

STUDENT HANDBOOK

ST. TERESA HIGH SCHOOL

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SCHOOL ADMINISTRATION

Mr. Matt Snyder, Principal

Mr. Bryan Kenney, Asst. Principal/Dean

ADMINISTRATIVE SERVICES

Bryan Kenney, Director of Athletics

Fr. Charles Delano, Chaplain

Fr. Wayne Stock, Associate Chaplain

Dear Parents/Students:

This Handbook/Activity Calendar was prepared to help students and others to become better acquainted with our school and its philosophy and policies. It is important that you read the handbook very carefully and that you review it periodically.

Knowledge of our policies and your willingness to follow them can help to make your school experience a most rewarding one. The Principal or CEO may interpret, change, correct, or add to this handbook as needed. In situations not described in this handbook, the administration reserves the right to take whatever action is deemed necessary.

We encourage students and parents to confer with the teachers and administration regarding any facet of the school program. Each student is encouraged to participate in many school activities.

It is our sincere hope that this school year will be highly successful for each of us.

Sincerely,

Mr. Matt Snyder, Principal

ST. TERESA SCHOOL SONG

*Cheer, cheer for St. Teresa High
Long may her echoes pierce the sky.
Send a volley of cheers above
To be a symbol of our love.
What though the odds be
great or small
St. Teresa High will win over all.
While her gallant sons go marching
Onward to victory
Rah! Rah! Rah!*

ST. TERESA ORGANIZATION AND OWNERSHIP

Saint Teresa is owned and operated under the direction of the St. Teresa High School Board of Directors. This dedicated group of individuals oversees the total operation of our school through the administrative leadership of its principal and thus all day to day decisions and operations are made by the school principal.

POLICY TO ADDRESS BOARD OF DIRECTORS

The President may invite non-members to speak at Director Meetings. Non-members who wish to speak at a Director Meeting shall make their request known to the President 10 days prior to the beginning of the scheduled meeting. The President shall determine the appropriateness of the request and may refer non-members to appropriate committees or to the school principal. Those recognized to address the Directors will normally be limited to five minutes of speaking time.

BOARD OF DIRECTORS

Natalie Beck
Fr. Christopher Comerford
Natalie Corley
Jon Erickson
Matt Jedlicka
Adam Peters, President
McKenzie Sloan
Liz Wherley
Matt Snyder, Principal, Ex-Officio

ST. TERESA BOOSTER CLUB

The Booster Club of St. Teresa is a most beneficial group that supports all extracurricular activities of the school involving athletics, scholastics, and creative endeavors. You are encouraged to join and get involved.

ST. TERESA HIGH SCHOOL

I • INTRODUCTION

MISSION STATEMENT

St. Teresa High School is an accredited Catholic college preparatory secondary school serving the Decatur, Illinois area. Sharing in the educational mission of the Church, it is committed to offering excellent education and developing a community of faith. St. Teresa provides a faith-based, disciplined environment which fosters academic achievement, independent thinking, moral integrity, and service to community.

PHILOSOPHY

St. Teresa High School, committed to the development of the whole person, seeks to integrate faith and life by instructing students in human knowledge and skills in the light of the gospel. Educationally, it strives to equip students with the professional and technical competencies to function in a modern society. Emotionally, it strives to guide students to an understanding of self and to affective/effective communication. Spiritually, St. Teresa seeks to lead students, through prayer and instruction, to a deeper and more faith-filled sense of their own worth as gifted individuals and to a personal experience with God.

St. Teresa Catholic School is committed to building a culture founded on Gospel values. Catholic teachings will be imparted to all students and all students are expected to enhance the school's Catholic mission. To this end, parents, students, faculty, staff, and visitors are all called to ensure that all members of the community are consistently treated with dignity and respect as made in the image and likeness of God.

Building upon this personal development, students should be able to become signs of love and concern to their families and friends. Extending this care, students, imbued with reverence for life and Christian commitment, should be able to meet the social problems of the world and contribute to their solution in a spirit of justice and peace.

St. Teresa endeavors to extend the integration of faith and life beyond the curriculum to the total school atmosphere through the lives and interaction of all members of the school community, and through diverse opportunities for prayer, worship and service.

We believe that we are called to embrace the fourfold dimensions of Catholic education: Message, Community, Worship and Service. Thus, we instill a solid foundation of Christian values and life skills upon which students successfully grow into contributing members of their families, church, civic and global societies.

GOALS

Religious

- A. Foster an atmosphere in which faculty and students strive to build a Christian community characterized by respect, care and concern for each other.
- B. Promote recognition of the world as an interdependent, global community in which all persons must live together in harmony.
- C. Help students be aware of all aspects of prejudice with regard to race, creed and gender.
- D. Assisting the students in having an authentic and ongoing encounter with Jesus.

Academic

- A. Provide for individual student differences through a carefully planned curriculum that makes use of a wide variety of teaching methods and materials.
- B. Provide all students with a curriculum that will encourage inquiring minds and critical and creative thinking.

- C. Provide students with the opportunities for leadership through a wide variety of classroom, extracurricular, and community experiences.

Community

- A. Establish an atmosphere of mutual respect in which collaboration is encouraged among faculty and administration.
- B. Promote the increased competency of the staff.
- C. Maintain professional relationships with local parishes and community agencies.

ST. TERESA ADMISSION POLICY

The purpose of Catholic secondary education is to give a well-rounded spiritual and academic education to Catholic young people (minimum of age 13 for 9th grade maximum of age 19 for 12th grade). St. Teresa does not discriminate on the basis of race, color, sex, or national and ethnic origin in admission policies, academic programs, and scholarship and financial assistance programs. Saint Teresa does not actively recruit students for any particular program. Faculty recruitment has been and will continue to be processed without regard to race, gender or ethnic background.

St. Teresa is dedicated to serving the spiritual and educational needs of Catholic students who demonstrate a commitment to St. Teresa's mission, goals, and religious values, and who best benefit from its academic program. St. Teresa is open to a broad section of students with varying academic, leadership, and athletic and artistic abilities. St. Teresa seeks a student body that will benefit from and contribute to academic excellence within a community of faith.

Before admission to St. Teresa, potential freshmen take the High School Placement Exam. This standard indicator and the information gathered from parents, teachers, and grade school transcripts are used to plan the student's academic program. If the information gathered indicates that St. Teresa does not have the educational program that best serves the needs of the student, the student may not be accepted.

Nondiscriminatory Policy St. Teresa Catholic School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/. The school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed below.

Transfer Students: Transfer students from other high schools are normally considered for admissions at the beginning of a semester unless the family is moving into the Decatur area. Students who wish to transfer to St. Teresa may be evaluated prior to their admittance to ascertain proper placement and to predict academic success. New students will then be reviewed by the teachers and/or principal at 3 weeks, 6 weeks, and 9 weeks, with the typical trial period ending after the first quarter of the school year. This trial period provides time for the student to adjust to a new school setting and to demonstrate academic commitment and responsible behavior consistent with St. Teresa's standards. In the event a student does not demonstrate satisfactory academic commitment and responsible behavior during this trial period, the student may be required to withdraw from the school.

Should space or the quality of the educational program become restricting factors on enrollment, St. Teresa will admit students on a priority basis. First priority will be given to Catholic students. Preference will be given to these students on the following basis: graduates of Catholic grade schools; siblings of current students; children/siblings of St. Teresa alumni; graduates of other religiously affiliated grade schools. Students of other religious beliefs will be accepted as space and programs are available.

A student transfer form will be required from the sending school. When a student is accepted, the student's high school transcripts are used to plan the student's academic program at St. Teresa.

A certified copy of each student's birth certificate must be submitted to the school office within 30 days of student enrollment. Illinois state law requires a physical examination for each student upon entering ninth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to St. Teresa Catholic High School should have their academic and health records forwarded from their previous schools. Transfer students may also be required to take an entrance exam. All freshmen and transfer students are required to have records of immunizations and a physical examination as prescribed by the State of Illinois by October 15th of the current school year. Transfer students (not from Illinois) must present documentation of an eye exam. Noncompliant students are excluded from school.

Once students are accepted as members of the St. Teresa community, they are expected to maintain a commitment to the mission, goals, and religious values of St. Teresa through support of the policies outlined in the student handbook and appropriate academic achievement.

St. Teresa Catholic High School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. *Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, for students who are enrolled in non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.*

Gender Identity: Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

St. Teresa High School complies with applicable federal and state laws prohibiting discrimination, including, but not limited to:

1. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
2. The Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.)
3. The Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.)
4. Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.)
5. The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)
6. The Illinois School Code [105 ILCS 5], and relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S. Ct. 2382 (1982)
7. The school maintains a written description of its methods for complying with the nondiscrimination requirements

Grievance Procedure – Discrimination

Individuals who feel that St. Teresa High School has discriminated against anyone in relation to race, religion, color, sex, national origin, economic status, or handicap are encouraged to resolve the situation by meeting and discussing the problem with the appropriate staff member(s) and/or building administrator.

In those cases where the situation cannot be resolved satisfactorily through the chain of command procedure, the complainant should follow these steps:

1. The grievance should be presented in writing to the Principal. Once a grievance has been presented to the Principal, he/she will respond in writing within two weeks.
2. If the grievance still is not resolved, it may be referred to the School Board.

PHOTO/VIDEO/PARENT TEXT ALERT POLICY

Enrollment assumes photos, videos and/or text alerts may be used by the school.
Anyone not wanting photo, video usage, or text message alerts, may opt out in writing.

BELL SCHEDULES

REGULAR DAY Warning Bell: 7:50				9:56 MASS & ASSEMBLY Warning Bell: 7:50			
Prayer	8:00	-	8:02	Prayer	8:00	-	8:02
1	8:02	-	8:42	1	8:02	-	8:36
2	8:46	-	9:26	2	8:40	-	9:14
Break	9:26	-	9:36	Break	9:14	-	9:24
3	9:36	-	10:16	3	9:24	-	9:58
4	10:20	-	11:00	Mass	10:02	-	10:46
Announcements	11:00	-	11:04	4	10:50	-	11:24
5A	11:08	-	11:48	Announcements	11:24	-	11:28
5B	11:32	-	12:12	5A	11:32	-	12:06
6	12:16	-	12:56	5B	11:56	-	12:30
7	1:00	-	1:40	6	12:34	-	1:08
8	1:44	-	2:24	7	1:12	-	1:46
Act. Per.:	2:24	-	2:40	8	1:50	-	2:24
				Act. Per.:	2:24	-	2:40
11:04 DISMISSAL Warning Bell: 7:50				1:04ASSEMBLY - END OF DAY NOTE: 6th & 7th hrs. follow 4th hr. Warning Bell: 7:50			
Prayer	8:00	-	8:04	Prayer	8:00	-	8:02
1	8:04	-	8:23	1	8:02	-	8:32
2	8:27	-	8:46	2	8:36	-	9:06
3	8:50	-	9:09	Break	9:06	-	9:16
4	9:13	-	9:32	3	9:16	-	9:46
5	9:36	-	9:55	4	9:50	-	10:20
6	9:59	-	10:18	6	10:24	-	10:54
7	10:22	-	10:41	7	10:58	-	11:28
8	10:45	-	11:04	5A	11:32	-	12:02
No Activity Period				5B	11:56	-	12:26
				8	12:30	-	1:00
				Assembly	1:04	-	2:40
				No Activity Period			
1:48 ASSEMBLY-END OF DAY NOTE: 6th Hour Follows 4th Warning Bell: 7:50				12:30 DISMISSAL Warning Bell: 7:50			
Prayer	8:00	-	8:02	Prayer	8:00	-	8:04
1	8:02	-	8:35	1	8:04	-	8:33
2	8:39	-	9:12	2	8:37	-	9:06
Break	9:12	-	9:22	3	9:10	-	9:39
3	9:22	-	9:55	4	9:43	-	10:12
4	9:59	-	10:32	5	10:16	-	10:45
				Announcements	10:45	-	10:49

