmont and Austin, all local establishments, the school parking lots, the athletic field behind the schools, the alleyways behind school, and courtyards are considered part of the school area, smoking or the use of smokeless tobacco in these vicinities is also forbidden.

### VAPING

An electronic cigarette or e-cigarette is a handheld electronic device that simulates the feeling of tobacco smoking. It works by heating a liquid to generate an aerosol, commonly called a "vapor" that the user inhales. Using e-cigarettes is commonly referred to as vaping. Chemicals and known carcinogens have been identified in the flavored, nicotine, synthetic and cannabis liquids.

The practice of vaping has become a universal issue in schools and therefore has its own specific policy. The penalty for the visual possession and act of vaping in school is severe: a \$100 fine plus \$50 for an immediate drug test. The device will be confiscated. A first violation will include a week of social probation, meaning the student cannot participate in any school activity regardless of his involvement; a second violation will result in the same fine charges, a four week social probation, and completion of substance abuse program

## COMMUNITY COOPERATION

deemed appropriate by the school. The liquid will also be "street" tested to determine its nature. Should the test reveal synthetics or cannabis oil, the student will be dismissed from Saint Patrick High School.

### TECH INFRACTION

Students are not permitted to by pass the device management software to download or access non-approved sites.

### FINES

Not Carrying School I.D. Card (in school).....	\$2.00
Littering School Property .....	\$5.00
Spitting.....	\$5.00
Loitering .....	\$5.00
Eating, Drinking or Chewing Gum Outside of Cafeteria .....	\$10.00
Off Limits.....	\$5.00
Off Limits (Restricted Outside Areas) .....	\$10.00
Off Campus .....	\$20.00
Dress Code (1 detention and \$5.00 fine)	
Parking Violation.....	\$25.00
Use of Tobacco Products in School or Restricted Areas/ Cell Phones.....	\$20.00
2nd Offense .....	\$100.00
Tech Fine.....	\$50.00
2nd Offense (Saturday Detention and Meeting with Counselor).....	\$100.00

All fines are issued the office of the Dean of Students and charged to the student's tuition account. The fines must be paid before a student is allowed to take final exams.

### THE DETENTION SYSTEM

Detention is a consequence for inappropriate behavior or disregard for school rules and policies. When receiving a detention, students are scheduled for detention Tuesday or Thursday. Detention is rescheduled if the student is attending a school sponsored event. Detention is held after school for 45 minutes at 2:55 (or ten minutes after the school day ends).

One day of service which cannot be substituted for required service hours, will be assessed to students who commit major or multiple school infractions. The times and dates of the required service hours will be scheduled by the Dean of Students. Failure to appear will result in immediate suspension.

Typical infractions include, but are not limited to: class cuts, trancies, suspensions and other major infractions.

The Dean of Students issues the Detention Notices and schedules students for detention.

### DISCIPLINE NOTICE

A Discipline Notice is given for very serious forms of classroom misconduct. In cases where the student received two such notices from an individual teacher, he will be withdrawn from that class with loss of credit for the course, with the necessity of resolving the lost credit in summer school. The teacher and the parents are to confer personally when a Discipline Notice is issued.

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### DISCIPLINARY PROBATION

A student is put on probation for a specific period of time for relatively serious or continued misconduct. If one receives a Discipline Notice, a class cut, or a Truancy Notice, he is automatically placed on Disciplinary Probation. During this time, he must strictly uphold every school regulation. If he fails to do so, he will be suspended and scheduled to meet with his parents and the Dean of Students.

Both the student and his parents will be notified regarding probationary action. Transfer students are automatically placed on Disciplinary Probation for a 12-month period.

### SUSPENSION

Suspension is defined as being excluded from the school premises and all school sponsored activities. Such suspension occurs in cases of severe misconduct and will remain in effect until a conference is held between the parents and the principal or the Dean of Students or until a Discipline Board Meeting is convened.

A suspended student is excluded from all classes and all school sponsored activities. Making up course work missed while on suspension will be determined by the Dean. Fighting, in or around Saint Patrick or at any school function, will result in an automatic three day suspension.

### GANGS

Saint Patrick's stance relative to gang activity and involvement is in full cooperation with city and community anti-gang programs. Visible symbols of gang affiliation or representation are strictly forbidden, i.e., gang graffiti in text books, notebooks, in lockers or on clothing can result in immediate expulsion.

### EXPULSION

Expulsion or dismissal is the final and irrevocable withdrawal from Saint Patrick High School. It may be necessary to expel a student for a single offense against a major school law or a repetition of any of the offenses for which a student is sent to the school disciplinarians. All cases of expulsion are decided by the principal.

Typical examples of acts that cause expulsion are:

1. The use or the attempt to use any type of explosives in or around the school.
2. Any student caught tampering with the fire alarm.
3. Students are subject to suspension and/or expulsion by possession, use, selling or exchanging drugs and/or alcohol at or around Saint Patrick High School.
4. Third positive drug test result.
5. Theft.
6. Gang involvement.
7. Tagging
8. Possession of a firearm
9. Battery committed against school personnel

The school administrator immediately notifies local law enforcement official of written complaints from school personnel concerning instances of battery committed against school personnel at the school. The administrator shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

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The chief school administrator immediately notifies local law enforcement officials of firearm incidents at the school. The administrator also notifies such officials of verified incidents involving drugs in the school. The administrator shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

The chief administrator of the school, or his/her designee, reports instances of drug violations to local law enforcement official as required by the School Reporting of Drug Violations Act {105 ILCS 127}.

### THE DISCIPLINE BOARD

The Discipline Board consists of six Faculty members and the Dean of Students as the chairman. Two Student Representatives are invited to sit in on the conference.

The purpose of the Board is to meet and hear discipline cases beyond the ones considered ordinary. It is convened or called by the principal.

### VEHICLE REGISTRATION AND RESERVED PARKING

All parking spaces on school property are reserved. To park on school property and obtain a reserved parking space, one must register with the Dean of Students. The reserved parking fee is \$50.00. Parking will be available in both the Austin and Belmont lots with seniors given first choice! Students who park in areas not assigned to them will:

1. Be charged an "off limits-restricted area" fine.
2. Be scheduled for detention.

Students must only park in the space assigned to them. A student finding someone else's car in his space upon arriving at school should inform the Dean of Students.

Certain areas in each lot are reserved for the faculty and for delivery vehicles. The parking spaces behind the gymnasium and inside the fence, are also reserved areas for the faculty.

