

Saint Patrick High School Student Handbook

2022-2023



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Introduction

Introduction

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. 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)

History Of The School

Saint Patrick High School is Chicago's oldest Catholic high school for boys, and for over 160 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 Programs.

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 composed 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

Introduction

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) and 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.

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. In the Chicago area alone the Brothers of the Midwest District sponsored Saint Patrick High School (1861), DeLaSalle Institute (1889), Montini Catholic High School (1966), Br. David Darst Center (2002), San Miguel Back-of-the-Yards (1995), Tolton Education Center (1991), Lewis University (1932), and LaSalle Manor Retreat Center and most recently has accepted the invitation from the Sisters of the Resurrection to assume leadership of Resurrection College Prep (1923 in 2019)). 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 entering 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
- The ministry builds community
- The ministry practices and promotes Lasallian Association for Mission
- The ministry exercises a Preferential Option for Economically Poor

Procedures and Services

Procedures and Services

Whom Should You Call?

Academic Program & Course Selection	Mr. Markeise Russell, Assistant Principal for Teaching & Learning
Admissions	Mr. Joe Cermak, Director of Admissions
Athletic Program	Mr. Matthew Reardon, Athletic Director Mr. Daniel Galante, Assistant Athletic Director
Athletic Medical Forms	Mrs. Tracey Gumiela, School Nurse
Attendance	Mr. Russ Lucas '81 Director of Attendance
Bus Transportation - Athletic Events	Mr. Matthew Reardon, Athletic Director
Bus Transportation	Mr. Joe Cermak, Admissions
Calendar	Athletic — Mr. Matthew Reardon, Athletic Director School — Mr. Paul Csongradi, Assistant Principal for Student Affairs Social — Ms. Patti Fabrizio, Office Manager Theatre — Mr. Jim Yost, Theatre Director
Christian Service	Mr. Rich Raho
Computer Services	Mr. Tom Christman '01, Director of Computer Services
College Applications, Scholarships, Financial Aid	Mr. Daniel Kusinski '75, Senior Class and College/Career Counselor
Disciplinary Policies	Mr. Al Biancalana, Dean of Students Mr. Luke Mertens, Dean of Students
Driver Education	Mr. Markeise Russell, Assistant Principal for Teaching & Learning
Graduation	Mr. Paul Csongradi, Assistant Principal for Student Affairs
Graduation Requirements	Mr. Markeise Russell, Assistant Principal for Teaching & Learning
Institutional Advancement/Fundraising	Mr. Jeffrey Ardito '87, Vice President of Institutional Advancement
Insurance Claims - Student Liability	Mr. Matthew Reardon, Athletic Director Mr. Robert Ryan '86, Vice President of Finance
Job Placement Program	Mr. Paul Csongradi, Assistant Principal for Student Affairs & Activities
Lasallian Youth	Mr. Rich Raho, Ms. Cyndi Wood
Library	Barbara O'Sullivan, Librarian
Lockers	Mr. Al Biancalana, Dean of Students Mr. Luke Mertens, Dean of Students
Maker Lab	
Medical Issues, Gym Excuses	Students Counselor Ms. Tracey Gumiela, Nurse
Parents' Club	Ms. Patti Fabrizio, Moderator

Procedures and Services

Retreat Program

Mr. Richard Raho, Campus Minister

Special Education/504's

Ms. Kim Noschese

Student Scheduling

Scheduling and Student Information System Manager

Schedule Changes

Teacher

Counselor

Mr. Markeise Russell, Assistant Principal for Teaching & Learning

Summer School Program (Credit Recovery)

School Counselor

Mr. Markeise Russell, Assistant Principal for Teaching & Learning

Scheduling and Student Information System Manager

Summer Enrichment Program

Mr. Markeise Russell, Assistant Principal for Teaching & Learning

Shamrock Apparel

Ms. Kathleen Christensen

Student Activities

Mr. Paul Csongradi, Assistant Principal for Student Affairs & Activities

Tuition Assistance

Ms. Mary Trampas, Coordinator

Tuition, Financial Matters

Mr. Robert Ryan '86, Vice President of Finance

Transcript, Student Records

Ms. Mary Trampas, Registrar

Work Study Program

Mr. Al Biancalana, Dean of Students

Mr. Luke Mertens, Dean of Students

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 1:00 p.m., Monday - Thursday.

Telephone Calls

Telephone calls to teachers can be made at any time via VoiceMail. 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, on CBS (2), NBC (5), ABC (7), WGN (9), FOX (32) and CLTV News television and online at 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.

