

Saint Patrick High School

Student Handbook

Technology Use - Attendance - Discipline

2023- 2024



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Technology

TECHNOLOGY

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

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

Students and parents are expected to read the Acceptable Use Policy for the Internet and agree to support the policies of Saint Patrick High School:

“I understand that if I do not follow the guidelines and rules, my Internet and computer privileges may be suspended or revoked, and school disciplinary action and/or appropriate legal action will be taken, especially related to discrimination and bullying.”

Technology Policies

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

Information and Guidelines

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

- Network users may not engage in “spamming” or participate in chain letters.
- Network users are restricted from playing games, using instant messenger or other interactive sites unless specifically approved by the student’s classroom teacher.
- Network users may not deliberately attempt to disrupt any computer system or destroy computers or data by any means, including changing default configurations, cursors, and the desktop.
- Network users are expected to adhere to the safety guidelines listed below.

Guidelines for Internet Safety for Students

- Never give out your last name, address, password or phone number. Users should change their passwords on a regular basis.
- Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
- Understand that the computers and internet access can and will be remotely monitored to ensure compliance of these safety guidelines.

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

iPad Program Manual

Acceptable Use Policy (AUP)

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

Parent/Guardian Responsibilities

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

Saint Patrick High School Responsibilities

Saint Patrick High School will:

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

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

Students will:

- Use all Saint Patrick High School technology resources in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication applicable to technology use.
- Help protect school technology by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Use all technology resources in an appropriate manner to prevent damage.
- “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.

- Store all their data in the cloud.
- Turn off and secure their device after they are done working to protect their work and information.

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
- Posting anonymous messages to any medium
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Saint Patrick High School administration
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity. Password, or technology without authorization, including sharing Zoom access links or "Zoombombing"
- Use of non-school approved chat rooms; websites selling term papers, book reports, and other forms of student work; messaging services, ex.: MSN Messenger, ICQ, etc.
- Spamming/Sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Use of the Saint Patrick High School's technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery
- Use of anonymous and/or electronic false communications
- Dissemination of personal information to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including but not limited to, uploading or creation of computer viruses, programs, or applications capable of affecting Saint Patrick High School's technology resources
- Transmission or accessing obscene, offensive, threatening or material otherwise intended to harass or demean
- Bypassing the website filter on campus
- Any activity considered contrary to Saint Patrick High School's Code of Conduct, mission, or philosophy

Use of Social Media

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

Attendance & Discipline

ATTENDANCE

Yearly Requirements

Student records, including immunization and health exams, must be current. **Students will be excluded from school on October 15 if required records are not submitted, per ISBE policy.** Parents are regularly reminded by the Assistant Principal for Curriculum and Instruction.

School Day

Saint Patrick High School schedules a 180 day academic calendar totaling over 968 hours of instruction. The school day extends from 8:00 a.m. to 2:50 p.m. The Belmont entrance door opens at 6:30 a.m. and is locked at 4:00 p.m. Visitors will be admitted after 8:10 a.m. Visitors will present their driver's license to the officer who will then scan and print out a visitor's badge. The badge will be placed in a lanyard which will be worn through the duration of the stay. Upon leaving the building the lanyard (badge) will be returned and the visitor's license will be given back.

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

Attendance Policy

Regular and punctual attendance builds and indicates growth in self-discipline, responsibility, and maturity. The Compulsory School Attendance Law in the State of Illinois requires that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis. Therefore, St. Patrick students are expected to be in each of their scheduled class periods every day.

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

1. On each day of absence, the parent or guardian is to call the school (773-282-8844 ext. 240) between 7:00 and 9:00 a.m. to report the absence. Parents are asked to call the school within 24 hours of the absence or their student will be considered truant.
2. It is the responsibility of the student to make up any work missed due to absence.
3. Parents must call school by 9:00 a.m. to report late arrival or early dismissal.

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

Student attendance, on-time arrival and daily participation is the responsibility of the parent. Parents are encouraged to communicate to the Attendance Officer any special circumstances that may affect regular attendance.

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

Academic credit is issued by semester; therefore, the processes of reporting and enforcing the actions of the policy are conducted by semester. Please be alerted to the fact that students whose absences exceed 10% of total days in a semester from school may be subject to our most aggressive intervention.

Absenteeism

All students are expected to attend school daily, from 8:00 a.m. to 2:50 p.m., during a regular schedule day.