Announcements	10:32	-	10:36	6	10:53	-	11:22
6	10:40	-	11:13	7	11:26	-	11:55
5A	11:17	-	11:50	8	11:59	-	12:28
5B	11:41	-	12:14	Prayer	12:38	-	12:30
7	12:18	-	12:51				
8	12:55	-	1:28				
Act. Per.:	1:28	-	1:44		No Activity Period		
Assembly	1:48	-	2:40				

EXAM SCHEDULE 1ST SEMESTER							
Day 1				Day 2			
Warning Bell: 7:50							
1	8:00	-	9:00	5	8:00	-	9:00
2	9:04	-	10:04	6	9:04	-	10:04
Break	10:04	-	10:14	Break	10:04	-	10:14
3	10:14	-	11:14	7	10:14	-	11:14
4	11:18	-	12:18	8	11:18	-	12:18

EXAM SCHEDULE 2ND SEMESTER							
Day 1				Day 2			
Warning Bell: 7:50							
5	8:00	-	9:00	1	8:00	-	9:00
6	9:04	-	10:04	2	9:04	-	10:04
Break	10:04	-	10:14	Break	10:04	-	10:14
7	10:14	-	11:14	3	10:14	-	11:14
8	11:18	-	12:18	4	11:18	-	12:18

RCC DUAL CREDIT CLASS SCHEDULE – PSY 110 & SOC 110	
Regular Day	
(Monday, Wednesday, Friday): 8:00 – 8:42	

ACCELERATED ACADEMICS (7th & 8th grade) Class Schedule		ACCELERATED ACADEMICS (7th & 8th grade) Class Schedule	
Regular Day		9:56 Mass/Assembly Schedule	
Warning Bell: 7:50		Warning Bell: 7:50	
Prayer:	8:00 - 8:02	Prayer:	8:00 - 8:02
1	8:02 - 8:42	1	8:02 - 8:36
2	8:46 - 9:26	2	8:40 - 9:14

II • SCHOOL POLICIES AND REGULATIONS

Circumstances may arise in which St. Teresa High School determines changes are required in these policies and regulations. For this reason, St. Teresa High School reserves the right to modify, terminate, rescind, or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to policies and regulations or procedures set forth in this handbook.

ACADEMIC PROGRAMS

St. Teresa Catholic High School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, St. Teresa Catholic High School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

One of the trademarks of St. Teresa is academic excellence. The academic achievements of our present students, as well as an overwhelming number of our graduates, indicate the strength and fullness of St. Teresa's academic programs.

Because over 90 percent of our graduates enter post-secondary education, St. Teresa must provide the necessary motivation and preparation for post-secondary success. Our curriculum contains courses that take our students far beyond the minimum college preparatory subject offerings.

Meeting the educational needs of the individual is the task of education; the academic program at St. Teresa is designed to fulfill this goal.

HONOR ROLL

(Based on Weighted Grades)

St. Teresa has two honor rolls. The High Honor Roll requires a grade point average of 3.6 or higher. The Honor Roll requirement is a weighted semester 3.0 grade point average. Both Honor Rolls are calculated based on a single semester's grades. **The names of the Valedictorian/Salutatorian are tentatively determined at the end of the 7th semester for the purposes of time-sensitive press releases. The Valedictorian/Salutatorian will be officially announced at the end of the 8th semester before the Baccalaureate Mass / Senior Awards Ceremony. The top ten students, based on GPA, will be placed at the beginning of the line for graduation in class rank order, followed by the remainder of the class in alphabetical order.**

ACCELERATED ACADEMIC PROGRAMS

The following high school classes are available to seventh (7th) and/or eighth (8th) grade students enrolled at Our Lady of Lourdes, Holy Family, or St. Patrick's Elementary schools: Honors Algebra I, Physical Science, Honors Geometry, and Biology. Some of the criteria used to identify eligible students include:

1. Middle school teacher's recommendation
2. The student must have achieved a high percentile on the most recent standardized test as administered by the student's respective school.
3. The student must receive the approval of his/her principal.

Some of the answers to frequently asked questions regarding this program are:

- The cost is \$325 per semester.
- The classes run daily beginning at 8:00 AM and concluding at 9:26 AM.
Transportation to and from St. Teresa will be the responsibility of parents.
- The students will follow the St. Teresa calendar. They will report to their home elementary school when St. Teresa is not in session.
- The completed course will be entered on the high School transcript as a P/F (Pass/Fail) and will not be calculated in the student's high school grade point average (G.P.A.).

ONLINE GRADE REPORTING

Parents may access a student's grades, assignments, attendance, missing work, and test dates, as well as news via log-in at: www.factsmgt.com, our Grade Management Software. Any computer or phone with internet access may be used to visit the FACTS website.

Parents and students will be able to set up an account through www.factsmgt.com with St. Teresa's School ID (STER-IL) and personal email. First-time User instructions: 1. Enter St. Teresa's School ID (STER-IL) 2. Enter your email address. 3. Select New Parent Login or New Student Login. If your email address matches the email address that the school has on record, a generic password will be emailed to you at that address.

Parents are encouraged to review their students' academic performance frequently. Teachers will make every effort to enter assignments and update grades at least weekly. Parents may send teachers email messages through the FACTS site as well.

REPORT CARDS/DEFICIENCY REPORTS

Report cards are available quarterly through the FACTS software. A deficiency report may be sent to parents of students whose academic work does not meet the teacher's standards. Parents can access grades online at any time using the [FACTS grade reporting website](#).

REQUIREMENTS FOR GRADUATION

Any student enrolled in two (2) or more classes at St. Teresa must be enrolled in a St. Teresa Theology class. Students are required to take English and five additional courses each semester, unless waived by the principal. In order for a student to graduate from St. Teresa High School, the student must be a full-time student at St. Teresa during his/her entire senior year unless waived by the principal. **NOTE:** All courses required for graduation must be taken at St. Teresa (or some recognized high school in the case of transfers). If a failure in any required course occurs, the student must make up the credit. The student must have the approval of the principal for a recognized way of making up the course. In some cases, the student will be allowed to take a course at Richland Community College or take an Independent Study Course to make up the credit.

The number of units for graduation from St. Teresa is 26. For good cause, in the judgment of the principal, this requirement will be waived for transfer students.

Theology	4 units
English	4 units
Math	3 units
Science (lab science)	3 units
Social Studies – (U.S. History, World History)	2 units
Government (Class of 2027 and after)	½ unit
Language/Reading	1 unit
Fine Arts	1 unit
Health	½ unit

Consumer Ed.	½ unit
Speech (Class of 2026 and before)	½ unit
Computer Concepts (Dual Credit)	½ unit
Physical Education	2 units
Driver's Education	¼ unit
Study Skills	¼ unit
U.S. Constitution Test	Pass
Illinois Constitution Test	Pass

Must also show competency in the knowledge of the use and display of the American flag.

<i>Electives:</i>	proportionate
Service Hours	20 yearly
Total Required for Graduation	26 credits

ADVANCED PLACEMENT CLASSES

All students enrolled in AP classes at St. Teresa High School will be required to take the end-of-the-year AP test (at the student's expense), unless approved by the teacher.

ANNUAL STUDENT SERVICE HOURS REQUIREMENT

During his earthly ministry, Our Lord cared for the poor and sick. He commanded his disciples to seek true greatness by serving the least among them. Our school motto, *Serviam* (I will serve), is an expression of our school's desire to follow the way of Christ in serving others. By serving the poor and needy in our local community, students are tending to the needs of Christ who dwells among us. All students will be required to complete a minimum of twenty (20) hours of community service per school year beginning with the 2026-27 school year. Our hope is that these hours transform the hearts of each student and develop a lifelong sense of stewardship for their gifts and talents.

General Guidelines:

- Freshman may begin earning service hours at St. Teresa upon graduating from their eighth-grade year.
- Returning students may begin earning hours after the last day of final exams.
- Students may not be paid for the service they complete.
- The following activities do not count toward the 20-hour requirement: babysitting, yard work, housework for your family or neighbors, or work completed for a parent, guardian, or friend's place of employment, unless that business has a non-profit status.
- Each semester students will participate in school wide discipleship days where teachers and students volunteer across the community. Students will be awarded 4 hours for each discipleship day they attend. These days count for school attendance.
- We encourage students to complete their service hours during the summer. Students will be notified on their third quarter report card whether or not their requirement has been met. Students who fail to complete their service hours will not receive a schedule for the next year. Completion of this program is also a requirement of graduation.
- Students who transfer into St. Teresa will be prorated on a semester basis.

Transcript

- Whereas service hours are a required part of the curriculum, a Pass or Fail grade shall be given at the end of the third quarter and again at the end of the year. A Fail may be changed as soon as the student has fulfilled the requirements. The P/F shall be on the report card at the end of the year but does not figure into the GPA.
- The student has the opportunity to have the "F" removed and replaced by a "P" by simply fulfilling the requirements.
- Seniors who fail to complete their service hours will be not be eligible to walk at graduation. They will be notified in the third quarter and given an opportunity to make up any missed hours.

The St. Teresa Campus Minister and Chaplain will meet annually to review the school-wide Christian Service Learning program and distribute the Annual Student Service Hours regulations to students.

HOW TO CALCULATE THE GPA ON THE "ADD-ON" WEIGHTED SYSTEM

The "Add-On" weighted system will be implemented to prevent students from being "penalized" for taking additional courses. (Remember that the weighted system is used as an additional means to rank students; it does not change grades). To determine the GPA using the "Add-On" method:

1. Calculate the cumulative unweighted GPA using the traditional 4.0 scale.
2. For each year-long honors course passed, add .04 to the cumulative unweighted GPA (semester weighted courses earn .02). (See example below.)

For AP® and Dual Credit Courses, add .08 to the year-end GPA

(Semester weighted .04.)