The Saint Ferdinand's parking lot is "off limits" for parking. This lot is used as a playground during school days. The US Bank parking lot is also "off limits."

Students making a nuisance of themselves and their vehicles in the neighborhood of the school will be strictly disciplined, beginning with the loss of driving privileges to the school.

### MEETINGS AND ASSEMBLIES

Participants in meetings and assemblies appreciate student cooperation. Approval should be shown by applause, rather than whistling, shouting, stamping of feet, or an other demonstration. The conduct of the audience helps to establish the reputation of the school.

The preservation of our reputation is the responsibility of each individual who has anything to do with Saint Patrick. When leaving for the gymnasium for an assembly or meeting, general quiet is to be observed.

## COMMUNITY COOPERATION

### REGISTRATION REQUIREMENTS

Documentation of the following is required for final admission into Saint Patrick High School:

- a certified copy of the student's birth certificate (not a xerox copy)
- physical exam
- complete immunization record
- vision screening
- dental screening is optional
- hearing screening is optional

Students are to be excluded from school by October 15 if requirements for health exams and immunizations have not been met.

## COMMUNITY COOPERATION

### CLASS AND BELL SCHEDULE

#### Regular Schedule

42 minutes each  
A period is 52 minutes

A Period	7:45 - 8:37
B Period	8:41 - 9:23
C Period	9:27 - 10:09
D Period	10:13 - 10:55
E Period	10:59 - 11:41
F Period	11:45 - 12:27
G Period	12:31 - 1:13
H Period	1:17 - 1:59
I Period	2:03 - 2:45

#### Late Start Schedule

35 minutes each  
A Period is 48 minutes

8:45 - 9:33
9:37 - 10:12
10:16 - 10:51
10:55 - 11:30
11:34 - 12:09
12:13 - 12:48
12:52 - 1:27
1:31 - 2:06
2:10 - 2:45

#### Liturgy/Assembly Schedule

30 minutes each  
A period is 40 minutes

A Period	7:45 - 8:27
B Period	8:31 - 9:03
C Period	9:07 - 9:39 Mass/ Assembly 9:39 - 11:09
D Period	11:13 - 11:45
E Period	11:49 - 12:21
F Period	12:25 - 12:57
G Period	1:01 - 1:33
H Period	1:37 - 2:09
I Period	2:13 - 2:45

#### Meeting Schedule

35 minutes  
A period is 48 minutes

7:45 - 8:33
8:37 - 9:12
9:16 - 9:51
9:55 - 10:30
10:34 - 11:09
11:13 - 11:48
11:52 - 12:27
12:31 - 1:06
1:10 - 1:45

Special Bell Schedules will be available as functions dictate.

## FINANCIAL INFORMATION

### TUITION AND FEES

Tuition for Class of 2019.....	\$11,000.00
Tuition for Class of 2020.....	\$11,250.00
Tuition for Class of 2021.....	\$11,650.00
Tuition for Class of 2022 .....	\$12,000.00
Registration Fee ( Included in Tuition Fee for the School Year).....	\$250.00
(Non-Refundable, Applicable to Tuition, Due in March of the preceeding year).	
Late Registration Penalty (Non-Applicable to Tuition).....	\$50.00
Late Tuition Payment Fee .....	\$20.00
Mandatory Fundraising - (Sweepstakes).....	\$750.00
Extra Course Fee (Per 1/2 credit).....	\$400.00
Schedule Changes .....	\$100.00
Non-refundable Transfer Fee (Applicable to Tuition).....	\$250.00
Re-Admission Fee (Non-Refundable).....	\$300.00

Separate fees for yearbook (\$45.00), Junior Retreat (\$170.00), Drug Testing (\$60.00), Student Activity Fee (\$165.00), Senior Kairos Retreat (\$300.00) and Graduation (\$150.00) will be billed during the school year. Some courses require a slight fee for the use of materials or equipment. Consult the Student Course Book for information relation to such fees.

**TUITION PAYMENT POLICY:** Each parent/family is expected to select a tuition payment plan from among the following options: 1) full, one-time payment; 2) four equal quarterly payments; or 3) twelve monthly payments, which begin in June and end in May. All payments should be made on a timely basis, **but all student tuition accounts must be current at the end of each academic quarter.** No student will be admitted into second quarter classes if there is a balance due or whose parents have not established a short-term payment plan with the Business Office. Parents are encouraged to enroll in an automatic debit tuition payment plan.

Students whose tuition payments - for whatever reason - are not fully paid at the end of the first semester will not be permitted to take semester examinations, nor will they be readmitted to classes at the beginning of the second semester until the tuition account is fully paid to date.

No student will be admitted to year-end Final Examinations if his tuition account is not fully paid. **Seniors** will not be permitted to graduate with their class - or to receive a diploma - unless all financial obligations to Saint Patrick High School are fully satisfied. Official transcripts will not be forwarded to other high schools, colleges, or work places if a tuition balance exists.

No student will be readmitted to Saint Patrick High School at the beginning of a new academic year if he has an unpaid balance from the previous year.

## **FINANCIAL INFORMATION**

### **INSURANCE**

The Saint Patrick Insurance Program provides secondary coverage for all students while going to and from school on regular school days and while attending or participating in any school-sponsored activity, including athletics. Football carries an additional fee.

Students are to report any injuries within seven (7) calendar days of the incident to the Athletic Director. The school insurance forms must also be submitted and completed within that seven day period. Failure to do so may result in non-reimbursement by the insurance company. Parents must also submit their claims to their own group insurance company.

### **TUITION ASSISTANCE**

Due to the generosity of our alumni and benefactors, Saint Patrick High School is able to offer a limited number of tuition grants for families that may be experiencing financial hardship. Shamrocks now successful in life, who realize the solid foundation they were given at Saint Patrick and the wonderful experiences they have had here, contribute annually to the future of students. For the 2017-2018 school year, over \$1.5 million in need-based funding has been awarded to nearly 44% of our student body.

Tuition Assistance is monies given to families who qualify by information which is provided to the Tuition Assistance Committee of Saint Patrick High School. The application process for current students begins in early February and all financial data forms are downloadable or can be filed electronically from the Saint Patrick website. Published deadlines are strictly enforced. Late applications cannot be accepted.

Students receiving tuition assistance must maintain a "C" average (2.0). They will also be given a small job to perform around the school, and be asked to write two letters of thanks during the school year to the generous benefactors who contribute to Saint Patrick's tuition assistance program. For further information, please call the Office of the Principal.