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

Both excused and unexcused absences are accumulated and documentation of appointments, hospital illnesses, or residential admittance, etc. should be submitted when the student returns. We ask that families review the school calendar in scheduling family vacations.

1. The parent of a student who accumulates five absences (excused or unexcused) will receive a letter of notification from the Attendance Officer stating the Attendance Policy and will be contacted by the counselor.
2. The parent will get a call from the Dean of Students at absence nine. After absence ten, all subsequent absences will need to be documented as excused or the student may be withdrawn from all classes with

3. loss of credit. This may effectively result in loss of promotion if all credit deficiencies cannot be resolved in summer school.

Certain absences do not count toward the student's absence total. These include the following:

- **Participation in school sponsored, approved class field trips and athletic contests-** In addition, students may pre-arrange an absence to see a St. Patrick team participate in State Tournament competition.
- **Medical and dental appointments-** A doctor's note will be required when the student returns to campus.
- **Court appearance-** Date will be excused if it has been cleared prior to the absence. Documentation from the court will be required when the student returns to campus.
- **College visit -** No more than three (3) college visit experiences will be allowed during both junior and senior year with permission of the Attendance Officer. Documentation from the college/university will be required.

Early Dismissal Procedure

Medical appointments are expected to be made outside of school hours whenever possible. However, if necessity requires the student to be absent for a reason other than illness, **please call the attendance office in advance of the appointment**. Other early dismissals (funeral, traffic court, etc.) follow the same procedure.

Vacations

Parents are to avoid scheduling family trips or vacations that would take their son out of school for one or several days. Doing make-up work for days missed is never the same as actually being in class. These excused absences still accumulate toward the limit of nine when our most aggressive intervention may be enacted.

Parents who plan family trips or vacations during the school year must contact the Attendance Office and the student's counselor in advance of the absence. Students are also encouraged to communicate a planned absence with their teachers to discuss the necessary make-up work.

Extended Absence

Occasionally, students may be absent for an extended period due to prolonged illness, hospitalization, family emergency, etc. Parents are to contact the student's counselor to communicate the reason for an extended absence request. The counselor will notify the Attendance Office and the respective teachers. It is the responsibility of the family to arrange for make-up work with the counselor and teachers for the extended absence period.

All Day Truancy

Truancy means staying away from school for the entire school day without notifying the school for proper approval. Any student truant from school on a given day may not participate or attend any school-related activity that day. **Excessive truancy may lead to significant consequences including suspension and expulsion.**

Single Class Truancy

A student not reporting to a class during the school day will be issued an In-School Suspension. Students who are more than 10 minutes late to a class without a pass are considered truant and will be issued a In-School Suspension.

A student missing for more than 10 minutes during a class period on a bathroom pass, will be issued a full day in-school suspension. Students may be excused from class for more than 10 minutes with a pass to see the nurse, counselor, Dean, or other administrator.

Leaving the Campus

Students are not permitted to leave the campus during the school day. Once a student arrives at school, he may not leave the school premises without the expressed permission of the Dean of Students or another administrator.

Extracurricular Daily Eligibility

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

Before School Tardiness/Truancies (1st & 5th periods)

- 1st & 5th Periods (Green & Gold days) are the official attendance periods.
- If a student is tardy to school but before **8:20 a.m.** (exception late start days), he is to report directly to his classroom after stopping at his locker. His 1st/5th period teacher will mark him with a tardy.
- Transportation or weather is not an acceptable excuse for tardiness, unless stated by the Administration.
- Students arriving late after the 20 minute mark should report directly to the Attendance Office. If more than 20 mins late to school, the student is considered truant for that period.
- Parents may excuse their student up to **THREE** times in a semester for being late to school. When a parent calls into the Attendance Office the student should report directly to the Attendance Office for an excused pass to class.

# of 1st/5th Per. (Truancies)	Consequence	Student/Parent Notification
1-3	Detention	Parent Notification by Attendance
4	In-School Suspension (ISS) Full Day	Parent Notification by Attendance
5	Saturday Detention	Student/Parent Meeting w/ Dean
6	Student will lose CREDIT for the class	Principal letter to Parents

Tardy Policy

Tardies are recorded for each period of the day.

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

Tardy Consequences:

Tardies are counted for EACH INDIVIDUAL CLASS per semester.

