

# Saint Patrick High School

## Student Handbook

Technology Use - Attendance - Discipline

2022- 2023



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# Technology

## Technology

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### TECHNOLOGY

**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.**

***Students and parents are expected to 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, especially related to discrimination and bullying.***

### Technology Policies

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 the internet 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 student guidelines outline what are acceptable and unacceptable uses of the Internet.

#### Information and Guidelines

- 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.
- Saint Patrick High School will provide students with a school email account. All e-mail protocol is in effect for student accounts.
- Students will have access to the Internet in all locations throughout the school.
- 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.
- Material created and/or stored on the system is not guaranteed to be private. Network representatives 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.
- 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.
- 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.
- 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.
- 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.
- Network users may not use vulgar, derogatory, or obscene language. Users may not 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.
- Network users may not engage in "spamming" or participate in chain letters.
- Network users are restricted from playing games, using instant messenger or other interactive sites unless specifically approved by the student's classroom teacher.

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- Network users may not deliberately attempt to disrupt any computer system or destroy computers or data by any means, including changing default configurations, cursors, and the desktop.
- Network users are expected to adhere to the safety guidelines listed below.

### Guidelines for Internet Safety

- Never give out your last name, address, password or phone number. Users should change their passwords on a regular basis.
- Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
- 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.
- Understand that the computers and internet access can and will be remotely monitored to ensure 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 any 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.

### iPad Program Manual

#### Acceptable Use Policy (AUP)

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 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 the 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 other media.

#### 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.
- 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 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, nondelivery, misdelivery or service interruptions caused by the student's own negligence, errors or omissions. Use of any

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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 an 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
- Posting anonymous messages to any medium
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Saint Patrick High School administration
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity. Password, or technology without authorization, including sharing Zoom access links or "Zoombombing"
- 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.
- 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

### Use of Social Media

- Students are accountable for their digital and non-digital postings, and other electronic communications even when outside of school hours.
- Social media activities may be visible to current, past, or prospective students, parents, and community members; and accordingly, students must exercise discretion when using social media for personal communication, as these communications represent the student and the school.
- Students may use Facebook and Twitter during the school day for educational purposes.
- The use of social media for non-academic purposes during the school day may result in disciplinary action including the loss of cell phone privileges.
- The use of social media must comply with confidentiality and privacy policies and laws. Additionally, no personally identifying student information may be published on such websites without parental consent.
- The school will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.
- The school may require the student to share content in the course of such an investigation.
- **Any form of online bullying, intimidation or threatening comments towards other students are strictly prohibited and may result in disciplinary action.**

# Attendance & Discipline

## Attendance & Discipline

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### ATTENDANCE

#### Attendance and Yearly Requirements

Saint Patrick High School schedules a 180 day academic calendar totaling over 968 hours of instruction. Student records, including immunization and health exams, must be current. **Students will be excluded from school on October 15 if records are not submitted, per ISBE policy.** Parents are regularly reminded by the Assistant Principal for Curriculum and Instruction.

#### 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 be admitted after 7:50 a.m. Visitors will present their driver's license to the officer who will then scan and print out a visitor's badge. The badge will be placed in a lanyard which will be worn through the duration of the stay. Upon leaving the building the lanyard (badge) will be returned and the visitor's license will be given back.

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.

#### 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 the Attendance Officer any special circumstances that may affect regular attendance. Parents must call school (773.282.8844 ext. 240) by 9:00 a.m. 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 subject to our most aggressive intervention.

#### Extracurricular Eligibility

**Students who miss five or more periods in a day are not eligible for participation in or attendance at any extracurricular activity scheduled for that day, unless approved by the Athletic Director.**

#### Tardiness

"A" Period with a Regular Schedule starting at 7:45 a.m., is the official attendance period. Tardies are recorded for EVERY period of the day.

1. A student is considered tardy if **his two feet are not in the classroom at the time class is scheduled to begin.**
2. Teachers are asked to be considerate in the case of a student reporting late from another class with appropriate notification from the teacher.
3. Transportation or weather is not an acceptable excuse for tardiness, unless stated by the Administration.
4. **Students should report directly to their classroom when tardy to a class. Their classroom teacher will mark the student's tardy. AT NO TIME SHOULD A STUDENT REPORT TO THE ATTENDANCE OFFICE WHEN TARDY TO A CLASS.**

## Attendance & Discipline

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### Tardy Consequences:

# of Tardies	Consequence	Student/Parent Notification
1-4	Warning	Student Notification
5-10	After School Detention	Student Notification by Dean
11-15	Saturday School Detention	Student/Parent Notification by Dean
16+	Dean Contract	Student/Parent Meeting w Dean

### Absenteeism

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

Any student absent from school on a given day may not participate in or attend any school-related activity that day, unless approved by the administration.