## STUDENT ACTIVITIES

### ACADEMIC ELIGIBILITY FOR EXTRA CURRICULARS

1. SEMESTER GRADES:
  - A. A student participant who receives two (2) or more F's at a semester marking period is automatically removed from any and all teams and clubs and is totally ineligible to participate in either practice, inter-scholastic competition or meetings.
  - B. This ineligibility will continue for the entire semester following the semester marking period in which the student participant received two or more F's.
  - C. The Saint Patrick High School summer school program is considered a semester. Therefore, any student participant who receives two or more F's for the second semester marking period and who removes or makes up the deficiencies during the summer school program is considered eligible for participation in extra-curriculars during the first semester of the next year.
  - D. The two F suspension will begin the day grades are turned in to the academic office by the teachers - not on the calendar day which ends the marking period.
2. WEEKLY GRADES:
  - A. Saint Patrick High School follows the IHSA guidelines on weekly eligibility regulations.
  - B. Grades are reviewed weekly and ineligible lists are submitted to coaches and moderators.

**All of the following organizations are subject to academic eligibility requirements**

### STUDENT COUNCIL

To encourage overall greater student interest and involvement in school life, each class level will elect its own class officers. Under the leadership and guidance of the faculty class moderators, the respective classes (freshman through senior) will assume the responsibility for realizing the following objectives:

1. To develop and promote a sense of class identity among the Saint Patrick students at each level.
2. To organize and promote specific student activities appropriate to each class level.
3. To cooperate with other class officers and moderators in the successful promotion of general school events or projects; e.g., Homecoming, Spirit Week, etc.
4. To promote specific class and general class spirit, high morale, and pride in being a Saint Patrick "Shamrock" on the part of all students. This will be accomplished through cooperative and coordinated planning of engaging student activities.
5. To develop student leadership at all levels within the student body, among both elected and non-elected members.

## STUDENT ACTIVITIES

### EXTRACURRICULAR ACTIVITIES

In addition to the athletic programs, Saint Patrick High School offers a diversified program of activities among which the student should find one or more of his interests represented. The school encourages active participation in these organizations, believing that they are an essential part of both the students' education and the school's curriculum.

These activities bring together students with similar interests and give them valuable experience in working with others in learning how to organize and conduct meetings, to contribute to the success of the particular activity by serving it in whatever capacity necessary, and by developing leadership potential.

Underclassmen tend to select their leaders from among the men who have shown ability, accepted responsibility, and succeeded both in campus affairs as well as in academic areas..

Participating in an activity not only gives the student a feeling of accomplishment, but it also recognized by the school by the bestowal of awards.

Membership in activities is gained by attending some of the first meetings of the organizations. Announcements concerning membership are made in the Daily Bulletin and details of the time of the meeting and the place of the meeting are announced.

### LITERARY PUBLICATIONS

THE SHAMROCK - the school yearbook. GREEN & GOLD - student newspaper

### SCIENCE CLUB

S.T.E.A.M. Club - The STEAM program will focus on assisting students in analyzing and making connections among science, technology, engineering, art and math disciplines. The courses will utilize hands-on and inquiry-based activities in order to forge a genuine cross-curricular connection that can be applied to their lives and future careers. The ultimate aim of this program is to build on student interest, gain lab skills and problem solve in order to produce responsible citizens who are willing and able to contribute to their communities in a positive and effective way. The innate connection among the STEAM topics will challenge students to access all parts of their brain at once. Curricular activities will include student-designed labs with data analysis components, on-site investigations, student-designed projects with a foundation in psychology and artistic technology challenges.

### COMPETITIVE CLUBS:

Chess Club: Members of this club compete with students from other schools in the area and enter into larger tournaments around the city.

Academic Team: Members compete in I.H.S.A. sponsored academic competitions.

Striker: The team has six weeks to collaborate with mechanical, electrical and software engineer mentors to design, build and program a 120 pound robot that is capable of completing a prescribed task during FIRST Robotics Competition (FRC) tournaments against other teams from around the world.

## STUDENT ACTIVITIES

### **SERVICE ORGANIZATIONS:**

Lasallian Youth: Members of this group volunteer their time in a variety of activities.

Liturgy Team: Members serve as the ministers at school liturgies and prayer services.

Shamrocks for Life: Members promote the respect for and appreciation of all life from conception through natural death.

Peregrine Society: Members serve as peer support for students whose family is touched by cancer.

### **CO-CURRICULAR ACTIVITIES**

Band/Drum Line: Members perform at various athletic and social events during the school year and is open to all students.

Language Clubs: Insights into languages, customs, and traditions of our foreign neighbors are developed by the language clubs. Films, discussions and field trips are activities in which the members share.

Drama Club, International Thespian Society and Improv: Open to all students interested in dramatic productions and related activities: set production, lighting technology and sound reproduction.

Other Clubs: Anime Club, Art Club, Book Discussion, Debate Team, Eucharistic Ministry, International Student Association, Model UN, Student Council, TV Production.

### **NATIONAL HONOR SOCIETY**

According to a long-established tradition, the highest honor Saint Patrick High School can bestow on any student is membership in the Saint Patrick Chapter of the National Honor Society. Selection for the NHS is based on students' demonstrated excellence in scholarship, involvement, service, leadership, and character. Second semester sophomores, juniors, and seniors may be considered for this honor. Because selection is an honor and a privilege, no student has a right to membership in the National Honor Society. Moreover, to maintain his membership in the NHS, each member must continue to demonstrate the standards of excellence for which he was selected.

#### Selection Procedure:

1. Students who met the scholastic eligibility requirement are invited to complete the required Activity and Service Forms in order to be considered for selection to the NHS.
2. All faculty members are invited to comment on the candidates, although actual selection is made by the five member Faculty Council, appointed by the principal.
3. The Student Activity Forms and all other verifiable information about each candidate are reviewed by the Faculty Council. After the Council's careful evaluation, new members are chosen based on a majority vote of the Faculty Council.

NOTE: All information concerning an individual's selection or non-selection is completely confidential.