Emergency Remote Learning

Student/Parent Overview and Guidelines

Procedures and Services

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 “Emergency Remote Learning.” “Emergency Remote Learning” 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 “Emergency Remote Learning” by the usual phone blast or email systems. Students are responsible for following a regular class schedule and check in at the regular period times, complete assignments and submit online by the teacher’s preferred assignment collection tool; all work is to be submitted by 6:00 p.m. The submission of the assignment serves as evidence of student attendance and class participation. All classes are required to post assignments.

Teachers will use their Google Classroom webpage to post class content and homework before A Period of the announced “Remote Learning Day.” Teachers are expected to make themselves available by email, chat, or other identified means for help/Q&A during “Remote Learning;” 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 “Remote Learning 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 “Remote Learning 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 “Remote Learning 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 the 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.

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 and in the students’ lockers 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

Procedures and Services

Saint Patrick High School admits qualified students without regard to race, color, religion, national or ethnic origin. Please contact Mr. Joe Cermak, Director of Admissions, with your admission interest and questions. Students are then admitted by St. Patrick High School Administration.

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 17.

School Uniform Wear

School uniform wear is available at School Belles, located at Harlem and Foster. Reference our school code S2891 when purchasing. A limited amount of uniform wear will also be available in our Shamrock Shop.

Shamrock Apparel

The Shamrock Shop is located near the gym lobby. Hours are 7:15 - 8:30 a.m.. Apparel may also be purchased through our website at 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.

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. 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 gear left in the gym lockers during cleaning days is 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.

Procedures and Services

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 received by the Principal who will instruct them on how to proceed with the transfer. Once we receive the necessary paperwork, the school sends unofficial records of students transferring to other schools within 10 days of the request. Students' accounts are expected to be current.

Readmissions are dealt with on an individual basis. Tuition charges or tuition refunds are payable through the quarter during which the student withdraws.

In the event that Saint Patrick High School is notified of a missing student the following procedures will be enacted. Notification will typically be directed to the Principal or Dean. After the administrative team and the

Transfer To Saint Patrick High School

If a parent decides to transfer their son to Saint Patrick High School, they should contact the Director of Admissions. If the student is accepted into Saint Patrick High School, certified copies of transfer students' records are requested within 14 days of enrollment.

Notification of a Missing Student

If the school has been notified by the authorities, the Director of Student Services is informed and initiates the process. The Assistant Principal for Curriculum and Instruction physically flags the student file and indicates the status of the student in its electronic database. The school counselor will contact the parent/guardian. No records will be released until after the school formally receives written notification. The Assistant Principal for Curriculum and Instruction will reactivate or release records as appropriate.

Identification Cards

A Student Identification Card System is used at Saint Patrick High School. Students are required to display their I.D. cards attached to a school lanyard worn around the neck throughout the school day and to all school 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 facilitated by Educere and Founders Education, an online vendor approved by the Archdiocese of Chicago and the Office of Catholic Schools. Enrolled students are required to report to school; Monday through Thursday, 8:00 a.m. until noon. Resolution of failures in Religion classes is conducted in a traditional classroom setting 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.

Procedures and Services

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:

Permanent disability. This disability must be certified by a regular physician and the form must be filed with the Assistant Principal for Curriculum and Instruction.

Temporary disability. 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. A request form is available. A rental fee will be charged.

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 and 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

- 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 an organizational 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 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 sender or other interactive sites unless specifically approved by the student's classroom teacher.
- Deliberately attempting to disrupt any computer system or destroy computers or data by any means, 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 practice changing their passwords on a regular basis.

Offices and Services

- 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 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 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.

Students 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.

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 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

Offices and Services

“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 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
- 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.
- 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

The Library Media Center (LMC)

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 collaboration, 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 email 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 email, 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 hours.

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 often 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 with laptops and printers is available for students to use before, during and after school. The Library Catalog and numerous online resources are available from the Saint Patrick website under Library Media Center. Students must follow all guidelines of the Internet Acceptable Use Policy as printed in the student handbook.

Offices and Services

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 and a green screen.

Performing Arts Centers

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, staff and the larger school community. 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:

- 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.

Offices and Services

The required, four year retreat program offers experiences that align with the students' spiritual maturity culminating with a senior Kairos retreat.