	STUDENT A		"Add-On"	Example
Course	1st Sem. Ave Grade	2nd Sem. Ave Grade	Grade Pts.	"Add-On" Pts. (After calculating cumulative unweighted GPA)
*AP® English	A	A	4	.08 (.04 each semester)
*AP® U.S. History	A	A	4	.08 (.04 each semester)
*Physics	A	A	4	.04 (.02 each semester)
Band	A	A	4	
P.E.	A	A	4	
Spanish II	A	A	4	
Theology	A	A	4	
*Weighted	28 / 7 = 4.0 + .2 = 4.2 Year End			

ST. TERESA HIGH SCHOOL – COURSE OF STUDIES

<u>FRESHMAN YEAR</u> <i>Required:</i> Algebra I English I Health (S) PE/Conditioning Physical Science Spanish I Theology I World History <i>Electives:</i> Art I (S) (Y) Band / Orchestra Chorus Piano (S) (Y) Drivers Education (Q) Study Skills (Q)	<u>JUNIOR YEAR</u> <i>Required:</i> English III Math Theology III U. S. History Science Consumer Education (S) or AP Business & Finance (Y) <i>Electives:</i> Algebra II/Honors Algebra II/ Intermediate Algebra Anatomy/Physiology AP Pre-Calculus Art I (S) (Y) Art II (S) (Y) Advanced Art (S) (Y) Band / Orchestra Business Management (S) CEO Program (2 electives) Honors Chemistry RCC Chemistry 100 (Dual Credit)* Chorus Current Events (S) Digital Media (Y) Edmentum Online Classes (S)*** English Composition (S) Environmental Biology Forensics (S) Graphic Design I & II Heartland Tech Academy** Journalism Kinesiology Marketing (S) Nutrition Piano Psychology (S)	<u>SENIOR YEAR</u> <i>Required:</i> English IV or RCC ENG 101 & 102 Theology IV <u>Consumer Education (S) or</u> <u>AP Business & Finance (Y) (if</u> <u>not taken junior year)</u> <i>Electives:</i> Algebra II / Honors Algebra II Intermediate Algebra Honors Anatomy/Physiology AP® Biology AP® Calculus AB, BC AP Physics AP Pre-Calculus AP® US History Art I/Art II/Advanced Art (S) (Y) Band / Orchestra Business Management (S) CEO Program (2 electives) Honors Chemistry RCC Chemistry 100 (Dual Credit)* Chorus Current Events (S) Digital Media (Y) Edmentum Online Classes (S)*** English Composition Environmental Biology (S) Forensics (S) Graphic Design I & II Graphic Design Ind. Study Heartland Tech Academy** Journalism Kinesiology Marketing (S)
<u>SOPHOMORE YEAR</u> <i>Required:</i> English II Biology Geometry Computer Concepts (S) (Dual Credit, no GPA Bump) PE/Conditioning Government (S) Theology II <i>Electives:</i> Algebra II/Honors Algebra II Art I (S) (Y) Art II (S) (Y) Band / Orchestra Chorus Driver's Education (Q) Graphic Design I & II Journalism		

Spanish I, II Study Skills (Q)	RCC Psych 110 (S) (Dual Credit)* RCC Soc 110 (S) (Dual Credit)* Spanish I, II Honors Spanish III Women's Literature (Women authors) (S) *Must take and pass the Acuplacer Test **Counts as 3 electives	Millikin Speech (Online Dual Credit) Nutrition Piano Probability & Statistics (C or better in Alg. II or recommendation of math instructor) Psychology (S) Spanish I, II, III, IV RCC (Dual Credit)* PSY, SOC, ACCT Spanish I, II Honors Spanish III, IV Women's Literature (Women authors) (S)
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*****EDMENTUM ONLINE CLASSES WILL BE CALCULATED TOWARDS GPA BUT NOT IN CLASS RANK.**

WEIGHTING OF CLASSES/GRADING SCALES

Policy of Grading

A = Superior	WP = Withdrew Passing
B = Above Average	WF = Withdrew Failing
C = Average	I = Incomplete
D = Below Average	
F – Does not meet minimum standard required for passing	

Weighted Grades

All weighted classes offered and taken at St. Teresa will be calculated for both GPA and class rank. Classes taken outside of St. Teresa will be calculated into the GPA but not class rank.

The following classes are designated as “weighted” classes:

Additional Point Classes (.04/yr.)

Honors English I, II, III, IV
Honors Algebra I, II
Honors Geometry
Honors Chemistry
Honors Anatomy/Physiology
Honors Spanish III, IV

Additional Point Classes (.08/yr.)

AP® Classes

AP® Pre-Calculus
AP® Calculus AB
AP® Calculus BC
AP® Chemistry
AP® Biology
AP® History
AP® Physics

Dual Credits - RCC

RCC Accounting 101 & 102
RCC Chemistry 100
RCC English 101 & 102
RCC Psychology 110
RCC Sociology 110
Millikin Online Speech

Computer Concepts is a dual credit course required for all students.

It does not add additional points to the GPA calculation.

GRADING, PROMOTION, AND RETENTION

School report cards are issued to students on a Semester basis. For questions regarding grades, please contact the classroom teacher.

Grading Scale

A	90 – 100
B	80 – 89
C	70 - 79
D	65 – 69
F	64 and below

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance.

Retention: Students are required to earn seven credits to pass to the next class level. If a student falls behind, a school counselor will advise the student as to alternatives available to correct credit deficiencies. Twenty-six credits are required for graduation. Refer to the curriculum guide for a more extensive explanation of courses and a standard student course load.

SEMESTER EXAMS

In addition to frequent testing throughout the quarter, examinations are given at the conclusion of the semester. The semester exams will be given over a two or three-day period.

- Exams should take the full period (60 minutes)
- No student is excused before the end of the exam period.

Second Semester Final Exam Exemption (Seniors only):

- Students must maintain a 'C' for the semester course average
- Absences are not to exceed 10 days which includes sick days and appointments. Exceptions: school related activities, college days, funeral for family members, extended medical absences (more than 2 consecutive days) must be documented by a physician. All other days of absence, including Tech Academy absences, count in the total.
- Students cannot exceed 8 tardies to school in the Second Semester. The tardy count will begin the second week of the semester.
- Required number of service hours must be documented by May 1st.
- Student shows academic honesty and integrity in all his/her work (written, testing, etc.).

GRADUATION POLICY

Students who fail a required course, who lack the prerequisite credits for graduation, or who have

unpaid tuition or fees, will not take part in graduation ceremonies.

SCHEDULE/COURSE CHANGES

1. Course change requests will be considered before classes begin
2. A student, with serious reasons, may drop a course at the counselor's discretion, provided he/she meets the required credits for the year. After classes begin, student-initiated course changes will be considered for only the first five (5) days of classes.
3. Any request to drop a course will be handled on an individual basis. Before any definitive action is taken, the teacher involved will be consulted in person. Written permission from both the teacher and the parent or guardian may be required. If, in the opinion of the school staff, there is no valid reason for dropping the course, the request will be denied.
4. A parent/student-initiated request for a student course level change will be considered by the Guidance Department with the concurrence of the teachers of each course level and based upon the performance and demonstrated aptitude of the student.
5. A teacher's request for student course level change will be considered by the Guidance Department at any time.
6. A course change may not be possible because of numbers currently enrolled in a class or other factors.

TECHNOLOGY USE POLICY

PERSONAL ELECTRONIC DEVICES (PEDS)

Cell Phones/Audio Equipment

To minimize distractions and maintain a focused academic environment, all student cell phones and audio electronic equipment (e.g. headphones, air pods, etc.) must be turned off or silenced and stored in assigned student lockers during the school day. The school is not responsible for lost or stolen phones. Students are encouraged to secure their belongings at all times by securing their phones in and locking their school lockers. At no time during school hours should a student have his or her cell phone in an athletic locker room.

Students may access their phones during the following times:

- With special permission from a teacher for a specific class period or activity.
- Before and after school.

Teachers may allow the use of phones only during specific class periods for academic purposes. Outside of those times, phones must be returned to lockers.

Exceptions

Students with documented medical conditions (e.g., diabetes management apps or glucose monitoring systems) may keep their phone on their person during the school day. These accommodations must be approved through the St. Teresa administration. Cell phones may not be accessed for any reason other than medical condition management or as hereinafter noted in this provision.

Unauthorized Phone Use:

If a student is found to have a phone on their person or is using a phone without permission during instructional time:

- Teachers will immediately send said student to the office.
- Disciplinary consequences will be issued in accordance with the school's code of conduct and provisions of this section. (See, *Prohibited Student Conduct*)

Students in possession of any cell phone or audio equipment during school hours will be sent to the office. Cell phones and audio equipment will be confiscated in the office with a three-violation policy:

1. The first violation will result in a before school detention on the next available date, the device(s) needing to be turned in to the office for five days (returned at the end of the day to the student), and a parent notification via email.
2. The second violation will result in a Saturday detention, the device (s) needing to be turned in to the office for five days (returned at the end of the day to the student), and a parent-administrator phone conversation.
3. The third violation will result in a day of in-school suspension, the device(s) needing to be turned in to the office for the remainder of the quarter (returned at the end of the day to the student), and a parent-administrator in person meeting.

The three-violation policy shall reset at the end of the then-current semester.

Violation of the above rules may result in the following disciplinary measures:

The following are strictly prohibited at all times on school grounds and at all school events.

- The unauthorized and/or secret audio recording of students, staff, and/or other persons
- The use of any image capturing device in private areas such as bathrooms and locker rooms.

Violations could result in suspensions and/or expulsion from St. Teresa High School.

The use of technology and network systems is a service provided by and in consonance with the mission of St. Teresa High School.

The Internet links computer networks around the world, giving St. Teresa access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. St. Teresa provides access to these local, national, and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return, every St. Teresa user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Students and Faculty are expected to act in a responsible, ethical, and legal manner in accordance with the policies as outlined in the Student Handbook, the missions and purposes of the other networks they use on the internet, and the laws of the states and federal government.

An account on the Internet is a privilege offered each academic year to those who have completed a basic network access program and have shown support of this policy.

All use of technology and the Internet must be in support of education and research and consistent with the mission of St. Teresa. The St. Teresa account holder is held responsible for his/her actions and activities within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of such unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain or political lobbying.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources (i.e., paper, disk space, etc.)
- Posting personal communications without the author's consent.
- Posting anonymous messages, hate mail, harassing or discriminatory remarks, etc.
- Gaining unauthorized access to resources or entities.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer of computing system and/or damage the software components of a computer or system.

The following is a list of penalties/clarifications of the Technology Use Policy:

- Penalty period may include 30, 60, or 90 days

- Students enrolled in computer classes will be systematically dropped from the class/es during the penalty period.
- Re-admission to computer class(es) after penalty may/will occur only if class has not terminated; re-admission may/will also be contingent upon instructor approval.
- During penalty period, work missed will be deducted from existing grade; this does include semester exam if the penalty time occurs during exam time.
- If penalty time results in failure of required course, the course must be repeated.
- Penalty time is carried over into subsequent school year as necessary; no coursework involving computers may be taken until penalty is served.
- If individual classwork is assigned by teachers requiring in-class computer work as an in-class assignment on the school's system, the student may be graded down as a result of not being able to complete said assignments.

This policy will be reviewed yearly by the Technology Committee and Administration. The policy can be modified at any time to meet arising needs and changing conditions in the field of technology. Notification of modifications to the policy will be given to the student.

POLICY ON RELIGIOUS RETREATS & ACTIVITIES

St. Teresa Catholic High School is dedicated to the religious education and spiritual development of all students, whether in the classroom or attendance at various religious activities. In keeping with the Catholic tradition of St. Teresa High School, all students enrolled are strongly encouraged to participate in the retreats and liturgies offered to them during the academic year.

No student shall be subjected to punitive repercussion by faculty, administration, or staff for their absence from classes, practices, etc. because of their participation in religious activities. All Students should be encouraged by faculty, staff, and administration to participate in these opportunities. No student should ever be placed in the position of having to choose between religious opportunities and an extracurricular activity because of possible consequences.

Students will not be exempted from completing the academic requirements expected of all students. In addition, any student that chooses athletic or social offerings at St. Teresa shall fulfill any reasonable requirements of each program that he or she may choose.

III • ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

The obligation for regular and continuous school attendance rests with the parents and the individual students. Absenteeism from school is one of the most serious causes of failure and may lead to a student becoming a drop-out and/or a behavior problem both in and out of school. As a student, you are expected to be present and punctual both to school and to your individual classes throughout the school year. Any student who is deemed to have excessive absence and/or tardiness should be referred to the Dean. Students with excessive tardiness and/or absences may be subject to review by the Academic and Disciplinary Reviewing Committee.