## STUDENT ACTIVITIES

### THE ATHLETIC PROGRAM

Saint Patrick High School competes in the East Suburban Catholic Conference (ESCC) which is made up of 10 schools. Saint Patrick High School competes in the following sports:

<b>BASEBALL</b>	<b>Varsity, Junior Varsity, Sophomore and Freshman teams</b>
<b>BASKETBALL</b>	<b>Varsity, Junior Varsity, Sophomore and Freshman teams</b>
BASS FISHING	Varsity team
BOWLING	Varsity and Junior Varsity teams
<b>CROSS COUNTRY</b>	<b>Varsity and Frosh-Soph teams</b>
<b>FOOTBALL</b>	<b>Varsity, Junior Varsity, Sophomore and Freshman teams</b>
<b>GOLF</b>	<b>Varsity and Frosh-Soph teams</b>
HOCKEY	Varsity team
<b>SOCCER</b>	<b>Varsity, Sophomore and Freshman teams</b>
SWIMMING	Varsity and Frosh-Soph teams
<b>TENNIS</b>	<b>Varsity and Frosh-Soph teams</b>
<b>TRACK</b>	<b>Varsity and Frosh-Soph teams</b>
<b>VOLLEYBALL</b>	<b>Varsity and Frosh-Soph teams</b>
WATER POLO	Varsity and Frosh-Soph teams
<b>WRESTLING</b>	<b>Varsity, Junior Varsity, Sophomore and Freshman teams</b>

Teams in bold are part of the ESCC sports program. The other sports operate in independent leagues with individual scheduling. The 10 schools of the ESCC are:

Benet Academy of Lisle  
Carmel High School of Mundelein  
Joliet Catholic Academy of Joliet  
Marian Catholic High School of Chicago Heights  
Marian Central Catholic of Woodstock  
Marist High School of Chicago  
Nazareth of La Grange Park  
Notre Dame High School of Niles  
**Saint Patrick High School of Chicago**  
Saint Viator High School of Arlington Heights

Tryouts for places on these teams are announced in the Daily Bulletin and details are given as to the time and place interested students should report.

## STUDENT ACTIVITIES

### Principles of High School Recruitment Putting Students and Families First

#### **PHILOSOPHY**

The Catholic high schools in the Archdiocese of Chicago have been called by the Church to teach, to serve, to worship and to build community. We are committed to fulfill our mission through building educational communities informed by the values of the Gospel and in light of the Catholic faith. Thus, we promote continued collaboration among Catholic elementary schools, Catholic high schools and the Office of Catholic Schools to build a preschool through twelfth grade mindset that will provide our students with an education marked by academic excellence, exceptional faith development and moral leadership. Our schools exist to serve the educational needs of our students, to provide our families with viable faith based educational opportunities, and to nurture both Gospel values and the legacy of the Catholic faith for the renewal of our world. We hold the following tenets vital to our continued educational mission:

- The individual and collective decisions of our Catholic high schools and Catholic elementary schools must reflect the paramount importance of the educational needs of our students.
- Our schools must establish and maintain high academic expectations for all students. We work to provide a challenging learning environment that promotes holistic development and value formation essential for leaders of our Church and society.
- We realize the importance of the family in religious development and we welcome parents and families into our school communities as we assist them in the religious formation of our students.
- We acknowledge that our families make huge sacrifices to send their children to Catholic schools and our policies reflect a sensitivity to the needs of families.
- We recognize the Gospel challenge to infuse the concepts of peace and social justice into our policies and programs as we minister in a culturally diverse world.
- Our high schools and elementary schools are united by our common commitment to the Catholic faith and our common mission of educational excellence. Together we enjoy the benefits of collaboration; together we accept the responsibilities inherent as partners in a common mission.
- Together the high schools, elementary schools and the Office of Catholic Schools are called to participate in the Church's mission to serve and educate young people in the Archdiocese of Chicago. Our shared purpose, expressed through our common philosophy, binds us together to fulfill our mission in accordance with the spirit and practice of the Catholic Church. The following recruitment principles serve to translate these shared beliefs into practices to guide our interactions within and between our schools.

#### **SECTION 1 - ELEMENTARY SCHOOL SUPPORT**

Catholic elementary schools must actively promote the recruiting and marketing efforts of the Catholic high schools in their area. In order to guide with fairness all Catholic high school interactions and to ensure that all Catholic high schools have an equitable opportunity in the areas of marketing, recruitment and admissions, the following expectations have been established.

These expectations apply to all Catholic elementary schools, including private/independent, recognized by the Archdiocese of Chicago.

## STUDENT ACTIVITIES

### 1.1 Elementary Expectations

It is expected that all Catholic elementary schools in the Archdiocese of Chicago support our secondary Catholic schools; therefore, elementary schools **SHALL NOT:**

- Advertise specific Catholic high schools on their school's website to the exclusion of others.
- Promote a specific Catholic high school to a prospective student with the exception of counseling the family for the best fit and match to meet the academic and socialemotional needs of their child.
- Refuse access to any Archdiocese of Chicago Catholic high school recruiter unless sanctions have been placed on that high school.
- Invite public/charter high school recruiters to the local Catholic elementary school events.
- Facilitate the placement testing of public/charter high schools on the local Catholic elementary school site. Distribute promotional materials from public/charter high schools to the local Catholic elementary school community.
- Penalize a student for attending a shadow day at a Catholic high school within established policies/procedures (see sections 1.2 and 2.4 below).
- Allow a recruiter from another diocese to gain an unfair advantage by engaging in activities that are not in keeping with our principles.

### 1.2 Allowable Elementary School Actions

#### Catholic Elementary Schools MAY:

- Publish the names of alumni/alumnae from their school who had achieved academic success (honor roll, etc.) or other significant awards from a particular Catholic high school.
- Provide a link on the school's website to the Archdiocesan high school profile webpage.
- Distribute enrichment opportunity brochures (athletic, theater, summer camps, etc.) of Catholic high schools. This courtesy shall be afforded to any and all Catholic high schools requesting distribution.
- Establish policies regulating the number of, and the procedure for attending shadow days at Catholic high schools while working with families and high schools to provide junior high elementary students this important experience.
- Work collaboratively with the high school recruiting scheduler to ensure proposed event meet the needs of their students and families. Provide preparation courses for the high school entrance exam.

### **SECTIONS 2 - 8 HIGH SCHOOL SUPPORT**

All Catholic secondary schools recognized by the Archdiocese of Chicago are expected to adhere to these principles as a condition to engage in marketing activities with Catholic elementary schools (and students/families that attend these schools).

### **SECTION 2 - PRE-ADMISSION MARKETING**

In marketing our Catholic high schools to potential students, it is essential that we reach out to all families in the Archdiocese of Chicago and neighboring dioceses, in order to further the evangelization and educational mission of the Church. Proclaiming the Good

## STUDENT ACTIVITIES

News of our schools to prospective students is an exciting and challenging process that calls us to model the high moral standards that we cultivate in our students and among our schools. The following preadmission and admission principles reflect the collaborative spirit of our shared best match and fit philosophy balanced by the practical, fiscal and demographic realities of our schools.