Freshmen	Orientation Day of Service Half-Day in-House Retreat
Sophomore	All Day Off-Site Retreat
Junior	Overnight Retreat at LaSalle Manor
Senior	Four-Day Kairos Retreat

Student leaders are often identified within these spiritual experiences and will serve as retreat mentors and rector for their classmates.

Student Services

The goal of the Saint Patrick Student Services staff is to console, teach, assist, and guide students to reach their developmental goals for personal growth, academic achievement, college and career planning.

Developmental Goals for Students

Freshman Year - 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 Year - Understanding

- To accept responsibility for himself and his life.
- To gain self confidence in his ability to succeed.
- To deepen involvement 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 alternative search.

Junior Year - 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 positive relationships.
- To realistically appraise himself in his abilities.

Senior Year - 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.

Offices and Services

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 Counseling Department is led by our Department Chair for Counseling, Joe Smailis and has the following functions:

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.

The Counseling Staff

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

Brother David Galinski, FSC:

Guidance Counselor

Mr. Daniel Kusinski:

Guidance Counselor and College Counselor

Ms. Kim Noschese:

Director of Diverse Learning handling 504's and IEP's

Mr. Joseph Smailis:

Guidance Counselor and Department Chair for Counseling

Mr. Mike Fabrizio

Guidance Counselor

Counseling and Procedures

- Assists students in making educational, career, and personal/social goals
- Provides guidance and counseling services support across a diverse student population in large and small group settings
- Has experience working with the [ASCA model](#) and feels comfortable with implementation of programming needs and data collection
- Works with parents and students to help the students achieve educational and career goals
- Assists in the preparation of students for post-secondary success
- Assists students in evaluating their aptitudes and abilities by interpreting individual standardized test scores and other relevant data; as a result of such an evaluation, the counselor assists students in developing educational and career plans
- Presents information and recommendations to the student screening teams
- Assists in the identification and delivery of services to all special education students
- Assists in the remediation of problems that interfere with educational progress
- Assists students with school enrollment, course selection and the scheduling process in order to meet the district graduation requirements
- Teams with classroom teachers to assist students to achieve course, Student Services (counseling curriculum), and the State of Illinois learning standards
- Be willing to work with outside agencies to present pro-active programming

Offices and Services

- Function as a member of the MTSS Team.
- Actively seek out articulation opportunities with sender school staff - connected to Admissions
- Participate in parent support programs
- Work with teachers in classrooms to assist students
- Pursues professional growth
- Follow directives of Administration

The Testing Program

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

The objectives of the testing program are to:

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

Year	Test
8th Grade	HSPT
Freshman	ACT
Sophomore	ACT
Junior	ACT and PSAT

Work Permits

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

Curriculum and Academic Policy

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. Placement is determined by a number of factors; test scores, class performance, motivation and goals.

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 (De La Salle) 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 and need additional support. 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 De La Salle 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

4.0 Theology
4.0 English
4.0 Mathematics
3.5 Science
3.5 Social Studies
2.0 Physical Education
2.0 World Language/Language Arts
1.0 Fine Arts
0.5 Office Applications
0.5 Digital Citizenship
5.0 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 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. 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 etiquette of the United States, the Constitution of the United States, and the Constitution of the State of Illinois.

Curriculum and Academic Policy

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 in 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 carry and earn 7.5 credits per year, respectively totaling 7.5, 15.0, 22.5 and 30.0 credits.

Parent Plus

Parents and students can access a calendar, assignments, handouts, internet links, and grades at 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 Google Classroom course pages where they will be able to access individual classes.

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+	A	B+	B	C+	C	D+	D	F
100-97	96-90	89-87	86-80	79-77	76-70	69-67	66-60	59-0

Senior Final Exam 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%.

Grade Weighting

Curriculum and Academic Policy

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

Letter Grade (Quality Points)

Course Level	A+	A	B+	B	C+	C	D+	D	F
Phoenix	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	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 reinstated. Students failing five (5) semester classes during a school year may not be readmitted to Saint Patrick High School or may be given the opportunity to repeat a school year. 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.

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.

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

Curriculum and Academic Policy

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 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:

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

Curriculum and Academic Policy

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

Financial Information

Financial Information

Tuition and Fees

	Tuition	Fees
Class of 2022	\$12,730.00	\$895
Class of 2023	\$12,730.00	\$570
Class of 2024	\$12,730.00	\$310
Class of 2025	\$12,730.00	\$310

Registration Fee (Included in Tuition Fee for the School Year) (Non-Refundable, Applicable to Tuition, Due in March of the preceding year).	\$250.00
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

Tuition Payment Policy

Each parent/family is expected to select a tuition payment plan from among the following options:
full, one-time payment;
four equal quarterly payments; or
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 workplaces 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.