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved

by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at **(217) 875-2431** before **8:30 a.m.** to explain the reason for the absence. If a call has not been made to the school by **9:30 a.m.** on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

ABSENCE PROCEDURES

1. A student who is absent is required to have his/her parent or guardian phone the school office. The call should be made to St. Teresa High School at **(217) 875-2431 before 8:30 AM**. If parents do not call, they will be contacted at home or their place of business.
2. The student must present, before returning to class, a note signed by his/her parents to the Main Office with the student's full name, the date of absence and the reason for the absence. One Dean's detention may be assigned for each period of an unexcused absence. No make-up of work missed is permitted. Make up work: If a student's absence is excused, he/she will be permitted to make up all work, including homework and tests, for equivalent academic credit per each teacher's classroom policy. Students who are unexcused from school may not be allowed to make up missed work.
3. Any approved appointment or absence requiring more than two (2) class periods is considered a half-day absence.
4. A student who has been called in as ill but subsequently signs into school will be considered tardy. An exception may be made for students with a documented medical condition.
5. Heartland Technical Academy students are required to follow the Tech Academy calendar when St. Teresa is not in session with the exception of emergency days issued by the St. Teresa Principal. Afternoon Heartland Technical Academy (HTA) students must attend morning All School Masses before leaving for Tech classes. Tech Academy absences will be considered an absence at St. Teresa.

Athletes must be in attendance by **11:20** on the day of games, meets, matches, or practices in order to compete and participate on that particular day. An exception may be granted by the Principal for special or unusual circumstances.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students: State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy: Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ANTICIPATED ABSENCES

Regular attendance is essential if a student is to make use of the educational opportunities St. Teresa offers. In certain circumstances, students may be permitted to be absent from school provided they make such requests in advance of the absence, arrange in advance with each of their teachers to make up the work missed, and have the request approved by the Principal. Examples of anticipated absences are family trips, church trips, or college visits.

If a student has an anticipated absence, follow these procedures:

1. Students and parents will plan this absence in advance with a written note or call to the school.
2. The student will present the note to the school office, gain initial approval for the absence, and receive an Anticipated Absence form. These arrangements must be completed and returned two (2) school days in advance, or the absence may not be excused.
3. The student will notify each teacher of the absence and make arrangements to make up work. After this discussion the teacher will sign the Anticipated Absence Form.
4. The teacher's signature on the form signifies that he or she has been notified about the absence and discussed with the student the arrangements for making up missed work. However, the teacher is not required to re-teach material that the student will miss during the anticipated absence.
5. It is solely the student's responsibility to make arrangements with the teacher to receive and complete missing assignments.

The administration reserves the right to un-excuse an absence from school for vacation when that

vacation is with anyone other than the immediate family.

The administration reserves the right to un-excuse absences from school for vacation reasons when those absences add days to the beginning or end of existing school holidays/vacation.

APPOINTMENTS

Doctor or dental appointments will be treated the same as other excuses. Parents are to send a note ahead, email or call ahead of the scheduled appointment requesting that the student be excused. The student must present the note to the Main Office for a special excuse before 8:15 a.m. The student must sign out and if applicable must sign in upon return to school. The special excuse should be presented to all teachers concerned prior to leaving the building. Effort should be made to schedule appointments outside of school hours.

Last minute phone in appointments are very disruptive. The administration reserves the right to un-excuse any appointment absence when the above procedure is not utilized. All appointments require an "Appointment Verification" form to be completed to be excused. Failure to turn in the completed "Appointment Verification" form may result in one or more Dean's detentions.

EXCESSIVE ABSENTEE POLICY

Regular attendance is a necessity.

1. When a student has accumulated seven (7) absences from a particular class a semester, the teacher will notify the student, his/her parents and the Dean.
2. Should a student accumulate ten (10) absences from a class in a semester, the teacher will refer this student to the Dean, who in consultation with the Principal (and Counselor), will decide if the student should be dropped from the class with a withdraw/failing (W/F) if valid causes for these absences cannot be shown.
3. Absences due to extended illness will be handled on an individual basis. These absences shall be documented by a physician or if in the opinion of the administration there are justifiable circumstances.

CLOSED CAMPUS

In the morning, upon arrival on school property, students must enter the building. No one may leave the building until scheduled to leave. Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without permission from the office. Any student in violation of this regulation will be considered truant and subject to appropriate disciplinary action.

Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without permission from an administrator or supervising teacher.

Students who leave school without permission during the day will be referred to the Dean for disciplinary action. This unexcused absence will result in the student receiving zero credit for class work and assignments in the classes that were missed. At the teacher's discretion, other classroom penalties may also apply.

COLLEGE DAYS/SCHOOL SPONSORED ACTIVITIES

Seniors are excused from classes for two (2) college days. Juniors are excused from classes for one (1) college day. Permission must be obtained at least two (2) days in advance. Students must:

1. Provide a written note or email from a parent to the Main Office.
2. College visits are to be completed by April 15. Any college days approved by the administration after April 15 will not be excluded from the 10-day limit for absences.
3. College days (2), retreat days, and school sponsored field trips are excluded from the 10-day limit for absences (except number 3 above), provided the student has procured and turned in the forms with the proper signatures to the Main Office.

FIELD TRIPS

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event. Authorized Field Trips which are approved by the administration are considered as a day's attendance. Students are **not** to be penalized for taking Field Trips.

FUNERAL POLICY

1. Attendance at a funeral for someone other than an immediate family member requires a written note or email from a parent/guardian brought into the Main Office before 8:15 a.m. Students will not be permitted to phone home for permission to attend the funeral.
2. The student will be excused to attend the funeral (Mass) only.
3. When the funeral involves an immediate family member, please call the Main Office.

PERMISSION TO LEAVE CAMPUS

Students are never to leave school grounds during the school day without permission of the Main Office. If a student becomes ill at school, he/she must report to the Main Office and the administration will contact the parents and see that proper arrangements are made. Students should not call parents or guardians on their own to make arrangements to leave school.

VISITORS

All visitors must report to the main office immediately upon entering the school building. Students desiring to bring visitors to St. Teresa High School from another school must request permission at the Main Office. Visitors are allowed to shadow only if they are "prospective students". Alumni visitors must report to the Main Office upon entering the building. Alumni visits with faculty are permitted during the Activity Period only; visits outside of the Activity Period must be preapproved by the Principal.

HEALTH REQUIREMENTS

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering ninth grade and/or enrolling in an Illinois school for the first time, regardless of the student's grade. Physical exams for athletes are required annually to participate in sports.

Proof of immunization against meningococcal disease is required for students in grade 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering school in Illinois for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;

- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;

- Health examination or immunization requirements on medical grounds if a physician provides written verification;

- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

Insurance

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all

who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, or subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, St. Teresa Catholic High School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

St. Teresa has emergency EpiPens®, defibrillators, and Narcan® nasal spray stationed on the north and south ends of the building as well as in the school office. Faculty and staff have been trained in the use of these products. St. Teresa has an authorized standing order from a licensed health provider for one or more doses of EpiPens®. The school reports to ISBE as prescribed that the St. Teresa maintains a supply of undesignated epinephrine auto-injectors. St. Teresa reports to ISBE as prescribed within three days of administering an undesignated epinephrine auto-injector. The school, upon any administration of an epinephrine auto-injector will immediately activate the EMS system and notify the student's parent, guardian, or emergency contact. Within 24 hours of the administration of an undesignated epinephrine auto-injector, the school will notify the physician, physician assistant, or advanced practice registered nurse who provided the standing protocol or prescription for the undesignated epinephrine auto-injector of its use.

INFECTIOUS AND CHRONIC COMMUNICABLE DISEASES

Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease. Any student having or suspected of having an infectious or a chronic communicable disease, as defined in the County Health Department Policy for the Prevention and Control of Communicable Disease, shall be excluded from school for the period of time designated in the Health Department policy.

The right to privacy of students with infectious or chronic communicable diseases will be respected. Specific information in regard to a student with an infectious disease or chronic communicable disease will be limited to those persons with a direct need to know. Such persons shall be advised of any precautions that may be appropriate to the situation.

St. Teresa will make every effort to permit a student with a chronic communicable disease to continue class work as long as regular classroom attendance is compatible with the best interest of the student and the school community. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

If the Health Department Policy does not mandate exclusion from school in connection with a chronic communicable disease, decisions regarding the education setting for a student with a chronic communicable disease, including Acquired Immune Deficiency Syndrome (AIDS), shall be determined by the administration of St. Teresa, in consultation with the Public Health personnel, the student's attending physician and parents. Each situation will be reviewed on the basis of a number of factors, including but not limited to:

- the nature of the chronic communicable disease;
- and the health, safety, and well-being of the student and school community.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lock-

down drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Toxic Art Supplies and Required Eye Protection

Art supplies containing toxic substances are not used in grades 9 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

Counseling and Guidance

The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's counselor is available to those students who require additional assistance.

DIABETES CARE FOR STUDENTS

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

TARDY POLICY

A parent call-in on behalf of a student running late due to oversleeping, train delay, transportation, or car issues, etc., is still considered tardy

- First two tardies each semester - no penalty (verified doctor's appointment and/or illness are not included in count)
- Third tardy unexcused - One Dean's detention on the next detention date.
- Fourth tardy unexcused - Two Dean's detentions on the next detention dates and notification to the parent(s) through email or phone call.
- Fifth tardy unexcused - Three Dean's detentions on the next detention date and notification to the parent(s) through email or phone call. A parent meeting may be required for additional tardies
- Students who exceed 3 unexcused tardies (per quarter) cannot participate in extracurricular activities on days they are tardy unexcused including practice and/or game.
- Six or more unexcused - penalty at the discretion of the Dean, may include additional after school and or Saturday detentions and/or in-school suspension and/or parent meeting
- Tech Academy tardies will fall under the St. Teresa Tardy Policy.

Please Note: The purpose of the two free tardies each semester is to accommodate unexpected problems such as traffic, weather, car trouble etc. Once used, all subsequent tardies are considered unexcused. The administration reserves the right to un-excuse any absence/tardy which is

termed inappropriate, such as:

- Trips when prior arrangements have not been made with the Office.
- Work, menial home tasks, or gainful employment during school hours.
- Babysitting.
- Bad weather - if the buses run, a student is required to be in school.
- Car trouble.
- Oversleeping.
- Haircut, beauty appointment.
- Absence, for any reason, when a student attends a school activity the same day.
- Returning home for forgotten supplies.

TARDY BETWEEN CLASSES

1. A student who is tardy to any class other than first period should be admitted by that period teacher or sent back to the previous period teacher if they were detained by that teacher.
2. The teacher will inform the Dean if this becomes a persistent problem with any individual student.
3. A student who is late for first period class won't be admitted until they have received a tardy slip from the Main Office.

IV • CODES OF CONDUCT

GENERAL RULES AND REGULATIONS

Parents, students, faculty, and staff make up the school community and are always representatives of St. Teresa Catholic High School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at St. Teresa Catholic High School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

School rules and regulations are established for two reasons. First, to help students develop self-discipline by accepting responsibility for their behavior.

Secondly, rules and regulations facilitate the orderly operation of the school and hence, assist the student in getting the most out of his/her experience at St. Teresa.

Discipline infractions throughout a student's high school career will be accumulated in the student's temporary file. (See St. Teresa Handbook page 39.)

By enrolling at St. Teresa, both students and parents accept the responsibility of complying with all the rules and regulations of St. Teresa High School.

Prohibited Student Conduct

Enrollment at St. Teresa Catholic High School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, ob-

scenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community. The Principal is authorized to suspend or expel in cases of misconduct. Corporal punishment is never used as a disciplinary action.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products. See SUBSTANCE ABUSE POLICY page 46.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. See SUBSTANCE ABUSE POLICY page ____
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited sub-

stance, as applicable, in their possession. See SUBSTANCE ABUSE POLICY

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards, submitting AI-generated text as original work, and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct. ***Student violations of this regulation may be required to have an assessment completed by a qualified psychologist/ psychiatrist before re-admission to school.***
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited

- to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
 21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
 22. Refusal or failure to comply with state and local attendance laws, including but not limited to, truancy from specific classes and tardiness in general or to specific classes.
 23. Gambling on school premises or at school events.
 24. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety, or in a manner which causes an interference with schoolwork or which creates a classroom or school disruption.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

St. Teresa Catholic High School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. St. Teresa Catholic High School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary

measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

Suspension

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

Expulsion

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section).