Both excused and unexcused absences are accumulated and documentation of 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 five absences will receive a letter of notification from the Attendance Officer stating the Attendance Policy and will be contacted by the counselor.
2. The parent will get a call from the Dean of Students at absence Nine. After absence ten, all subsequent absences will need to be documented as excused or the student may be withdrawn from all classes with loss of credit. This may effectively result in loss of promotion if all credit deficiencies cannot be resolved in summer school.

#### Reasons for pre-arranged absences include the following:

- **Participation in school sponsored, approved class field trips and athletic contests-** In addition, students may pre-arrange an absence to see a St. Patrick team participate in State Tournament competition. These absences do not count against your son's absence total.
- **Medical and dental appointments-** A doctor's note will be required when the student returns to campus.
- **Court appearance-** Date will be excused if it has been cleared prior to the absence. Documentation from the court will be required when the student returns to campus.
- **College visit -** No more than three (3) college visit experiences will be allowed during junior and senior year.
- **Family vacation -** Family vacations should not be taken when school is in session unless it is absolutely necessary.

### 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.

### 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 that can be made up at home.

### 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 additional consequences will be assigned by the Dean. A second truancy will result in suspension and may call for immediate expulsion.

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Any student truant from school on a given day may not participate or attend any school-related activity that day.

### Returning to Learn Protocol/Return to Play 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.

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

- Cognitive Rest - No school, no academic, no extracurricular activity.
  - Parents should limit activities that trigger symptoms (TV, video games, etc.) or elevate heart rate.
- 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.
- 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.
- 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.
- 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 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.

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### 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.

These excused absences still accumulate toward the limit of nine when our most aggressive intervention is enacted. Knowing that an extended absence has been planned, it is the parents' responsibility that their son be in attendance for the balance of the semester's scheduled school days.

### Missing Classwork 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 accommodation.

### 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. **Request permission in writing or phone call to the attendance office in advance to the appointment.** 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."

## CONDUCT AND DISCIPLINE

### 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 identity. 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 or harassment involving race, gender, religion, sexual orientation and/or disability will be investigated and appropriate action will be taken.

Upon acceptance into Saint Patrick High School, students and their parents agree to uphold all school regulations.

Mutual respect is expected among students, teachers, and parents. Gentlemanly courtesy to all faculty members and visitors is always expected. 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.

### Dress and Appearance Code

All students are now required to be in Saint Patrick High School uniform dress 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

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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. Shirts are to be tucked into pants/shorts. School Belles (Harlem and Foster) has a full inventory of polos, ¼ zips, etc. You will need to reference our school code of S2891. Additionally, a limited amount will be available in our Shamrock Shop.

School branded and issued quarter zips, crew neck sweatshirts, warm ups, and jackets are the only approved outerwear. Saint Patrick polos are still worn under these forms of outer wear. The only acceptable outerwear is that displaying the Saint Patrick brand. **Saint Patrick branded hoodies cannot be worn unless it is a spirit Friday or another designated spirit day.**

Students in violation of the dress code may receive a consequence issued by the Dean of Students.

### Pants

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

### Shorts

Non-Cargo khaki shorts with belt loops and have a zipper are allowed from the first day of school until September 30th and from May 1st to the end of the school year. No mesh shorts or gym shorts.

### Socks and Shoes

Predominantly black, brown, or white dress, casual, or gym shoes are acceptable. Moccasins or slippers are not allowed. Shoes requiring laces must be tied. All shoes must be worn properly and with socks. **No open-toed shoes such as Crocs and sandals are allowed.**

### Hair

Hair should be neatly cut. Hair should be no longer than collar length and the length on top is limited. Dyed hair, streaks, designs, or colored highlights are not acceptable. Students in violation may be suspended from classes, parents notified, and students sent home. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### Facial Hair

Students are to be clean shaven at all times (no mustaches, beards), unless accompanied by a note from a dermatologist. Students may be asked to shave at school.

### Hats

Headwear of any kind is never worn in the building.

### Jewelry

Necklaces and chains of moderate size are acceptable. Earrings/piercings are never worn during school.

### Tattoos

Any offensive tattoos need to be covered.

## Spirit Fridays

Students are encouraged to represent their school pride and activity every Friday during the school year by wearing their Saint Patrick appropriate team/activity quarter zip, jersey, polo, or shirt. Normal dress code is in effect for the waist down. Saint Patrick branded and issued hoodies are acceptable.

## Liturgies

On days when the Saint Patrick High School celebrates the liturgy (about once a month), a dress shirt, tie, and full length pants are required and to be worn for the full day.