### 2.1 Match and Fit Philosophy

Each individual Catholic high school designs and implements a pre-admission marketing program that enables potential students and their parents/guardians to make an informed decision regarding the choice for high school. High schools will provide a copy of their college admission profile to the elementary schools, so that teachers and principals may share such information with their 8th grade students and families to enable them to determine which high schools present the best match and fit for their student.

The diversity of educational programs available throughout our schools enables us to provide the best match and fit between potential students and our school programs. The term match refers to the agreement between a student's elementary credentials such as: grades, standardized test scores, strength of curriculum and the high school's academic program. The term fit is more broadly defined and refers to the other factors that would promote a successful high school experience such as: size of the school, location to home, level of inclusivity/diversity, extracurricular activities offered, and the cost of tuition.

### 2.2 Marketing Events

Individual high school marketing strategies, focusing on the mission, accomplishments and culture of the school, are delivered in a variety of ways. Some of these are elementary school visits and presentations; open houses; high school nights; high school sponsored contests, clinics, workshops and tournaments; targeted mass mailings (via email or US mail); distribution of admissions information; social media campaigns; and advertisements. All high schools are allowed equal access when scheduling elementary school visits. Recruiters can only engage in positive conversations about other high schools when visiting elementary buildings. In addition, no entrance exam preparation courses shall be offered by a high school.

### 2.3 Promotional Items

Pre-admissions promotional items at elementary school visits are **LIMITED** to:

- Pens
- Pencils
- Printed Materials

There are **NO** exceptions to this, regardless of cost. Elementary principals are responsible for enforcing this principle when recruiters from another diocese visit their school.

### 2.4 Shadow Days

Shadow days offer prospective students an opportunity to experience first-hand a typical school day at the high school. High schools shall also provide a current student as a guide/mentor for the elementary student. While shadow days are a primary marketing strategy, high schools respect the policies of individual feeder schools regarding attendance at shadow days. In communications with prospective students, high schools acknowledge and uphold elementary school policies. High schools also coordinate with elementary schools to create a system that facilitates student participation in shadow days. Elementary schools should consider including a clause for "excused" absences when creating their policies

## STUDENT ACTIVITIES

regarding shadow days and should allow both seventh and eighth graders to attend if high schools offer opportunities for various grade levels.

### **2.5 Continued Marketing**

Pre-admission marketing efforts for elementary students may extend throughout the course of the school year.

### **2.6 Statement of Fairness**

High schools agree to include the following statement in **ALL** marketing materials including but not limited to:

- Recruiting brochures
- Advertisements
- Emails
- Social media posts
- School websites
- 

Saint Patrick High School abides by all applicable policies of the Archdiocese of Chicago and the IHSA. In doing so Saint Patrick High School does not promise or offer athletic scholarships of any kind. Violations of IHSA policies may result in loss of eligibility for the student, coach and/or school. In recognition of our shared ministry, (School's Name) High School also does not promise, predict or otherwise allude to specific dollar amounts regarding tuition assistance or financial aid before a student takes the entrance exam. Saint Patrick High School promotes the best attributes of our own school while respecting the legacy and traditions of other Catholic high schools.

### **SECTION 3 - ENTRANCE EXAM PROCEDURES**

High schools will administer an entrance exam at their school on the date specified in 3.3 below. Students and families will be instructed to test at their school of first choice.

### **3.1 Purpose of Entrance Exam**

The purpose of the entrance exam differs from school to school. Most high schools consider this exam to be a major part of the application process and will not admit a student until he or she has taken it. Admissions decisions should be made based upon a variety of student performance data (e.g. grades, behavior records, recommendations, etc.) and not just entrance exam scores. Merit based academic scholarships with predetermined and published criteria offered by the high school shall be published on the high school's website. Each high school sets its own criteria for these awards. High schools will not award such scholarships to students until they have been accepted for admission to the school.

### **3.2 Common Entrance Exam**

All Catholic high schools in the Archdiocese of Chicago who administer an entrance exam agree to use the closed version of the High School Placement Test (HSPT) from Scholastic Testing Service, Inc. The approved testing fee is set by the Archdiocese Office of Catholic Schools. The student shall bring cash or check in the designated amount to the school the morning of the exam.



## STUDENT ACTIVITIES

### 3.3 Entrance Exam Date & Time

High schools agree to administer the entrance exam on a common date. The common date for the entrance exam shall be the first Saturday in December at 8:00 AM. High schools agree that they will not administer any preliminary exam to any students, regardless of their school of origin (public/charter, Catholic, private, etc.) prior to the agreed upon date and time. Make-up exams may be administered, as per 3.6 (below).

### 3.4 Pre-Registration for the Entrance Exam

Before the commonly chosen initial exam date (see 3.3) the target audience for a school's preadmission marketing efforts is any 8th grade student interested in attending the high school. Information sent to prospective students prior to the initial exam date may not require the payment of any fees (including the exam fee), nor give any indication of the possibility of preferred admissions.

High schools agree to take steps to ensure the safety and security of students on the morning of the entrance exam and to alert parents/guardians if the exam is canceled due to inclement weather, by requiring students/parents to pre-registration for the entrance exam. The preregistration form should only include the following information:

- The first and last name of the student and parents/guardian
- Emergency contact information for parents/guardian
- Any medical conditions the student has that require testing accommodations

High schools can decide how to gather this information, but pre-registration should occur within a two week window prior to the date of the exam. Walk in registration is permitted on the day of exam, however a student's parent/guardian must provide or complete the pre-registration form with emergency contact information.

### 3.5 Testing Accommodations

High schools may decide to offer testing accommodations, such as extended time or any other appropriate accommodations on the entrance exam. To qualify for accommodations, parents/guardians shall submit required documentation of an IEP/ICEP, 504 and/or psychoeducational testing to the high school. Each high school may determine which accommodations they are willing and able to provide during the exam. High schools shall establish a timeline for submitting accommodation requests. Information regarding testing accommodations shall be included in all pre-admission marketing materials distributed to elementary schools along with notification of the specific documents required.

### 3.6 Makeup Exams

High schools may host make-up exams any time after the common exam date. In order to discourage families from relying on the makeup date, high schools agree that the date of the make-up exam **MAY NOT** be advertised to potential students/families until after the common exam date.