ACADEMIC AND DISCIPLINARY REVIEW

Academic and disciplinary review will be conducted by the Principal and appointees determined by the Principal on an as needed basis.

Note: Any student whose registration has been cancelled is not permitted on school grounds for any reason or any function.

**Individuals will be considered a trespasser,
and police may/will be notified.**

Probation:

- Academic: A student is considered for academic probation upon failure of course or when a student's grade point average falls below 1.75 for the previous semester.
- Disciplinary: Any student deemed chronic, as determined by the Administration, in their disregard for adhering to the codes of conduct, can be placed on disciplinary probation. Conditions and length of the probation will be determined by the Administration on a case-by-case basis. A student on probation may attend all classes, knowing that further disregard for school rules may/will result in Academic and Disciplinary Actions.

Suspension:

- Classroom suspension – temporary removal from a given class.
- Out-of-school suspension - a student may be suspended for up to ten (10) school days. During an out-of-school suspension, the student may receive 75% credit for the earned grade for homework assigned and tests made up upon immediate return to school. It is the responsibility of the student to get homework assignments for the suspension period. The student will be escorted off the school premises. The student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable.
- In-school suspension: student reports to the Dean of Students for the day. During an in-school suspension, the student may receive 75% credit for the earned grade for homework assigned and tests. It is the responsibility of the student to get homework assignments for the suspension period.
- Saturday Detention (7:00 AM - 11:00 AM) may be assigned by the administration for disciplinary reasons.

Expulsion:

In the case of suspension/expulsion some or all of the following procedures may/will take place:

- The Administration will notify the parents before the student leaves the school premises.
- The student will be escorted off the school premises.
- Consultation of parties involved (Administration, student and parents).
- Parents and students will be informed of the decision by the Administration.

ACADEMIC DISHONESTY

Academic dishonesty is action intended to obtain, or assist in obtaining credit for work that is not one's own. Teachers should report all instances of academic dishonesty to the Dean. The teacher should also notify the parents and the guidance counselor. On the first occurrence, the student is subject to the individual classroom teacher's rule on cheating. The instance is recorded in the Dean's files.

A second occurrence of academic dishonesty may/will result in a hearing of an Academic Review Committee. The Review Committee determines the consequences which are no less than double the loss of credit for assignment/quiz/test and which will not exceed loss of credit for the quarter.

Any subsequent occurrences of academic dishonesty would require the student to appear before an Academic Review Committee and may result in expulsion.

DETENTION PROCEDURES

Classroom teacher detention

Each individual teacher is privileged to have his/her own set of rules and regulations regarding

student behavior and conduct. Whenever they feel a student or students deserve a detention, they may set the time, place, and date. The only requirement is that the teacher gives the student a 24-hour notification. Failure of the student to appear for such detention without due cause acceptable to the teacher will result in a Dean's detention.

Dean's detention

Students must serve the detention on the assigned date. If the 7:15 am detention is not served, the detention must be served from 2:40 to 3:25 pm on the same day with the Dean of Students. After school detention must be served before attending team practices and/or school related activities.

These detentions are assigned at the discretion of the Dean. The minimum Dean's detention length is 45 minutes; longer detentions may be assigned over a period of several days. Students are informed of the reason, which resulted in the detention/s. The student is scheduled for detention as determined by the Dean. Students are expected to serve their detention on the assigned date. No one is admitted after 7:15 a.m. The Dean's office also holds a Saturday detention once a month (minimum 2 hours) Failure to serve a Dean's detention will minimally result in the time being doubled and maximally, being suspended. Students who are tardy to detention will not be admitted. The time is automatically doubled. Some examples of behavior which may warrant a Dean's detention:

- Missing an assigned teacher detention.
- Repeated uniform violations.
- Excessive tardiness.
- Rowdiness – unnecessary noise, pushing, shoving or boisterousness.
- Littering – willfully or carelessly discarding debris or waste materials in an inappropriate manner.
- Public display of affection by embracing or kissing.
- Wearing hat or head gear in school building.
- Card playing – cards will be confiscated.
- Possession of materials that can reasonably be considered by the Principal to be vulgar, indecent, or offensive to accepted standards of decency. Material will be confiscated.
- Possession of nuisance materials, noisemakers, water guns, etc. Items will be confiscated.

Detention regulations

- Students are not permitted to enter detention after 7:15
- Students must be in school dress code
- No talking at any time
- No restroom privileges
- No one leaves the room for reasons other than emergency

Any student who is excused from detention for a rule violation will serve double time.

REPORTING INCIDENTS TO LOCAL LAW ENFORCEMENT

St. Teresa High School will report to the appropriate law enforcement agency(s) incidents involving battery (to staff and/or students) and violations to drug/weapons laws, as required by statute. When students become involved with law enforcement officers, the officer will be requested to confer with the student when he or she is not under the jurisdiction of the school, if this can be arranged. The following steps will be taken to cooperate with the authorities:

- The officer will properly introduce him/herself
- The parent(s) or guardian will be notified immediately and informed of the extent of law enforcement authorities
- The student's parent(s) or guardian have/has a right to be present if the conference is held in

the school

SEARCH AND SEIZURE

In order to maintain order, safety, and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on

audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies. See the Parent & Student Annual Compliance Form for additional information.

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

COMPUTER LAB POLICIES

When in the computer lab, students are to conduct themselves in a quiet and working fashion that is relative to the assignment at hand. Due to the nature of the equipment, the following rules will be strictly adhered to:

1. No food or drink is allowed in the lab.
2. All students must log off their computers at the end of each period (unless allowed by the instructor utilizing the lab for the next period).
3. Alterations to the computers in the form of software changes (or physical internal or peripheral changes) are strictly prohibited.
4. Only one person may work on a computer at a time, unless approved by the instructor.
5. A student must be enrolled in a computer class to be in the lab unless approved by an instructor.

EXTRACURRICULAR ACTIVITIES

This Extracurricular and Athletic Activities Code of Conduct applies to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Attendance: Students involved in any extracurricular activity, athletics, drama, cheerleading, etc. must be in attendance at school on the day of the scheduled event. Failure to be in attendance will be cause for withholding the student from participation. Students who miss one-half of the school day must be in attendance at school by 11:20 a.m. to be able to participate in an activity that evening. Students with verifiable medical appointments, or a funeral of family members, are excused.

ST. TERESA HIGH SCHOOL ATHLETIC CODE

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent or guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the school's policies and procedures on stu-

dent athletic concussions and head injuries.

PARTICIPATION

VIOLATIONS

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual

destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Any infractions will be determined by the Principal, Athletic Director and Coach of the sport.

IHSA STEROID TESTING POLICY CONSENT TO RANDOM TESTING

In January 2008, the Illinois High School Association's Board of Directors approved a plan developed by the IHSA's Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing dietary supplements of teams and individuals qualifying for state finals competition.

Beginning with the 2008-09 school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

No student-athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed at:

http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_list-2007-08.pdf.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school's inter-scholastic athletic participation.

The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

INDIVIDUAL TEAM RULES AND REGULATIONS

Each coach is required to provide a written set of training, practice, and competition rules which best suit the sport involved to each athlete. These rules are designed to be read by both the athlete and parents and are to be followed as a matter of athletic department policy.

LETTERING PROCEDURES

Each coach is required to provide a written statement of lettering requirements at the varsity level. These should also be read by both athlete and parents.

ATTENDANCE

Athletes must be in attendance by 11:20 on the day of games, meets, matches, or practices in order to compete and participate on that particular day. An exception may be granted by the Principal for special or unusual circumstances.

EQUIPMENT

Athletes are responsible for all equipment checked out to them by a coach. Coaches are responsible for setting times for return of the equipment once that season is over. If the athlete fails to return the equipment that was issued to them, they will be expected to pay the amount it would

take to replace that piece of equipment.

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

SUSPENSION FROM SCHOOL POLICY

Suspension from St. Teresa High School for the violation of school rules and regulations will affect the athlete as follows:

1. The student athlete will not be allowed to practice or participate in any practice or game on the dates they are serving the suspension.
2. The student athlete will not be allowed to attend any practice or game as well as any school activity.

SPORTSMANSHIP

As an active member of the Illinois High School Association, St. Teresa High School is responsible for the conduct of its staff, athletes, and spectators, both student and non-student, at all IHSA sponsored events. This responsibility rests ultimately with the Principal and may be administered by a duly authorized member of the staff acting as his representative.

St. Teresa High School reserves the right to dismiss from its premises any spectator or participant judged to be acting in serious violation of the normal ethics of sportsmanship which govern high school athletics.

ACADEMIC ELIGIBILITY FOR ATHLETICS

St. Teresa High School adheres to the Illinois High School Association standards for participation in any sport:

1. Academic standing will be checked on a regular basis.
2. IHSA requires that a student be passing 25 credit hours of high school classroom work at any time in which the student is participating in interscholastic competition. This includes Religion classes.
3. Students not meeting this standard will be suspended from competition for a period of at least one week or until such time those standards are met again.

In addition, on a weekly basis, St. Teresa High School requires that a student/Athlete cannot have two (2) or more failing grades (F)) in any coursework during his/her participation in athletics.

Furthermore, any student athlete who is ineligible for three (3) or more consecutive weeks will not be able to practice or travel with the team until such time that the student is removed from the ineligibility (two failed subjects) list.

Please note: Any student who remains on the Academic Ineligible List for more than three (3) weeks during a particular season may be subject to dismissal from the team, subject to the approval of the recommendation of the coach and approval of the principal.

For clarification purposes, the eligibility week extends from Sunday (midnight) to the subsequent Saturday 11:59 PM. For example, if the student athlete shows up on the ineligibility list on Wednesday, the ineligibility period starts on the subsequent Sunday and continues through the following Saturday.

SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRACURRICULAR EVENTS

Any person, including adults, who behave in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event or denied admission to school events as determined by the administration. Examples of unsportsmanlike conduct include:

- a) Using vulgar or obscene language
- b) Possessing or being under the influence of any alcoholic beverage or illegal substance

- c) Possessing a weapon
- d) Fighting or otherwise striking or threatening another person
- e) Engaging in any activity which is illegal or disruptive
- f) Refusal to pay admission
- g) Smoking of any kind on school grounds, including e-cigarettes and juul.

EXTRACURRICULAR CODE

To participate in an extracurricular activity at St. Teresa is considered a privilege and as such brings with it the responsibility to represent St. Teresa in the best possible light. Students who participate in all non-athletic extracurricular activities will be held to a high standard of accountability that is in force 365 days a year.

The following rules and consequences related to the use of tobacco, alcohol, and drugs will be in effect for all students participating in the following High School programs:

Athletics – School Teams Only

Football, Cross Country, Golf, Soccer, Volleyball, Basketball, Baseball, Softball, Track, Tennis, Cheerleading.

Academic/Fine Arts Groups – School Sponsored Activities Only

Scholastic Bowl, FBLA, Play Cast, Musical Cast, NHS.

Tobacco Related Misconduct (including electronic cigarettes / juul)

First Offense*

Football, Fall Cheerleading, Cross Country

2 games or 1 game (with assessment)

Basketball, Volleyball, Tennis, Winter Cheerleading, Winter Dance Team

4 dates or 2 dates (with assessment)

Soccer, Golf and Track

4 games or 2 games (with assessment)

Softball and Baseball

7 games or 3 games (with assessment)

Scholastic Bowl

4 competitions or 2 competitions (with assessment)

WYSE, Play Cast, Musical Cast, NHS (will be disciplined proportionately).