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### 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 URGED NOT TO KEEP VALUABLES OR MONEY IN THEIR LOCKER AND TO KEEP THEIR LOCKER LOCKED. SCHOOL AUTHORITIES RESERVE THE RIGHT TO OPEN AND EXAMINE THE CONTENTS OF ANY LOCKER AT ANY TIME

Students are allowed to go to their lockers between periods. Teachers will issue locker passes only after the period has started. 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.

### Cell Phones

Students are not allowed to use cell phones/earbuds during school hours without the permission from an adult. These devices must be out of sight except for the students' lunch period. For safety reasons, students are NOT allowed to wear headphones or earbuds of any kind as they move through the hallways but are able to use them during their lunch periods. Dean of Students have the right to confiscate phones/earbuds at their discretion. **Saint Patrick High School is not responsible for lost or stolen electronic devices such as AirPods, iPad, phones etc.**

### Searches

Students and their personal effects are subject to search for the reasons stated in the Illinois State Code (10-22.6): To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, cars, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the students, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas.

### Mandatory Drug Testing

- Saint Patrick High School has partnered with Psychomedics to screen hair samples of our students.
- 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

1. Meeting with the Parent, Dean of Students, and the Counselor
2. 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).
3. Students will again be tested in 100 days. If negative, the student will resume random testing; if positive, the student enters the second protocol.

#### Second positive

1. Meeting with the Parent, Dean of Students, and the Counselor
2. Formal assessment by a certified drug counselor (students cannot return to school until the Dean is notified of the findings and recommendations of that evaluation).
3. Required formal treatment from an outside professional (this can take the form of regular office visits or, in the extreme case, residential care.)
4. Continued weekly Wednesday group sessions at school.
5. Students will again be tested in 100 days.

#### Third positive

Dismissal from Saint Patrick High School

### Non-Discrimination Statement and Policy

Saint Patrick High School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Similarly, we will not discriminate in the recruitment,

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acceptance, and education of students enrolled in our school. Questions about the policy or to submit a complaint should be directed to the Principal with a copy to the President of Saint Patrick High School.

### 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:

- placing the student in reasonable fear of harm to the student’s person or property;
- causing a substantially detrimental effect on the student’s physical or mental health;
- substantially interfering with the student’s academic performance; or
- substantially interfering with the student’s ability to participate in or benefit from the services, activities, 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.

“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:

- intervene immediately, when appropriate and in a manner that is aligned to the context and ensures the safety of all involved;
- report the incident of bullying or retaliation to the Principal or Dean as soon as possible
- cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal or Dean.

#### Investigation

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A Principal or Dean shall investigate and document the incident. The parties involved shall be notified of all appropriate information while still maintaining confidentiality.

### 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.

### School Sponsored Activities

Dances, retreats, concerts, field trips and at home and away athletic events are examples of school sponsored activities. The Administration may let students leave 30 minutes before the end of the event.

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 always in effect for our students before school and for one hour immediately following the close of school.

### Eating

Food or candy may only be consumed in the cafeteria before school, during lunch periods, and at predetermined times arranged by Administration and our vendor, Quest.. Students may carry bottles with only water during class.

### Smoking / Smokeless Tobacco

Students are not permitted to carry cigarettes, e-cigarettes, matches, lighters or smokeless tobacco or other nicotine delivery means on their person during the school day. 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. The device will be confiscated. The liquid will also be tested to determine its nature. Should the test reveal synthetics or cannabis oil, the student may be dismissed from Saint Patrick High School.

### Smoking, Smokeless Tobacco & Vaping Consequences

# Of Offense	Consequence
First Offense	Saturday School; 1-week Disciplinary Probation; Parent Notification
Second Offense	2 Saturday Schools; 4-week Disciplinary Probation; Dean/Parent Meeting
Third Offense	5-Day Suspension; 1-year Disciplinary Probation; Dean Contract

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### Off-Campus Conduct

In off-campus situations that do not have any connection to Saint Patrick's educational and co-curricular programs, the school expects its parent(s)/guardian(s) to exercise their role as the primary educators and disciplinarians of their children. The school may exercise jurisdiction for student misconduct that may occur.

In determining whether a specific non-school, off-campus activity violates the spirit of the statement above and requires the intervention and response of the school, the Administration will consider each of the following criteria:

- the seriousness of the violation according to the school's philosophy, school policy, or federal, state or local ordinance;
- whether or not the incident occurred at or in relation to a school-sponsored event;
- direct connection to or public mention of the "Saint Patrick" name in reference to the incident;
- the proximity of the location of the occurrence to the school's campus;
- conduct or consequences threatening the safety and/or harmony of members of the school community;
- conduct or consequences obstructive to the good order and educational and moral climate of the school;
- police charges, judicial appearances, convictions, and/or any other civil or criminal actions that may take place.
- if the violation, while outside of school, involves multiple students who attend St. Patrick High School.