In order to honor the reliability and validity of the student's performance on the common entrance exam (HSPT), students are expected to take the exam only once. If a makeup exam date is posted on the website of a school, high schools agree it must also include this disclaimer:

## STUDENT ACTIVITIES

"Prospective students are only eligible to take the makeup exam at Saint Patrick if they have **not tested** at any other Catholic high school in the Archdiocese of Chicago."

High schools agree that they may contact prospective students listed in their database to invite only those who have not tested at another Archdiocesan Catholic school to attend their make-up exam. Before administering the make-up exam all schools must ask prospective students, "Did you test at another Archdiocesan Catholic high school?" If the answer is, "Yes" then the student is not eligible to take the exam that day.

### **3.7 Marketing Analysis**

Students who have completed a "Recruitment Inquiry Card" but have not tested at a particular school, may be contacted by that school only to conduct a marketing analysis, not for the purpose of recruitment. Interested schools may not begin this data collection until June 1 of the current school year.

## **SECTION 4 - ADMISSION OF STUDENTS**

Each high school agrees to use the best "match and fit" philosophy as it undertakes the process of accepting students. While a student's elementary school profile is a major indicator for school admission, the entrance exam is another means of determining acceptance and/or placement.

### **4.1 Students who are Not Admitted**

In order to attempt to retain more students in Catholic high schools, schools who do not accept a student agree to make a good faith effort to forward that student's contact information to another Catholic high school that might be able to meet his/her needs. This practice is particularly encouraged for schools that accept only a comparatively small percentage of students who test at their school. Upon receipt of this information, the second school may contact the student's family and begin recruiting them if it would constitute a good match and fit. In order for exam scores and other pre-admission information to be sent from the school to another school, the written consent of the student's parent or legal guardian is required.

High schools will also notify the parents of students who have not been accepted that their contact information has been provided to another Catholic high school. Schools shall also educate parents and students of this practice by stating the following prior to the entrance exam:

*The Catholic high schools of the Archdiocese of Chicago make every effort to match each student's educational needs and goals with a school's mission and programs. In the event that Saint Patrick High School cannot accommodate your son/daughter's admissions application, we will forward your student's name, address and other contact information to another Catholic high school for consideration for admission.*

As a courtesy, the high school shall communicate with the elementary school the names of those students who are not accepted and discuss with the principal possible alternatives.

### **4.2 Acceptance Notification**

In order for high schools to meet the needs of families and have a sufficient amount of time to thoroughly examine student academic records before determining whether or not the

## STUDENT ACTIVITIES

school can provide for the student's educational needs, schools shall send out acceptance or rejection letters/communications to students and families any time after the December exam date, but no later than **February 1st** (save for instances of make-up exams, in which acceptance letters may be sent later).

Acceptance notification letters/communications shall include the following statement:

*Final acceptance into Saint Patrick High School is contingent upon the successful completion of the 8th grade and the awarding of an elementary diploma. Saint Patrick High School reserves the right to deny admission to any student whose final record indicates a major change in academic or behavioral performance.*

### **4.3 Contact after Exam Date & Registration**

Out of respect for each other, all high schools agree that they will not initiate contact with families once a student has registered at another Catholic high school. If a communication is sent to a prospective student, it shall include the words, "If you did not register at another Archdiocesan Catholic high school..." After the initial exam date, the target audience for a school's preadmission marketing efforts is only the body of students who tested at that school. Schools may respond to inquiries made by families after the exam date, but shall not initiate marketing efforts with eighth grade students who have begun application procedures for admission at any other Catholic high school in the Archdiocese of Chicago.

### **4.4 Placement of Incoming Students**

Once a student has been accepted at a given high school, schools shall make every effort to place the student in classes that will both properly challenge the student and allow the student to be successful. Generally, decisions about placement are made in consultation with a variety of persons such as parents, the student, department chairs, and elementary principals and teachers. Once the student is accepted, high schools may administer content specific proficiency exams to aid in proper placement.

## **SECTION 5 - FINANCIAL AID**

All high schools agree to include general information about the application process for financial aid in a school's pre-admissions information. Criteria for application and awarding of academic scholarships and financial aid are clearly published. All financial aid shall be fairly and equitably awarded.

### **5.1 Timing of Financial Aid**

It is agreed upon by the high schools that no numerical amount of aid shall be given out before acceptance. Scholarships, grants, work-study, or monetary awards of any kind shall not be offered or promised to individual students until they have been accepted for admission to the school. High schools may begin gathering financial information from parents prior to acceptance to assist in the processing of these requests. Each high school shall establish their own timeline. However, the following statement must accompany all financial aid information:

*Completion of these financial forms does not guarantee preferential admission. Your son must take the Catholic High School Entrance Exam on December 1, 2018 to be considered for admission.*

## STUDENT ACTIVITIES

In fairness to families attempting to finance a Catholic high school education, all official financial aid awards must be made available after acceptance but prior to registration. Schools shall not collect any fees of any kind (with the exception of a financial aid application fee paid to an outside company) until the family has been provided their final financial aid package. Once this has been done, schools may begin to collect fees. Fees may or may not be refundable, at the discretion of the school leadership and depending upon the specific circumstances.

### 5.2 Eligibility for Financial Aid

Financial aid awards shall be made available to all applicants who apply or enroll in the school. In the case of non-acceptance, a financial aid package should be offered by the accepting school. Financial aid should be offered to all students as long as funds remain. However, needs-based financial aid awards are only given to students who qualify based on the family's demonstrated financial need. Other merit-based scholarships may be awarded but these awards must also be made available to the entire student body. Specific criteria for scholarships must be published on the school's website. Curricular and/or co-curricular high school programs offered to elementary students shall not include future high school tuition discounts as participation incentives. Discounts for services due to financial need shall mirror the high school's financial aid program for current students.

### 5.3 Financial Aid Calculator

High schools agree to be transparent about tuition costs and agree to include a financial aid calculator on their school's website so that potential families can research the approximate cost of tuition. The requirements and format of the calculator shall be defined by the Office of Catholic Schools. This will assist families in determining the best fit and plan their finances accordingly.

## SECTION 6 - IHSA

The high schools agree to adhere to all applicable IHSA financial aid recruitment rules and regulations to protect prospective students and their families from exploitation. IHSA rules and regulations prohibit the recruitment of grade school athletes and exerting "undue influence." All Illinois High School Association **IHSA** rules and regulations shall be followed including:

**6.1 Financial Awards** Athletic scholarships of any kind are **FORBIDDEN** and may not be offered, promised or awarded. IHSA rules and regulations prohibit:

- Gifts, scholarships, or financial aid for talented athletes;
- Leadership awards disguised or based on athletic ability.