# of Tardies (Per. 2-3-4-6-7-8)	Consequence	Student/Parent Notification
1-2	Warning	Student Notification
3-4	After School Detention	Parent Notification by Teacher
5	In-School Suspension (ISS) Full Day	Student/Parent Notification by Dean
6	Saturday Detention	Student/Parent Notification by Dean
7	Out of School Suspension	Student/Parent Meeting w/ Dean
8	Student will lose CREDIT for the class	Principal letter to Parents

Missing Classwork from an Absence

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

If a student will be gone for a school sponsored event, it is the responsibility of the student to make arrangements with the teacher to determine a reasonable time accommodation.

Returning to Learn Protocol/Return to Play Protocol (Saint Patrick High School Post-Concussion Return to Learn Protocol)

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

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

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

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

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

Steps in the Return to Learn Protocol

Cognitive Rest - No school, no academic, no extracurricular activity.

Parents should limit activities that trigger symptoms (TV, video games, etc.) or elevate heart rate.

Partial Attendance (half-day, alternate periods, limited time, etc.) Resumption of school with accommodations as needed. The counselor will assist in prioritizing academic tasks and gradually increase academic workload including homework or group projects at home.

Gradual reintroduction to the classroom and academic workload.

Limited screen time

Rest breaks, especially if symptoms resurface or worsen.

Full Attendance with accommodations

The counselor will assist in prioritizing academic tasks and gradually increase academic workload including homework or group projects at home.

Begin routine testing

Gradually work towards removal of accommodations.

Full Attendance without accommodations

Fully integrated back into the classroom and academic workload.

Flexibility in allowing minor accommodations may still be necessary.

Gradual reintroduction of appropriate extracurricular activities.

Full academic workload with full extracurricular involvement.

No accommodations needed.

The counselor, teacher, and student can design a plan to makeup and submit work by an agreed upon date.

Return to full participation in extracurricular activities not addressed in the Return to Play Protocol.

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

CONDUCT AND DISCIPLINE

Rule of Conduct

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

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

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

Mutual respect is expected among students, teachers, and parents. Gentlemanly courtesy to all faculty members and visitors is always expected. Faculty members should be addressed as "Brother... Father... Mr.... Mrs... Ms... or Miss." At all times, whether in school, in public, at social events, or especially on public transportation, good manners and courtesy are expected of all Saint Patrick students.

Dress and Appearance Code

All students are required to be in Saint Patrick High School uniform dress code. The Saint Patrick dress code establishes a respectful attitude, builds self-confidence, and is meant to enhance the learning environment.

Visit DENNIS Uniforms (7055 West Higgins Avenue) for a full inventory of polos, 1/4 zips, etc. You can also reference our school code of GSPHSV at dennisuniform.com. Additionally, a limited amount will be available in our Shamrock Shop.

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

Trousers

Students are to wear khaki or Docker style pants. Pants must be full length, a traditional look to the top of the shoe. Jeans, jean look-alikes, chinos, sweatpants, denims, casual pants, pajama bottoms and pants with elastic cuffs are not allowed. Front and back pockets must be at the waist only; cargo pants are not allowed. Wallet chains are never worn. Trousers are to be worn at or above the waistline at all times.

Belts

Belts are required for pants with belt loops.

Shorts

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

Permitted Outerwear

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

Polo shirts MUST be tucked into the pants at all times.

St. Patrick Full Zip Jacket: A St. Patrick Full Zip Jacket is permissible to be worn daily. This must be accompanied by a green, white or gray t-shirt or St. Patrick polo. **Jackets with hoods are NOT allowed.**

St. Patrick 1/4 Zip Pullover: A St. Patrick 1/4 Zip Pullover is permissible to be worn daily. This must be accompanied by a green, white or gray t-shirt or St. Patrick polo.

St. Patrick Sweatshirt: A St. Patrick Sweatshirt is permissible to be worn daily. This **MUST** be accompanied by a St. Patrick polo shirt underneath - NO T-SHIRTS ALLOWED.