Drug or Alcohol Related Misconduct

First Offense*

Football, Cross Country, Fall Cheerleading, Fall Dance Team

4 games or 2 games (with assessment)

Basketball, Volleyball, Tennis, Winter Cheerleading, Winter Dance Team

10 dates or 5 dates (with assessment)

Soccer, Golf, Track

8 games or 4 games (with assessment)

Softball and Baseball

15 games or 7 games (with assessment)

Scholastic Bowl

8 competitions or 4 competitions (with assessment)

WYSE, Play Cast, Musical Cast, NHS (will be disciplined proportionately)

*A tournament (competition) will constitute one date no matter how many contests, matches or games are played during that tournament.

Tobacco (including electronic cigarettes / juul), Drug or Alcohol Related Misconduct Subsequent Offense

Suspension of any competition for a period of one calendar year (the student must continue participation rules). If the student or parent/guardian requests (in writing), this one calendar year penalty may be reduced provided the student is tested on a random monthly basis and attends an approved Drug/Alcohol/Tobacco Counseling Program for a period of one year. The cost of the assessment and related counseling and testing will be the responsibility of the parent and/or student. Results must be sent to the principal or athletic director. Proof of ongoing participation must be provided by the parent/guardian.

QUESTION: If a student has a drug or alcohol problem and goes to a coach/sponsor and requests help, what procedures and related consequences will be followed?

ANSWER: If the student sincerely seeks help and asks the coach/sponsor for assistance to help with his/her drug or alcohol problem (and it is not public knowledge or will soon be public knowledge that the student has been involved in a drinking or drug situation), the student will be considered to be under the first offense penalty, but 25% or 12.5% of (with assessment) the season penalty will be waived; however, the student must enroll minimum time that is equal to or exceeds the amount of time that the proposed suspension would last. The student must take and pass a drug test prior to returning to competition.

Other Infractions/Misconduct

A participant exhibiting insubordination, poor sportsmanship, violation of individual coach's or sponsor's rules, conduct detrimental to the team and to school environment may be disciplined up to and including removal for the remainder of the competitive season.

VIOLATIONS OF EXTRACURRICULAR

The violations listed below will not be permitted by the St. Teresa staff under any conditions:

1. Possession, smoking or the use of any tobacco substance
(Electronic cigarettes / juul also prohibited).
2. Drinking or the possession of alcohol on or off the school grounds.
3. Illegal use or possession of any drug paraphernalia or controlled substance.
4. Stealing or vandalism of school or personal property
5. Cheating in any extracurricular event
6. Conviction of any felony.

If a participant is found guilty of any of the above violations, they may be suspended from participation in the activity for a period of 25% of the season. Upon a second violation, they may be suspended for one year from the date of the second infraction and depending on the severity of the situation; the participant could be ineligible for all extracurricular activities for the remainder of their high school career. All infractions and consequences will be determined by the Principal, Dean of Students and moderator of the activity.

STUDENT RESPONSIBILITIES AS EXTRACURRICULAR PARTICIPANTS

A student who is a participant in any St. Teresa extracurricular activity not only is representative of St. Teresa academically, but is also a public model of St. Teresa's standard of excellence. Any student who becomes involved in a situation which is detrimental to the performance of the team, club, etc. or the reputation of the school's programs can expect retribution. Acts of misconduct, on or off campus, may cause disciplinary action against the participant.

Students who are suspended or expelled will have their conduct reviewed by an A/D reviewing committee. Attendance at St. Teresa or participation in any school activity may be denied a student for major or reoccurring disciplinary violations.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Except in emergency situations, passes should originate with the person desiring to see the student. **THERE WILL BE NO HALL PASSES DURING ANNOUNCEMENTS.**

PASS USE

1. Students who wish a pass to be excused from a study/lunch or class must secure the pass from the teacher who is asking for the student to be excused. The pass must be secured by the student in advance of the period for its use.
2. The pass must be presented to the student's assigned period teacher for which it is to be used. The assigned teacher is free to honor or refuse the request.
3. One teacher does not have the privilege of excusing another teacher's assigned students. Only the teacher who has the assigned student has that privilege.
4. Passes will not be written for more than one day at a time.

CLASSROOM BEHAVIOR

Each teacher is required to establish his/her classroom behavior expectations and share these expectations with each class. In general, all students are expected to refrain from the following conduct in class:

1. Words or actions which demonstrate disrespect to the teacher or other students.
2. Disruptive behavior
3. Talking out of turn
4. Drinking and/or eating (teacher discretion)
5. Moving around the classroom without permission

CLASSROOM DISMISSAL

A student may be placed on disciplinary probation as a result of repeated infractions of school and classroom policies. A student who is dismissed from a class for disciplinary reasons must report to the Dean's office immediately. The Dean of Students will contact parents/guardian and document the incident in FACTS. In general, the following procedure is used:

1. First removal – warning from the Dean of Students, no makeup work for class period.
2. Second removal – 2 days out of class, no makeup of work missed, placed on classroom disciplinary probation.
3. Third removal and/or violation of probation may result in permanent removal from class with a grade of withdraw/ failure (W/F) and loss of semester credit.

Incidents are documented in FACTS. Parents are encouraged to contact the Dean if further explanation is needed. Depending on the frequency and severity of the infractions, the Dean or teacher may request a parent/student conference. The student may be placed on disciplinary probation

Any student who acquires (3) dismissals from class (three different courses or the same course) during one academic year is subject to review by the Administration for possible suspension/expulsion/probation.

DISCIPLINARY INFRACTIONS

A student who fails to respond to repeated corrections by a teacher, or whose behavior is determined to be severe, will be referred to the Dean. Therefore, a disciplinary infraction is a serious matter. The school and home must maintain a close relationship in order to help students solve commonplace problems. Many problems can be solved in the Dean's office.

DRESS CODE

Student Appearance

The dress code for St. Teresa Catholic High School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on St. Teresa Catholic High School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

St. Teresa High School promotes the purchase of all uniform articles of clothing from Luers Uniform Company or the St. Teresa Booster Club to assure students are compliant with all dress code policies.

Winter Wear: Boys/Girls

- Sweaters and sweatshirts purchased through Luers Uniforms Company are acceptable.
- Blue Fleece Sweatshirts with the St. Teresa school logo, purchased through the St. Teresa Booster Club, are acceptable.
- 1/4" zip or full zip sweatshirts purchased only through Luers Uniform Company.

From time to time, other sweatshirts purchased through the St. Teresa Booster Club - must be approved by the School Board.

Hooded sweatshirts may not be worn under uniform shirts or sweatshirts.

Slacks/Pants/Capris: must be **dress, traditional cut, or capri length** (for girls), Luers Uniform style. corduroy, cargo, jean style cut, or denim pants are not permitted. Name brands are acceptable if they don't have gathered ankles, excessive decorative pockets or extra zippers, large brand name patches, insignias, or printed material. **All slacks must be worn with waistband above the hips.**

Boys/Girls:

Navy blue or khaki colored (light tan) dress slacks/pants/shorts (capris girls only), traditional cut. See above paragraph for further clarification. These can **be purchased locally or from Luers Uniform Company.**

Shorts:

Boys/Girls:

- Navy blue or khaki traditional cut, pleated or un-pleated. corduroy, cargo, jean style cut or denim shorts are not permitted. All shorts must be worn with waistband above the hips. Extremely tight, low rise or hip hugger shorts will not be permitted. **Shorts must be no shorter than 2" above the middle of the knee.**
- **SHORTS SEASON:** From the first day of school through October 31st; from April 1st through the end of school.

Belt: Students must wear a belt with uniform pants and/or shorts and uniform polo shirt.

Shirts/Blouses:

Boys/Girls:

- All students will wear either a solid white or blue embroidered St. Teresa logo polo shirt ***purchased only through Luers Uniform Company or the St. Teresa Booster Club***
- ***Uniform shirt must be tucked in during the school day.***

Footwear - socks/hose/tights

Boys

- Socks are required except during shorts season (Aug/Oct through April/May)
- Crew or dress style socks.

Girls:

- Socks, hose, tights are required except during shorts season (Aug/Oct through April/May)
- Crew socks, anklets, knee socks.
- Hose/tights.

Footwear - shoes

Boys/Girls

- Soft-soled shoes, loafers, athletic style, shoes with full heel-back, will be allowed. No shoes may be open-toed or without backs (including a partial back). Any shoes declared unsafe or a distraction may be excluded at the discretion of the administration. House slippers are not acceptable.

Sweaters/Sweatshirts:

Official St. Teresa uniform sweaters and sweatshirts must be combined with some type of t-shirt or shirt with a collar. They may not be worn alone. Full zip sweatshirts must be worn with a St. Teresa uniform collared shirt. Non-uniform and school spirit wear sweaters and sweatshirts are not acceptable. **NOTE:** Hoodies of any sort MAY NOT be worn under any style of St. Teresa uniform top, including crew neck sweatshirts.

Boys/ Girls

- Sweaters purchased only through Luers Uniform Company.
- ¼ zip or full zip sweatshirts purchased only through Luers Uniform Company.
- ¼ zip Dri-Fit pullover with St. Teresa Logo, sold through the Booster Club.
- Blue hoodie with St. Teresa Logo, sold through the Booster Club. **The blue hoodie will no longer be permitted as of the 2022-23 school year.**

Athletic "Game Day" Attire

Students participating in athletics may wear an approved team polo shirt on the days they have games in their respective sport. The shirt must have a collar and be approved by St. Teresa Administration and the team coach. All other uniform rules apply.

Hair:

Hair should be neatly groomed at all times. Unnatural hair colors (i.e., purple, blue, green, etc.) are not permitted. Students' hair must not hang below the eyebrow. Facial hair is not allowed. In compliance with SB 0817, St. Teresa High School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

Jewelry:

No facial jewelry is permitted other than earrings for girls. Facial piercing is limited to ears and the piercing must be no larger than that required by a standard earring. Tongue, nose, eyebrow, and other piercings are not allowed. There are no exceptions to this policy. Students may not use tape, Band-Aids or clear posts to disguise an unacceptable piercing.

Hats/sunglasses/jackets/coats:

Not permitted in the classroom.

Tattoos

Tattoos of any type are not permitted. Any pre-existing tattoos must not be visible at any time or at any school function.

The clothing listed below is never acceptable:

Stretch / yoga pants, tank tops, bare midriffs, long underwear or footless tights, bare shouldered sundresses. Low cut or backless apparel. It is the responsibility of the Dean to determine the appropriateness of any article of clothing or accessory. If a medical emergency situation arises and it is impossible for a student to follow the dress code, a note from the doctor must be presented to the Dean's office explaining the situation.

"DRESS UP DAY" DRESS CODE

This variation of the daily dress requirement is intended to produce a dressier appearance for students on special occasions. Students may participate in the upscale dress code when it is announced as such in advance. If you choose to participate, you must follow the guidelines described below. If you cannot follow this code or choose not to participate, you must remain in regular everyday dress code.

Recommended

- Dress slacks
- Dress shorts (in season)
- Sport shirt/Blouse
- Dress shirt/Blouse
- Polo Shirts
- Shoes (no sandals)

Not permitted:

- Denim Garments
- Sweatshirts, shorts, pants
- Clogs, flip-flops
- Sleeveless garments
- Shorts/Skirts of immodest length
- Hats, earrings for boys

Stretch / yoga pants, tank tops, bare midriffs, long underwear, footless tights, and bare shouldered sun-dresses

SPIRIT DAY / JEANS 4 QUARTERS DRESS CODE

Students may participate in the relaxed dress code when it is announced as such in advance. If a student chooses to participate, they must follow acceptable attire as described below. If a student cannot follow this code as it is described or chooses not to participate, they must remain in the regular every day dress code. Those students who come to school inappropriately dressed may be denied admission to classes until acceptable adjustments are made. Clothing should be in good condition – NO HOLES.