### 6.2 Off Site Recruiting Events

Recruiting events off site (restaurant, banquet hall, regional parish hall, etc.) are allowed as long as high schools adhere to applicable IHSA requirements, and the following:

- The entirety of the school's offerings are presented including academic programs and extracurricular opportunities other than athletics.
- An agenda is published which clearly articulates the topics to be discussed.
- An open invitation exists to all prospective students.

## STUDENT ACTIVITIES

- There is no allusion that the athletic programs at the school are superior to another high school's.
- There is no intimating that attendance at the high school would be more advantageous for the student from an athletic standpoint than at another high school.
- Coaches who serve in multiple roles in the high school as Recruiters, Admission Directors, Teachers or Administrators may attend, however they must represent the school in their non-athletic role without making any references to athletics.
- Coaches who do not serve in multiple roles in the high school as Recruiters, Admission Directors, Teachers or Administrators CANNOT be in attendance.

When presenting at off site events, school personnel shall take care not to give even the appearance of violations to the above restrictions. Examples might include but are not limited to:

- Bringing a State Championship trophy;
- Wearing any State Championship clothing or paraphernalia;
- Exhibiting any athletic apparel, equipment or awards.

It is recommended (but not required) that high schools inform the Regional Director of Secondary Schools in the Office of Catholic School of the times, dates, and locations of any recruitment events that do not take place on the campus of a school.

### **6.3 Open Houses**

Any coaches may be present at Open Houses conducted at the school. As with the off-site visits, care must be taken to ensure that the entire offering of the school including academics and extracurricular programs are fully presented to prospective students.

### **Section 7 - SANCTIONS**

It is in the spirit of cooperation and collaboration that these recruitment principles have been created for the benefit of our students and families to ensure a fair playing field for all Catholic high schools in the Archdiocese of Chicago. The sanction process does not serve to punish individuals or schools but rather to provide a fair, clear and transparent process when violations occur which cannot be addressed or resolved at the local level.

To assist in the investigation and resolution of any violations to the recruitment principles, a special High School Recruitment Sanctions Committee shall be established and members appointed at the discretion of the Superintendent of Schools. Membership shall include representatives of the High School Leadership Council (HSLC), Archdiocesan Principals

Association (APA) and the Regional Director for Secondary Schools. All High School Recruitment Sanctions Committee members shall be currently serving as presidents or principals of Catholic schools of the Archdiocese (with the exception of the Regional Director for Secondary Schools). The High School Recruitment Sanctions Committee shall investigate the veracity of the claims and use the following process when applying sanctions.

### **7.1 Elementary Violation Process**

We promote an honest and open dialogue between the parties involved for any perceived or real violations to the recruitment principles. It is expected that an administrator from the high school will contact the elementary principal directly to discuss his/her concerns. If after this outreach the problem still exists, the following actions will be taken:

## STUDENT ACTIVITIES

If the school is *Archdiocesan Sponsored* (including all schools affiliated with a parish or parishes), the Superintendent shall take direct action with the leadership of the school to assure that these principles are followed.

If the school is *independent* (non-parochial), the following actions will be taken:

1. The party alleging a violation shall issue a formal written complaint to the Superintendent.
2. The party alleging a violation must produce some form of factual evidence that a violation occurred.
3. The Superintendent (or designee) shall investigate the claim and if it is deemed to be credible will enact the following sanctions:

**1st Offense:** The principal of the school shall receive a warning from their Regional Director along with a written copy of the most current recruitment principles highlighting the violation.

**2nd Offense:** The principal of the school shall receive a written statement from the Superintendent of Schools. This will be kept on file. Notification of the violation shall be provided to the Office of the Archbishop, HSLC, and APA.

**Additional Offenses:** Additional documented violations shall result in further action, to be determined by the Superintendent.

### 7.2 High School Violation Process

We promote an honest and open dialogue between the parties involved for any perceived or real violations to the recruitment principles. It is expected that the following personal conversations regarding violations be held first between the high school and elementary leadership before a formal complaint is filed following this framework:

- **First Contact:** Elementary Principal/HS Admissions Director to HS Admissions Director
- **Second Contact:** Elementary Principal/HS Principal to HS Principal
- **Third Contact:** Elementary Principal/HS President to HS President If after this repeated outreach the problem still exists, the following actions will be taken:
  1. The party alleging a violation shall issue a formal written complaint to the High School Recruitment Sanctions Committee.
  2. The party alleging a violation must produce some form of factual evidence that a violation occurred.
  3. The High School Recruitment Sanctions Committee shall investigate the claim and if it is deemed to be credible will enact the following sanctions:

**1st Offense:** The principal and president of the school shall receive a warning from the Regional Director of Secondary Schools along with a written copy of the most current recruitment principles highlighting the violation.

## STUDENT ACTIVITIES

**2nd Offense:** The principal and president of the school shall receive a written statement from the Superintendent of Schools. This will be kept on file and the offending school will be placed on probation for 1 year. Notification of the violation shall be provided to the HSLC and APA.

**3rd Offense:** If another documented violation occurs within the probationary period the school shall lose access to:

- Archdiocesan feeder schools for on-site visits
- Archdiocesan database of prospective students

Notification of the violation shall be provided to the Office of the Archbishop, HSLC, and APA. Additional Offenses: Additional documented violations shall result in further action, to be determined by the Superintendent, in consultation with the High School Recruitment Sanctions Committee.

### **SECTION 8 - ADMINISTRATIVE RESPONSIBILITIES**

The Archdiocese of Chicago Office of Catholic Schools shall promulgate this document annually for all high school presidents, principals, and recruiters as well as elementary school principals. These principles should be referenced in student handbooks, faculty handbooks, and other such related publications to ensure proper dissemination of this information to all stakeholders. In addition, high school administrators are responsible for discussing these principles with the entire school community including recruitment staff, athletic staff, alumni/ae boards, booster clubs, parents and other volunteer organizations thereby enforcing their compliance.

### **SECTION 9 - ANNUAL REVIEW**

This document shall be reviewed annually by the officers of the HSLC and APA and amended as needed to better focus on needs of families and encourage more students to attend Catholic High Schools.