Socks and Shoes

Predominantly black, brown, or white dress, casual, or gym shoes are acceptable. Shoes requiring laces must be tied. All shoes must be worn properly and with socks. **Crocs, boots, sandals, foam runners, slides or moccasins are not permitted during the day or on SPIRIT DAYS.**

Hair

Hair must be clean, and well groomed. Hair must be above the eyes, above the ears (even when combed from above and behind the ears), and must not touch the collar. Hair length on top is limited. Extremes in hairstyles (dyed hair, streaks, designs, or colored highlights) are not acceptable. Students in violation may be suspended from classes, parents notified, and students sent home. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, dreadlocks, and twists. These hairstyles must not be worn below the eyes or be below the collar. A bun style is permissible.

Facial Hair

Facial hair of any nature is not permitted. Students are to be clean shaven at all times (no mustaches or beards). Sideburns must not extend beyond the ear. Students may be asked to shave at school or may be suspended from classes, parents notified, and students sent home if not in compliance. The Dean of Students may also issue a consequence.

Hats/Outdoor Clothing/Backpacks

Hats that are worn in the building will be confiscated. Outdoor clothing items (jackets, etc.) are not to be brought to or worn in the classroom. Backpacks are never allowed in the classroom and must remain in the student's locker at all times.

Jewelry

Necklaces and chains of moderate size are acceptable. Inappropriate jewelry is not permitted and will be confiscated if worn.

Earrings/Piercings

No earrings or "band-aids" coverings can be worn during school hours.

Finger Nail Polish

Students are not allowed to wear painted nails.

Tattoos

Tattoos are not to be visible on a student's body during school hours.

Lanyards / ID Cards

Student ID pictures are taken during the first week of school. The school issued St. Patrick Lanyard with the student's current ID must be worn at all times around the neck. Students must have their ID to enter the building. Students are responsible for replacing any lost or stolen ID cards. See Mr. Biancalana for a replacement. A fee of \$2.00 will be assessed for lost or stolen cards.

Spirit Fridays

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

Liturgies

On days when the Saint Patrick High School celebrates the liturgy (about once a month), a dress shirt (long or short sleeve), tie, and full length pants with belt are required to be worn for the full day. Students not in compliance with this expectation will receive consequences. Students are expected to be reverent, respectful, and attentive during mass.

Lockers/Locks

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.

SCHOOL AUTHORITIES RESERVE THE RIGHT TO OPEN AND EXAMINE THE CONTENTS OF ANY LOCKER AT ANY TIME

Students are allowed to go to their lockers between periods. Teachers will issue locker passes only after the period has started. It is the responsibility of the student to keep his locker in good working order. Students are not allowed to write in or on the lockers. Also, no decals or posters are allowed inside the lockers. Students experiencing any problem with their lockers should report this to the Dean of Students as soon as possible. Replacement locks can be purchased from the Dean of Students for \$5.00.

Cell Phones/Headphones/Wireless Headphones (including AirPods)

Students are not allowed to use cell phones/headphones/wireless headphones during school hours without the permission of the administration. If these items are brought to school it is the students' responsibility to keep them secured in their locker during the school day. **No student should have their cell phone on their person during the school day.** Upon violating this policy, student cell phones will be turned in to the Dean's office and secured. Further violation will escalate disciplinary action. **Saint Patrick High School is not responsible for lost or stolen electronic devices such as AirPods, iPad, phones etc.**

Pictures/Videotaping/Recording

At NO time is a student allowed to photograph, video, or in any other way record faculty, staff, students, or visitors without explicit permission from said person. Posting and/or sharing of any of these images is also strictly prohibited. This includes posting and/or sharing such images sent to you by another student/person.

Dismissal from Class

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

Class Ditch Day

St. Patrick High School does not recognize a class "Ditch" day. Parents are asked not to condone a "Ditch Day". Students involved in such action will be considered truant and referred to the Dean of Students for appropriate action upon their return to school.

Searches

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

Drugs

Students who bring any drug or drug-related products, including devices with THC pods, to school may face expulsion on the first offense.

Mandatory Drug Testing

- Saint Patrick High School has partnered with Psychemedics to screen hair samples of our students.
- Negative results are communicated by mail to the parent.
- Should a student test positive, parents/guardians will be contacted by the Dean of Students to discuss the results and communicate the procedures of our drug policy.

First positive

1. Contact with the Parent by the Dean of Students and a Counselor.
2. Formal assessment done by an outside counselor (due to insurance coverage, the parent may select the agency or Saint Patrick refer counselors with whom we regularly work).
3. Students will again be tested in 90 days. If negative, the student will resume random testing; if positive, the student enters the second protocol.