Acceptable Attire

- St. Teresa logo shirts, t-shirts, sweatshirts, jerseys
- Slacks, jeans or shorts (during shorts season only)
- Shoes (no sandals or slippers)

Unacceptable Attire

- T-shirts or sweatshirts of any kind except St. T logo
- Sweatpants, sweat shorts, yoga / stretch pants
- Self-designed logos
- Torn, cut-off, shabby clothing
- Flip-flops, clogs, slippers, etc.
- Hats or earrings on boys
- Tongue, lip, nose or other piercing for either gender

Penalties for Lack of Compliance to the Dress Code

Penalties for Lack of Compliance to the Dress Code may include the following:

- unexcused absence during period of violation with appropriate detention time assigned
- being sent home to change, with time absent unexcused and appropriate detention time assigned

- parents notified
- detention assigned
- suspension assigned
- disciplinary probation

NOTE: THE PENALTIES ASSESSED WILL BE DETERMINED BY THE FREQUENCY OF THE PROBLEM.

LIBRARY/MEDIA CENTER POLICIES

The library/media center is open daily for student use. During school hours, students may use the library with a class accompanied by a teacher, with a pass from study hall, or with a pass from any of their subject-area teachers for work related to that teacher's class.

Students may use the library for reading, selection of books and materials, study, writing, and research. Students are allowed to study together quietly, but should they become loud, they will be required to move to separate tables or asked to leave the library. Because students' time in the library is largely unstructured, a great deal of self-discipline is required on the part of each person to maintain the atmosphere that serves the library's purpose. While in the library, students are expected:

- To be there for a purpose and make appropriate use of the materials available.
- To speak, when necessary, in soft tones out of respect for others who might be studying.
- To take care of materials and equipment so that they remain in good condition for others to use.

The library/media center is overseen by a qualified librarian. Students are required to show the same respect to the librarian as to any other teacher or staff member.

Students are expected to display proper manners and maturity while in the library/media center. The following rules apply:

- No feet on chairs, no sitting on tables
- No sleeping.
- No roughhousing or horseplay,
- No loud talking or running,
- No destruction of library property.
- Food is not allowed in the library because of possible damage to furniture, materials and equipment.
- The librarian's office, the librarian's side of the circulation desk, and the storage room are off-limits to all students without express permission of the librarian.

Use of the school library/media center is a privilege. Abuse of library rules, refusal to work, or any conduct considered improper or inappropriate by the librarian will result in students being sent back to their classroom. For extreme or repeated offenses students may be asked to see the Dean of Students. Continual offenders may lose the library privilege for a period of time.

Circulation Policies

All library materials are to be checked out before they are taken from the library. The loan period for most materials is one month. Materials may be renewed unless another borrower has requested that item, but the librarian may require return of any item during a renewal period if a subsequent request is made for the item.

Fines for overdue regular items will accrue at the rate of \$.10 per item per day. If materials are overdue at the beginning of holiday vacations, the fines will continue to accumulate unless arrangements have been made before vacation.

Lost materials must be replaced or paid for. If a student is caught stealing or deliberately destroying materials, he/she will be required to pay for the material and will be disciplined accordingly. Fines will be assessed for damaged or defaced materials.

For more details regarding library policies on collection development, donations, book challenges and lending, please see the library webpage <https://www.st-teresalibrary.com/>

MARRIED STUDENTS

Married students are not allowed to attend St. Teresa.

MATERNITY/PATERNITY

From time-to-time, St. Teresa is faced with a situation involving pregnant students. To arbitrarily exclude an unwed mother from school conveys a negative message, namely, that terminating a pregnancy is an answer that will permit the student to remain in school. Therefore, the policy at St. Teresa is that pregnancy itself is not a reason for dismissal.

If any student becomes involved with a pregnancy, they must notify the School Administration as soon as possible. A meeting will be scheduled with the students, parents, school counselor, and the Principal to discuss the educational options available to the students during pregnancy. St. Teresa will make every effort to permit the students to continue class work as long as regular classroom attendance is compatible with the best interests of the students and the school community.

Each case will be reviewed on the basis of a number of factors, including, but not limited to:

- the stage of the student's pregnancy in relation to the school year
- the health, safety, and well-being of the students and the school community

REPORTING ACCIDENTS

Anyone who is involved in or witnesses an accident or injury in the school building or on the school grounds must report this fact to the person in charge and to the main office immediately. This policy applies to all school sponsored activities whether it happens during the regular school day or not.

SCHOOL LOCKERS

A student's school locker is the property of the school and must be used for purposes intended. Examples – books, school supplies, and outdoor garments. School lockers are subject to search, which will be done periodically. Students are not permitted to move from an assigned locker without prior permission from the Dean. Only school installed locks and padlocks are permitted on school lockers (other than athletic lockers).

ANTI-BULLYING, SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Purpose

St. Teresa High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Teresa High School expressly prohibits sexual harassment and/or sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive attitudes and respect for others.

BULLYING, INTIMIDATION, AND HARASSMENT

Because St. Teresa Catholic High School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, so-

cioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive 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 the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying. This includes creating or sharing a "digital replica" (AI-generated, fake likeness) of a student without permission.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying

or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

RACIAL HARASSMENT

This policy regards treating someone unfavorably because they are of a certain race. This includes, but is not limited to, racial slurs, offensive or derogatory remarks about race, and/or displaying offensive symbols, either in-person or online (i.e. texting, email, social media, etc.). Students in violation of this policy may face suspension/expulsion upon the first incident.

HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school or on school grounds or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and School Administration. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following.

- Verbal warning/reprimand and apology to the victim.
- A parent/student/principal conference.
- Written warning/reprimand & parent notification, entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Behavior/probation contracts, possibly requiring professional intervention.
- Suspension
- Expulsion

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful and free of unlawful discrimination, including harassment.

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive

measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited

SUBSTANCE ABUSE POLICY

Recognizing the risk associated with the illegal use of chemicals/alcohol by high school students, St. Teresa High School strives to provide preventative education and a drug-free climate for our students.

A student found to be in possession of any drug paraphernalia, illegal drug, intoxicating drug, alcohol, tobacco, e-cigarettes/vapor products, or medication not prescribed for the student and on file with the school nurse, or having consumed any intoxicating substance, shall be deemed to be in violation of this policy.

If a student is on school grounds, or attending a school event, and a teacher, coach, or reliable source observes behavior or physical evidence that suggests that the student has consumed or is under the influence of an illegal substance, an administrator or administrator designee may take action. The student may be asked to undergo a breath test for alcohol and a drug test for other drugs to be paid for by the parents. Should the drug test come back negative, St. Teresa High School will pick up the cost of the test. The purpose of the test is to verify the student's claim of not having consumed alcohol or drugs. Should the student refuse to cooperate with the test, the student will be viewed as having violated this policy. Parents will be notified. Additional testing may be required for other substances.

At any St. Teresa High School event, St. Teresa High School administrators or administrator designees may use instruments for detecting/measuring alcohol use. The instruments used are commercially available and can be operated with minimal training. Calibration for accuracy will be regularly checked. Students in violation of this policy while on school grounds or at any St. Teresa High School event will receive the following consequences:

First Violation:

- The student will serve an automatic five-day suspension (in school or at home to be determined on an individual basis). See SUSPENSION POLICY for academic credit information. Projects/tests may be scheduled at teachers' discretion. Credit for missed work is determined on a case by case basis.
- The student will be required attendance with a parent in a re-education program.
- The student may be required to have an assessment from an outside agency recommended by the school at the family's expense.
- The student will be banned from ALL ST. Teresa High School extracurricular activities as a participant and/or spectator for 30 days (includes weekends).
- The student will lose eligibility for future honors which represent the school or student body (e.g. dance courts, student of the week, retreat leaders) for the remainder of the school year.
- Elected student leaders (e.g. student council members and officers, class officers, club officers, retreat leaders, team captains) will be removed from office for the remainder of their term. Student athletes/academic team members must attend all practices and workouts but cannot be present at the games/competitions. Students with membership in national charter organizations (e.g. Key Club, National Honor Society, etc.) may be removed from or denied membership in the organization.

Second Violation:

- The student will serve an automatic five-day suspension (in school or at home to be determined on an individual basis). Academic work will not receive credit.
- The student and parent will be required attend a re-education program, at family's expense.
- The student may be required to have an assessment from an outside agency recommended by

the school at the family's expense.

- The student will be banned from ALL St. Teresa High School extra-curricular activities as a participant and/or spectator for 60 days. Additional details as outlined in First Violation.

Third Violation:

- Disenrollment from St. Teresa High School.

Students who are identified by police as being in possession of quantities of an illegal substance consistent with sale to others (dealing) will be immediately dis-enrolled from St. Teresa High School.

SUBSTANCE ABUSE VIOLATIONS OFF SCHOOL GROUNDS

The safety and well-being of our students is of primary importance to the St. Teresa High School community. Drugs, alcohol, and high-risk behaviors negatively impact teenagers' lives socially, physically, and mentally. Parents are the primary parties responsible for preventing drug and alcohol use by their children. Parents must closely monitor their teenagers during off-school hours. Parents who intentionally allow students to use alcohol or other illegal substances conflict with the St. Teresa High School mission and are breaking the law. When a reliable source reports a St. Teresa High School student for using drugs, alcohol, or illegal substances, St. Teresa High School administration will call the parents and give them the information.

TOBACCO USE/VAPING St. Teresa High School provides a smoke free environment. Students found to be in possession of or using any tobacco product, e-cigarette, or vaping product on or near school grounds, or at a St. Teresa High School event, are considered in violation of this policy. This includes students in possession of tobacco paraphernalia (including matches and lighters). The consequences are the same as Substance Abuse Violations on school grounds or at school events.

CONFLICT RESOLUTION, APPEAL PROCESSES, AND STUDENT GRIEVANCE PROCEDURES

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

St. Teresa has a chain of command procedure to resolve any conflicts. If there is a conflict involving a student and a teacher, the student should:

1. First discuss the issue with the instructor
2. The student should contact his or her school counselor if that meeting does not eliminate the problem
3. If not resolved the administration should be informed

Any problem related to extracurricular areas should mirror the procedure above. The student should first discuss the problem with the coach/moderator. If the conflict continues, the student may contact the St. Teresa Athletic Director. From that point the student may contact the administration.

All appeal processes and student grievance procedures are based on the concept of fairness. Final decisions on all matters are made by the administration. Any Appeals shall be made to the administration within three school days of the school's action.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any

school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.
- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

St. Teresa Catholic High School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedure

Complaints from students, parents, and other legitimate sources about the operation of the school, including complaints of discrimination and harassment, will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal. In fairness to both parties, the principal will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The Principal's decision will be binding and final on all concerned.

STUDENT DANCES

1. St. Teresa students are limited to one guest each.
2. St. Teresa students are to sign up guests with dance sponsor within 24 hours of weekday dances and 48 hours of weekend dances.
3. Students are not allowed to enter 30 minutes after the dance starts.
4. Students are not allowed to return to the dance once they have exited.
5. Students are to leave the school property (including the parking lot) as soon as they exit the building.
6. Students are to follow the guidelines as determined by each dance sponsor.
7. Students must adhere to rules of decency when dancing as determined by the chaperones/administration.

STUDY HALLS

The administration and faculty feel that an assigned study hall is a part of the student's schedule, and like any other class should be adhered to by the student. Study halls must be quiet and books and other materials needed for study must be taken there at the beginning of the period.