In those off-campus situations where one or more of the seven criteria listed herein apply, the Administration may deem it necessary to act for the good of the school community. The offending students will be subject to any and all of the "Disciplinary Measures" identified herein.

Students are reminded that their conduct off-campus also includes the Internet. Social Media should not be used to demean, harass, or threaten any member of the Saint Patrick community or misuse the good name of Saint Patrick.

### 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, e.g., gang graffiti in textbooks, notebooks, in lockers or on clothing can result in immediate expulsion.

### Weapons

Students are not to have weapons (including, but not limited to a firearm, knife, brass knuckles, or knuckle weapon regardless of its composition, a billy club, or any other object attempted to or used to cause bodily harm) or explosives in their possession or control. Look-alikes, facsimiles or accessories of any kind of any weapon or explosive is considered to be a weapon or explosive for purposes of this section. Any weapon or explosive found will be confiscated, the police will be notified, and the student will be subject to immediate disciplinary action.

A student who is determined to have brought a weapon or explosive to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be suspended immediately from school and will go before the Disciplinary Review Board. The Disciplinary Review Board will make a recommendation, including possible expulsion, to the President regarding the consequences of the student's action.

### Disciplinary Consequences

#### Teacher Detention

A teacher may issue an after school "classroom" detention at their discretion. Teacher's may ask a student to report to their classroom after school because of a disciplinary situation that the teacher wishes to address. Failure to show to a "teacher issued detention" should be reported to the Dean's Office.

#### Detention Referral

A teacher can issue a referral to the Dean's Office for disciplinary offenses. These referrals can be found on our Google page. The Dean's Office should report back to the teacher in a timely manner the result of the referral.

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### After School Detention

Detention is a consequence for inappropriate behavior or disregard for school rules and policies. When receiving a detention, students are scheduled for detention Monday through Friday from 2:50 pm to 3:30 pm after school at the Dean's discretion.

### Disciplinary Probation

A student is placed on Disciplinary Probation as a Level II form of discipline. This would include, but not limited to a combination of social probation, athletic probation, co-curricular/activities probation, parking privileges, etc.

### Saturday School Detention

Saturday Detentions will be scheduled as a Level II form of discipline. Saturday detentions could take place up to twice per month starting in September. Students will be at Saint Patrick High School from 8 a.m. to 10 a.m.

### 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.

### 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 weapon.
9. Battery committed against school personnel.
10. Bullying or harassment.
11. Other acts as deemed by the Principal to cause a safety concern.

The school administrator immediately notifies local law enforcement officials 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 three days of each incident through the School Incident Reporting System (SIRS).

The chief school administrator immediately notifies local law enforcement officials of weapon 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). Parents will immediately be notified by the chief administrator or his designee if their child was in possession of any weapon, including but not limited to, firearms.

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

### Shamrock Restore

St. Patrick High School continues to grow and foster an identity that promotes and cultivates a community of conscience, competence, and compassion. In certain cases when a student's actions cause harm to the community and its members, restorative practices geared toward education, reconciliation, and justice will be implemented.

Shamrock Restore seeks to promote dialogue in order to cultivate greater education and growth opportunities surrounding issues that violate any student expectations, especially those infractions that demonstrate bias and prejudice.

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The school will offer the parties involved the opportunity to participate in our Shamrock Restore programming and protocols, if mutually agreed upon by the individual who has been harmed and the individual who has caused harm and their parent/legal guardian, in cooperation with traditional disciplinary action, and at the discretion of the Assistant Principal for Student Services.

Restorative practices may include, but are not limited to, peace circles, peer mediation, and completion of educational action items. Restorative measures mean a continuum of school-based alternatives to exclusionary discipline, such as Saturday Detentions or suspensions or as a reentry requirement.

### The Discipline Board

The Discipline Board consists of the President, Principal, Dean, and two faculty members with the Dean as the chairperson.

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 \$210.00 per school year. Parking will be available in the Austin lot only with seniors given first choice. Students who park in areas not assigned to them will:

- **1st Offense:** warning from the Dean of Students
- **2nd Offense:** Consequences may include Saturday School, loss of parking privilege for the year, car being towed at students expense and/or consequence at Dean's discretion.

The **Austin parking lot will be designated as the Student Parking Lot only**. The Belmont parking lot will be designated as the Faculty/Staff Parking Lot. Students are prohibited from parking in the Belmont lot and are subject to consequences from the Dean's Office.

Students must only park in the space assigned to them. Parking placards must be visibly hung from the rearview mirror at all times. A student finding someone else's car in his space upon arriving at school should inform the Dean of Students.

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 with 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 any 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.

### 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.