Second positive

1. Meeting with the Parent, Dean of Students, and a Counselor
2. Formal assessment by a certified drug counselor (students cannot return to school until the Dean is notified of the findings and recommendations of that evaluation).
3. Required formal treatment from an outside professional (this can take the form of regular office visits or, in the extreme case, residential care.)
4. Continued weekly group sessions at school.
5. Students will again be tested in 90 days.

Third positive

May result in dismissal from Saint Patrick High School.

Non-Discrimination Statement and Policy

Saint Patrick High School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Similarly, we will not discriminate in the recruitment, acceptance, and education of students enrolled in our school. Questions about the policy or to submit a complaint should be directed to the Principal with a copy to the President of Saint Patrick High School.

Bullying/Hazing/Harassment/Intimidation/Disrespect Policy

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

Purpose

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

Definitions

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

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

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

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

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

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

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

Intervening to Address Bullying

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

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

Investigation

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

Assigning Consequences

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

School Sponsored Activities

Dances, retreats, concerts, field trips and at home and away athletic events are examples of school sponsored activities. Some school sponsored activities have additional rules and guidelines. Students will be informed of these prior to the activity.

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

Restricted areas

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

Failure to receive permission from the Principal, Assistant Principal, or the Dean of Students to leave the school building before one’s classes are finished will be considered “off campus” and is subject to disciplinary action. The parking lots are considered “off campus” during the school day.

Certain locations within the Saint Patrick vicinity, as designated by Saint Patrick High School, will be considered “Off Limits.” The “Off Limits” (Restricted Outside Areas) will be always in effect for our students before school and for one hour immediately following the close of school.

Atrium

The Atrium bathroom area is off limits during the school day to all students.

Elevators

Students are never to use the elevators unless they have explicit permission from the Dean’s Office or the Nurse’s Office. For safety reasons, students must always follow the posted signage in and around the elevators.

Cafeteria / Breakfast & Lunch Expectations

Food or candy may only be consumed in the cafeteria before school, during lunch periods, and at predetermined times arranged by Administration and our vendor, Quest. Breakfast must be eaten in the cafeteria or before arriving at school. Students will not be allowed to bring food to their first class of the day. Lunch must also be eaten in the cafeteria or patio area. No students should be eating in any classroom.

All students are responsible for maintaining a clean area on and around their lunch table. Students are also expected to conduct themselves in an appropriate manner (i.e. no throwing of items, no walking around w/o permission, no shouting, etc.) Students and parents are not allowed to order food to be delivered during the school day, including during lunch hours. Students and parents are expected to maintain a positive balance with their student's Quest Food account. Students with a negative balance will not be able to obtain a lunch with an I.O.U.

Water Bottles

Students are permitted to carry reusable water bottles throughout the school day. Water bottles must be filled with water only and may be hard plastic or stainless steel. Additionally, large insulated tumblers are also permitted (Yeti, Stanley, etc.) No soft plastic, squeezable bottles are permitted (e.g. Gatorade bottles, Aquafina, etc.) or single use cups (Dunkin, 7-11, etc.).

Smoking / Smokeless Tobacco

Students are not permitted to carry cigarettes, e-cigarettes, matches, lighters or smokeless tobacco or other nicotine delivery means on their person during the school day. Smoking or the use of smokeless tobacco is forbidden in the school building, including the corners of Belmont and Austin, all local establishments, the school parking lots, the athletic field behind the schools, the alleyways behind school, and courtyards.

Vaping

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

The practice of vaping has become a universal issue in schools and, therefore, has its own specific policy. The penalty for the visual possession and act of vaping in school is severe. The device will be confiscated. The liquid will also be tested to determine its nature. Should the test reveal synthetics or cannabis oil, the student may be expelled from Saint Patrick High School.

Consequences for behavior involving vaping may include but are not limited to In-School Suspension, Saturday Detentions, Suspension, Social Probation, or Expulsion.

Off-Campus Conduct

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

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

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

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

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

Gangs

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

Theft

Each student should respect the school's, teachers', and fellow classmates' property. In reference to the school or another person's property, theft includes, but is not limited to stealing, misappropriation, breaking in and/or unlawful entry, possession of property that has been reported stolen, unauthorized possession, etc. A student involved in any act of theft will be required to make restitution and may be subject to detention time, suspension, being placed on disciplinary and/or social probation, and/or expulsion. A police report may also be filed. The school is not responsible for lost or stolen property.