General Rules of Study Halls:

1. No talking except with permission.
2. Restroom and locker passes should be held to a minimum.
3. Student may leave study halls only when the teacher in charge gives permission and issues a pass.
4. When a student has a pass from another teacher, the pass must be given to the Study Hall teacher in advance of leaving.
5. Student may go to the Library for work that requires the use of the library. The privilege of going to the Library may be removed by the Study Hall Supervisor, if a student has misbehaved in the Study Hall, the Library, or in going between the two areas.

NATIONAL HONOR SOCIETY

PURPOSE: The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of St. Teresa High School.

POWERS: This chapter operates under the direction of and in full compliance with the National Constitution of the National Honor Society (NHS). See www.nhs.us/constitutions.

The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Final authority on all activities and decisions of the chapter resides with the school principal.

Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

MEMBERSHIP: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior or, senior class
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at St. Teresa High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.6 (weighted or unweighted) on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

SELECTION OF MEMBERS

The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

The selection of active members shall be held once each year during the second semester of the school year. Prior to the final selection, the following shall occur:

- a. After the first semester grades are available, students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., now referred to as candidates) shall be notified

and asked to complete and submit the Student Activity Information Form (a.k.a. the "Candidate's Form") for further consideration.

- c. Though not required, all members of the St. Teresa faculty may be invited to submit comments about each candidate using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Student Activity Information Form, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.
- e. The Faculty Council shall deliberate in private and vote on selection for each candidate. Those candidates receiving an affirmative vote from a majority of the Faculty Council shall be invited to be inducted into the chapter. Candidates that do not receive an affirmative vote from a majority of the Faculty Council shall be notified in writing. Although the letter may include relevant information that led to the non-selection of a candidate, the vote and opinion of any individual member of the faculty Council will not be disclosed or discussed other than between members of the faculty council and the principal.
- f. Prior to notifying candidates, the adviser must report to the principal the results of the Faculty Council. The principal is granted final authority on acceptance or non-acceptance of any candidate.
- g. In order for the selection process to be completed prior to the induction ceremony, any appeal must be submitted to the principal and/or adviser no later than 10 days prior to the induction ceremony.

Candidates become members when inducted at a special ceremony. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

MEETINGS: Regular meetings of this chapter shall be monthly or as deemed necessary by the adviser. Special meetings can be called by the president with approval of the adviser. This chapter shall conduct its meetings according to Robert's Rules of Order. Members are expected to attend all chapter meetings. The minimum number of members necessary to conduct official business shall be 50% of the members plus one.

ACTIVITIES: The chapter shall determine one or more service projects for each year. All members shall regularly participate in these projects.

Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. Examples include, but are not limited to, volunteering at elderly care facilities, hospitals, food pantries, soup kitchens, community events, animal shelters, children's museums, zoos, etc. This project (or projects) should include at least 4 hours of service. This is in addition to the chapter projects to which all members contribute. It is also in addition to the 10 hours of service required by St. Teresa High School.

DISCIPLINE AND DISMISSAL OF MEMBERS

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the St. Teresa High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the

student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Members of the St. Teresa High School Chapter of the National Honor Society are expected to set an appropriate example for all students to follow. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, cell phone use, excessive dress code violations, inappropriate public displays of affection, use of tobacco, etc.) will receive a written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote in private on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. The vote and/or opinions expressed by any individual member of the Faculty Council will not be disclosed or discussed other than between members of the Faculty Council and the Principal.
- d. The Faculty Council's decision may be appealed to the principal.
- e. A member who is dismissed or resigns, may never again be considered for membership in the National Honor Society.

In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate, with approval of the principal.

USE OF AUTOMOBILES

Students driving automobiles to school must use extreme care and caution at all times in and about the school grounds. Due to the number of automobiles and school buses using the drive, a speed limit of 10 miles per hour is to be observed. Automobiles must remain on the roadways and parking lots at all times. There is to be **NO PARKING OR DRIVING ON THE GRASS**.

Although every effort is made to make the parking lot secure, St. Teresa accepts no responsibility for theft or damage done to vehicles while parked on school property, whether the damage is done by accident or by criminal intent. It is the responsibility of the individual parties to contact law enforcement officials as necessary.

Rules for the use of Automobiles

1. Students driving their automobile to school must park them on the school campus in the student's designated parking area only. No automobiles are to be parked off campus.
2. Keys cannot be left in automobiles during school hours.
3. Students are to leave their automobiles immediately after parking them on arrival. Vacant automobiles are to be locked at all times. No sitting or visiting is to be done before school, during class hours or during noon hours in the automobiles.

4. Students wishing to return their car for any reason during the school day must obtain permission from the Principal's/Dean's Office.
5. Any driving which the school identifies as reckless while on school property, or any intentional noise from an automobile, such as (but not limited to) loud music and engine revving, will result in detentions and/or suspension of the driver, and/or loss of the privilege of driving to school.
6. The driver of any motor driven vehicle is expected to conform to all procedures as stated above.
7. Each student who drives to school must complete and sign a Student Vehicle Registration Form and a Rules for the Use of Automobiles Form. Submit both forms to the Dean during the first week of school

Senior Parking

1. The numbered spaces in the student parking lot are reserved for SENIORS ONLY.
2. Parking passes must be visible in order to utilize the senior spots.
3. Parking spaces can be decorated (i.e. during Homecoming) with ONLY water-soluble chalk/paint. Must wash off easily.
4. Any space decorations/drawings must NOT be vulgar or offensive in any way.

Non-senior students parking in these spots will be issued a warning and asked to move their car at the first offense. If the issue persists, the student will be issued a detention.

VALUABLES

All articles and valuables are brought to school at the owner's risk. Money and valuables should not be kept in lockers. They may be left with the Principal. **If you have valuables when you report to physical education class, put them in your physical education locker and lock the locker or give them to the physical education teacher.**

V • SCHOOL SERVICES

BUILDING AND GROUNDS ACCESS POLICY

Purpose of the Policy

The school building, along with associated grounds, are an integral portion of the many facets of the St. Teresa community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Teresa Catholic High School while respecting the use of the school by visitors. The multi-use nature of school facilities and grounds necessitates a continuing effort by the school administration, faculty members, parents, and visitors to provide appropriate access for the various facilities while protecting the students during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

Access to and Security of the School Building

On all school days provided by the academic calendar, the St. Teresa Catholic High School building shall be available for authorized access by parents and authorized visitors from **7:00 a.m.** until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Entry to the school building shall be through the front door of the school off the parking lot.

Access to and Security of the School Grounds

On all school days provided by the academic calendar, St. Teresa Catholic High School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from **7:00 a.m.** until thirty (30) minutes past the scheduled dismissal time.

Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as pro-

vided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal, or other administrator, to leave the school premises shall be considered a trespasser and may be subject to arrest.

DOORS AND BUILDING SECURITY

- For the protection of students and staff, all unlocked doors will be locked after the second bell. Anyone needing admission to the building must enter through the security system at the front entrance (Water Street) of the main building.
- Students should not breach building security by admitting unauthorized individuals or propping doors open, etc.
- Students should notify a staff member immediately of any unauthorized person trying to gain or gaining entrance to the building.

RESTRICTED AREAS

Since all students should respect the property and privacy of others, the following rules and regulations have become necessary:

Students are not permitted:

1. In faculty or school offices, locker rooms, gymnasium, work-out rooms, lounges, dining rooms, or classrooms without permission and in the presence of a faculty member.
2. In all parking lots or areas designated for bikes or motor bikes at any time during school hours without permission from the Dean's office. (When traveling to these lots, all students are to use the sidewalks provided).
3. In all classroom corridors and stairways during class periods without a corridor pass (lunch hour is class time for 2/3 of our students).
4. To tamper with another student's locker or lock.

USE OF SCHOOL GROUNDS

Any use of school grounds requires prior approval from the administration. For the safety of our students, any activity that is unsupervised by school personnel is strictly prohibited.

EMERGENCY SCHOOL CLOSING

For school closing in emergencies, please listen to local radio and television stations.

FIRE AND DISASTER DRILLS

The normal signal for a fire drill will be the sounding of the fire alarm signal. Upon hearing the signal, the following action should be taken:

- Move as quickly as possible
- Classes move in single file in silence so that, if directions must be given, these directions can be heard.
- Charts for fire and disaster drill procedures are posted in each classroom with directions as to which exit to use.

- The best route is the quickest route. The posted directions should be followed. If congestion occurs, teachers may use their discretion as to which is the quickest route.
- Doors and windows should be closed.
- Move away from the building once the exit has been made during fire drills.
- During disaster drills, remain in the building in a protected area. For a disaster drill, students will be alerted over the PA.

LOST AND FOUND

Lost books and personal articles that are misplaced shall be turned into the Dean's office. These articles will be held for a one-week period.

LUNCH/CAFETERIA/CLASSROOM

St. Teresa has a closed campus. No student should leave the building during lunchtime. You are not to leave the cafeteria for any reason without prior permission from a teacher. Food and/or drinks, except for bottled water, are not allowed in classrooms. Food deliveries are accepted at the school during the lunch hours only. Deliveries will not be accepted during breakfast or afternoon hours. All deliveries must be pre-paid; no cash deliveries will be accepted. Parties are never held during class time without prior permission of the principal.

NOTIFICATION OF ASBESTOS MANAGEMENT

St. Teresa High School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accordance with federal guidelines.

PARENT COMMUNICATIONS & INFORMATION

POLICY MAKING

The policies of the administration and educational mission of St. Teresa Catholic High School are enacted and thereby formalized by the Administration and Board of Directors. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

COMMUNICATIONS

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using FACTS system, emails, or phone calls whenever you have a question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teachers. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor. The school will strive to obtain information from all perspectives of disciplinary situations before determinations are made. In instances where conflicting versions of information arise, the adult's version will be taken as normative.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

SEXUAL ABUSE AWARENESS AND PREVENTION, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog

- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification

St. Teresa High School, located in the Diocese of Springfield in Illinois will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to St. Teresa High School and to the Diocese of Springfield in Illinois.

Every employee at the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of St. Teresa High School will not knowingly misrepresent St. Teresa High School and will not speak on behalf of St. Teresa High School unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about St. Teresa High School or operations, or that of St. Teresa High School or members of St. Teresa High School, is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois \$Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org).

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims

of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against you is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Your Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

PHONE CALLS/MESSAGES/DELIVERIES

Every effort is made not to interrupt the educational process of the students. Messages and deliveries are held for the student until the end of the day. Students are never called to the telephone to answer incoming calls except in an emergency. If parents need to have an urgent message delivered, office personnel will take the message and see that the student receives it. Messages which are time sensitive but non-emergencies have no priority. Students and parents are urged to keep all telephone messages to a minimum. **PLEASE NOTE: The office personnel cannot guarantee delivery of messages to students.**

STUDENT RECORDS

The following information pertains to be rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) Chapter 22, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative

Permanent Record: The student permanent record consists of basic identifying information, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2 (e); 50-4 (e))

Temporary Record: The student temporary record consists of all information that is of clear relevance to the education of the student but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, teacher anecdotes, and disciplinary information including suspensions and expulsions.

A record of release of temporary record information must be included in the student temporary record. The temporary record will be destroyed entirely within 5 years after graduation or perma-

RELEASE OF SCHOOL RECORDS

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges **[\$.35]** per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents or guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The school will include scores on college entrance examinations upon the written request of the parent or guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school pub-

lications, such as yearbooks, newspapers, or sports or fine arts programs

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent or guardian, or the student if he or she is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent or guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

FLAGGING RECORDS OF MISSING CHILDREN

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing students records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

NON-CUSTODIAL PARENTS

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TRANSFER OF RECORDS

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.