With respect to financial assistance, FACTS collects all documentation then submits a proposed award to Saint Patrick High School. The Tuition Assistance Committee will make that final award determination.

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.

Financial Information

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 school year, over \$1.5 million in need-based funding has been awarded to nearly 44% of our student body.

With respect to tuition assistance, Tuition Assistance is money given to families who qualify by information which is provided. FACTS collects all documentation then submits a proposed award to Saint Patrick High School. The Tuition Assistance Committee will make a final decision.

The application process for current students begins in early February. 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

Student Activities

Academic Eligibility For Extra Curriculars

Weekly Grades

1. Saint Patrick High School follows the IHSA guidelines on weekly eligibility regulations.
2. Grades are reviewed weekly and ineligible lists are submitted to coaches and moderators.

Semester Grades:

1. 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.
2. This ineligibility will continue for the entire semester following the semester marking period in which the student participant received two or more F's.
3. 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 extracurriculars during the first semester of the next year.
4. 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.

**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.

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 is 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

Student Activities

Science Clubs

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 F(FRC) tournaments against other teams from around the world.

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/Drumline

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.

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

Student Activities

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:

Students who've 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.

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.

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.

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:

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

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.

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.

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 social emotional 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).

Student Activities

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 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 pre admission 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.

Student Activities

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 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 Activities

student shall bring cash or check in the designated amount to the school the morning of the exam.

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 pre registration 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:

"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.

Student Activities

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 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

Student Activities

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 5, 2020** to be considered for admission.

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;

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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.

There is no allusion that the athletic programs at the school are superior to another high school. 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:

The party alleging a violation shall issue a formal written complaint to the Superintendent.

The party alleging a violation must produce some form of factual evidence that a violation occurred.

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:

The party alleging a violation shall issue a formal written complaint to the High School Recruitment Sanctions Committee.

The party alleging a violation must produce some form of factual evidence that a violation occurred.

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.

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.

Student Activities

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 the needs of families and encourage more students to attend Catholic High Schools.

IHSA Regulations (For 2022-23 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. 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 appointed guardian; or

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- 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:
 - i. 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;
 - ii. 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;
 - iii. 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. Illinois High School Association
- f. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- 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.
- h. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sports 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.

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.

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- 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:
 - i. 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 by-laws.
 - ii. 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 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 of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center 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 non-school 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 in, 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.

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- 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 Organizations

Parent Organization

Mothers and Fathers Club

All parents and guardians of Saint Patrick High School are invited to become members of the Mothers or Fathers Club.. Parent participation is key to the growth and continued success of our school, so please join us.

If you are interested in joining the Mothers or Fathers Club or 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

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.

Student Handbook Appendix

Saint Patrick High School Post-Concussion Return to Learn Protocol

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**.

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 coach(es), if applicable, will communicate to the student and family the **Return to Play Protocol**.

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 that elevate heart rate (running, weight lifting, etc)
2. Half-Day Attendance with gradual reintroduction to the classroom
No physical activity or extracurricular activity
May attempt to do academic tasks, with no testing
Limited screen time
Rest breaks, especially if symptoms resurface
3. Full Attendance with accommodations
Gradually increase academic workload – homework at home
Light physical activity, if approved
No extracurricular activity
Prioritize projects, assignments, tests
4. Full Attendance with minor accommodations
Fully integrated back into the classroom with assignments being completed
Begin routine testing
Slow integration back into Physical Education class
No extracurricular activities
5. Full Attendance with Extracurricular involvement

Accommodations no longer necessary
Assignments completed, test taking, missing work completed
Return to extracurricular activities not addressed in the **Return to Play Protocol**

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

Symptoms:

Moderate, severe, prolonged, or increasing headache.
Dizziness, poor balance, loss of coordination, tingling or loss of control in the arms or legs, convulsions.
Nausea or vomiting
Unequal size or unresponsive pupils, blurred or double vision
Ringing in the ears.
Slurred speech.
Mental confusion, temporary memory loss, difficulty concentrating.
Abnormal drowsiness, blacking out, loss of consciousness.
Moderate or severe neck or back pain.
Clear fluid or bleeding from the ears or nose.

The Saint Patrick High School Athletic Handbook details **the Return to Play Protocol**.