Weapons

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

A student who is determined to have brought a weapon or explosive to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be suspended immediately from school and may result in expulsion from school.

Disciplinary Consequences

Teacher Detention

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

Detention Referral

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

After School Detention

Detention is a consequence for inappropriate behavior or disregard for school rules and policies. When receiving a detention, students are scheduled for detention Monday through Friday from 3:00 p.m. to 4:00 p.m. at the Dean's discretion. Detention will also be held on selected Wednesday mornings (on Late Start days). The student is expected to serve his detention time on the day agreed upon with the Dean of Students. It is the student's responsibility to arrange transportation in order to serve his detention. No student is excused from serving detention without prior approval of the Dean of Students. Failure to show for a scheduled detention will result in two additional detentions.

Work, personal obligations, transportation, team practices and other co-curricular meetings or rehearsals are not legitimate reasons for missing a detention and will result in two additional detentions. A student is expected to arrive on time. Any student who is late to detention will not be allowed to attend and will be issued two additional detentions.

Students cannot bring any books, backpacks, phones, iPads, jackets, water bottles, etc. into detention with them. The expectation is that students sit quietly, remaining in proper dress code. Sleeping and eating is not permitted. In lieu of a detention, students may be required to do service work for the school.

In-School Suspension (ISS)

In-School suspension can be issued for a period, half day (2 periods), full day or multiple days at the discretion of the Dean of Students. Teachers will assign work for the time spent in ISS. Students may not participate in after-school activities on the day of their in-school suspension.

Saturday School Detention

A student may be assigned Saturday detention at the discretion of the Dean of Students and/or other school administrators. Saturday detention is generally reserved for students displaying a pattern of disciplinary concerns or for serious disciplinary offense. The student may be assigned maintenance work around the school building and grounds or the students may be given a written assignment. Saturday detentions could take place up to twice per month starting in September. Students will be at Saint Patrick High School from 8 a.m. to 11 a.m. Should a student miss a Saturday detention, the student will receive an additional Saturday detention as well as an after-school detention.

Parent Conference

The Dean of Students reserves the right to hold a parent conference whenever it is warranted.

Disciplinary Probation

The Dean of Students will determine when a student is to be placed on disciplinary probation. Generally, students eligible for such probation have exhibited a pattern of misbehavior or have violated a major school rule or policy. This would include, but not limited to, a combination of social probation, athletic probation, co-curricular/activities probation, parking privileges, etc.

Social Probation

The Dean of Students will determine when a student is to be placed on Social Probation. While on Social Probation, a student cannot participate in ANY extracurricular activities unless granted permission by the administration. This includes all activities that involve St. Patrick High School. Dances, retreats, concerts, field trips and at home and away athletic events are examples of school sponsored activities.

Suspension

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

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

Expulsion

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

Typical examples of acts that cause expulsion are:

1. The use or the attempt to use any type of explosives in or around the school.
2. Any student caught tampering with the fire alarm.
3. Students are subject to suspension and/or expulsion by possession, use, selling or exchanging drugs and/or alcohol at or around Saint Patrick High School.
4. Third positive drug test result.
5. Theft.
6. Use of obscene, racial or abusive language, symbols, signs or innuendo.
7. Gang involvement.
8. Tagging.
9. Possession of a weapon.
10. Battery committed against school personnel.
11. Bullying or harassment.
12. Other acts as deemed by the Principal to cause a safety concern.

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

immediately be notified by the chief administrator or his designee if their child was in possession of any weapon, including but not limited to, firearms.

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

Shamrock Restore

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

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

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

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

The Discipline Board

The Discipline Board consists of the President, Principal, Assistant Principal, Dean and two faculty members.

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

Vehicle Registration and Reserved Parking

All parking spaces on school property are reserved. To park on school property and obtain a reserved parking space, one must register with the Dean of Students. The reserved parking fee is \$200.00 per school year.

Parking will be available in the Austin lot only with seniors given first choice. Students who park in areas not assigned to them will receive the following consequences:

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

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

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

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

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

Meetings And Assemblies

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

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

Registration Requirements

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

- a certified copy of the student's birth certificate (returned to parent)
- physical exam
- complete immunization record
- vision screening
- dental screening is optional
- hearing screening is optional

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