## STUDENT ACTIVITIES



**(For 2018-19 School Term)**  
**This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.**

### **Key Provisions Regarding IHSA Rules**

#### **Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### **1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### **2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### **3. Residence**

- Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:
- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
  - B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court



## STUDENT ACTIVITIES

appointed guardian; or

C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or

D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or

E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or

F. You attend the private/parochial high school which one or both of your parents attended; or

G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and **transfer after the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a

change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

Illinois High School Association

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

## STUDENT ACTIVITIES

### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic

scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and

## STUDENT ACTIVITIES

subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a nonschool team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### **11. All-Star Participation**

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### **12. Misbehavior During Contests**

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

## **PARENT ORGANIZATION**

### **PARENTS' CLUB**

All parents and guardians of Saint Patrick High School are members of the Parents' Club. Parent participation is key to the growth and continued success of our school, so please join us at our meetings and the various school events and activities.

**2018-2019 Parents' Club Meeting Dates:** To be determined

All Meetings are held on Wednesday nights in the James J. Barrett Center (Library) at 6:30 P.M.

If you have any questions or concerns, please feel free to contact:

**Patti Fabrizio**  
**Director of Special Events and Parent Relations**  
**773-282-8844 ext. 257**  
**[pfabrizio@stpatrick.org](mailto:pfabrizio@stpatrick.org)**

# CALENDAR

## SEMESTER ONE

### AUGUST 2018

13	Monday	Freshman Day of Service at FMSC
14	Tuesday	Freshman Orientation, Class of 2022
15	Wednesday**	First Full Day of School - Liturgy Schedule
16	Thursday	All Sports Parent Athletic Meeting, Gym - 7:00 P.M.
21	Tuesday	Parent Tour Night - 7:00 P.M.

### SEPTEMBER

03	Monday	Labor Day - <b>Classes Not In Session</b>
09	Sunday	Freshman Mass & Breakfast - 9:00 A.M.
13	Thursday	Open House #1 6:00 - 8:00 P.M. - Meeting Schedule
14	Friday	No School - Cyber Day
<b>14</b>	<b>Friday</b>	<b>End of Progress Report #1</b>
21-22	Friday/Saturday	Homecoming Game and Dance

### OCTOBER

01	Monday	College Fair Night - 6:30 P.M. - 8:00 P.M.
02	Tuesday	Parent Teacher Conferences 3:00 - 7:00 P.M.- Meeting Schedule
02	Tuesday	International Day of Non-Violence-Liturgy Schedule*
08	Monday	Columbus Day - <b>SCHOOL IN SESSION</b> - Regular Schedule
10	Wednesday**	All School Test Day - Special Half Day Schedule
<b>11</b>	<b>Thursday</b>	<b>First Quarter Ends</b>
11	Thursday	Open House #2 6:00 - 8:00 P.M. - Meeting Schedule
12	Friday	Columbus Day Observed - <b>Classes Not In Session</b>
18	Thursday	Underclassmen Photo Day
19-21	Friday-Sunday	Fall Play

### NOVEMBER

01	Thursday	All Saints Day - Liturgy Schedule*
06	Tuesday	ACT Night 7:00 P.M.
13	Tuesday	Blood Drive #1
<b>16</b>	<b>Friday</b>	<b>End of Progress Report #2</b>
19-23	Wed - Friday	Thanksgiving Holiday - <b>Classes Not In Session-Return Monday, Nov 26</b>

### DECEMBER

01	Saturday	Class of 2022 Placement Exam - 8:00 A.M.
03	Monday	Reconciliation
12	Wednesday**	Feast of Our Lady of Guadalupe - Liturgy Schedule*
17-21	Mon - Friday	First Semester Final Exams <b>Christmas Break Begins After Last Exam</b>
<b>21</b>	<b>Friday</b>	<b>End of First Semester/</b>

**ALL WEDNESDAYS FOLLOW A LATE START SCHEDULE**

**(Unless otherwise noted\*\*)**

**Shirt and Tie on Liturgy Days\***

# CALENDAR

## SEMESTER TWO

### JANUARY 2018

<b>07</b>	<b>Monday</b>	<b>Classes Resume/Second Semester Begins - Regular Schedule</b>
21	Monday	Dr. Martin Luther King, Jr. Day - <b>Classes Not In Session</b>
29	Tuesday	Catholic Schools Week Liturgy - Liturgy Schedule*

### FEBRUARY

<b>08</b>	<b>Friday</b>	<b>End of Progress Report #3</b>
18	Monday	Presidents' Day - <b>Classes Not In Session</b>
26	Tuesday	Parent Teacher Conferences, 3:00 - 7:00 P.M. Meeting Schedule

### MARCH

02	Saturday	Green & Gold Dinner/Auction
06	Wednesday**	Ash Wednesday Liturgy - Liturgy Schedule*
07	Thursday	Junior Ring Mass - 9:30 A.M.
08	Friday	Junior Ring Dance
<b>08</b>	<b>Friday</b>	<b>Third Quarter Ends</b>
15-17	Friday - Sunday	Spring Musical
18	Monday	Feast of Saint Patrick - <b>Classes Not In Session</b>
22-24	Friday - Sunday	Spring Musical

### APRIL

02	Tuesday	Test Day-Special Half Day Schedule
09	Tuesday	NHS Induction - 7:00 P.M.
09	Tuesday	Blood Drive #2
15-22	Monday - Monday	Easter Break - Return Tuesday, April 23
24	Wednesday	RICA and Senior Recognition - Liturgy Schedule*
26	Friday	Benefactors Luncheon
<b>26</b>	<b>Friday</b>	<b>End of Progress Report #4</b>

### MAY

06-10	Mon - Friday	Senior Final Exams
11	Saturday	Senior Prom
15	Wednesday**	Founder's Day Liturgy - Special Liturgy Schedule*
20-24	Mon - Friday	Second Semester Exams - Exam Schedule
21	Tuesday	Graduation-Holy Name Cathedral
<b>24</b>	<b>Friday</b>	<b>End of 2nd Semester/ Summer Vacation Begins after the Last Exam</b>
27	Monday	Memorial Day

### JUNE

01	Saturday	<b>Failure Letters Mailed</b>
03-04	Monday - Tues	Summer School Registration
10	Monday	Summer School Begins

**ALL WEDNESDAYS FOLLOW A LATE START SCHEDULE (Unless otherwise noted)**

## SCHOOL SONG

### Saint Patrick School Song

You're a grand old school,  
And our one golden rule,  
Is to cherish and laud your name.

You're the guide of youth!  
The Home of Truth!  
In manhood we'll love you the same,  
RAH! RAH!

Every heart grows bold  
'Neath the Green and the Gold,  
Which we'll follow as years unfold,  
Lest alma mater be forgot  
Keep your eye on Saint Patrick High.



Saint Patrick High School  
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