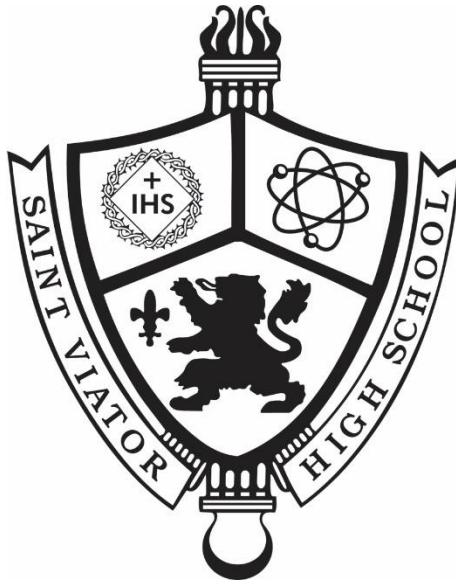


Saint Viator High School



PARENT – STUDENT HANDBOOK 2016-2017

Mr. Brian Liedlich – President

Rev. Daniel Hall, C.S.V. – Vice-President for Viatorian Identity and Mission

Mrs. Eileen Manno – Principal

Mrs. Mary Lee DeBelina – Assistant Principal

Mrs. JoAnne Francis – Director of Student Affairs

Mr. Marty Jennings – Athletic Director

Mr. William Sanford – Dean of Students

Dr. Deborah Scerbicke – Dean of Students

1213 East Oakton Street, Arlington Heights, IL 60004

School	847-392-4050
Attendance/Deans' Office	224-625-1226
Finance/Tuition	224-625-1219
Athletic Department	224-625-1251
Athletic Department Fax	847-392-0035
School Fax Number	847-392-4101
Web Address	saintviator.com

After Hours Emergency No. 847-404-8864 (Mrs. Manno)

For school closings, please check www.saintviator.com or www.emergencyclosings.com

MISSION OF SAINT VIATOR HIGH SCHOOL

Saint Viator High School is established by the Clerics of St. Viator and the Archdiocese of Chicago to continue the Viatorian mission in the Church “to proclaim Jesus Christ and His Gospel and to raise up communities where faith is lived, deepened and celebrated.” Saint Viator High School is, therefore, a Catholic educational community called to provide religious formation and an academic program of excellence to young men and women of the northwest suburbs of Chicago.

The school will attain these goals by providing a college preparatory curriculum integrated with Christian principles, which emphasize responsibility to society and to the Church. Saint Viator will foster a respect for the dignity and uniqueness of individuals and will challenge students to reach their maximum potential in intellectual, physical, spiritual and emotional growth.

Through the full collaboration of parents, students, faculty and staff in dimensions of the school’s life and governance, Saint Viator High School will achieve its mission by becoming an educational and formational community of faith.

Established April 19, 1990 Board of Governors

PROFILE OF SAINT VIATOR HIGH SCHOOL GRADUATES

Saint Viator High School graduates reflect the Viatorian values of life-long, collaborative learning within a Catholic community. They have benefited from instruction that responds to a variety of learning styles. Our graduates are critical thinkers who have the ability to recognize and evaluate information and apply appropriate solutions. Enhancing a global perspective, they are dynamic creators, communicators and collaborators. They seek to reach their maximum potential intellectually, physically, spiritually and emotionally as they meet challenges of the world.

As members of a Catholic and global community, Saint Viator graduates...

- understand Catholic history, traditions and beliefs resulting in the ability to make moral judgments based on Catholic principles;
- possess a developed sense of respect for self and others and respond to the needs of others with caring service;
- cultivate the ability to make responsible life choices;
- seek to be leaders within their faith community who model the values embodied in the Gospel message;
- accept and respect other cultures, traditions and values;
- master the essential concepts and skills of each discipline;
- solve problems collaboratively with an international perspective;
- navigate, using discernment and evaluation, the vast quantities of information available in the 21st century via changing modes of technology;
- possess a sense of pride in their country, religious tradition and family.

(Revised May 2008)

THE VIATORIAN VALUES OF A SAINT VIATOR GRADUATE

The Viatorian values are at the heart of our educational program that every Saint Viator graduate possesses. Teachers stress the importance of **intellectual independence** while allowing each student to develop their own **personal integrity**. Students build **strong character and confidence** both inside the classroom and through our co-curricular sports and clubs. Every month, the entire school community comes together for an all-school Mass to celebrate our **Catholic identity** and to keep us **centered on the Gospel**. We stress the importance of being **community oriented** within both the school community and the community at large. This allows individuals to be all God calls them to be while finding their place in the world.

The History of Saint Viator High School and the Clerics of St. Viator

Legend tells us that Viator lived during the fourth century in the area of Lyon, France. In his early years, he served as an aide to the bishop of Lyon. In particular, he worked as a catechist helping young people in the development of their religious beliefs. When the bishop resigned his position and withdrew to the deserts of Egypt to live a life of prayer and penance, Viator went with him. Nothing is known about what happened there except that within a few years, they both died and their bodies were returned to Lyon. By public acclamation, both Viator and Bishop Just were declared saints. The body of Saint Just is buried in the Church of the Seven Martyrs in Lyon. There is no marked grave for St. Viator.

Centuries later, after the slaughters of the French Revolution in which great numbers of clergy and religious people were wiped out, a parish priest in Lyon, Fr. Louis Querbes, saw a need to replace these losses, and he began by finding young men who could assist the clergy in their parish work and especially in the teaching of catechism to young men. They would serve as volunteers for whatever work had to be done. As this association of young men began to grow, it took the shape of a religious community. When Fr. Querbes looked for a model for his group, he remembered Viator, the saint from his home city of Lyon, who carried out similar work centuries before. From these simple beginnings emerged the congregation of the Clerics of St. Viator. Today, the congregation numbers around 670 men who work throughout the world in France, Spain, Canada, the United States, Peru, Chile, Colombia, Haiti, Japan, Taiwan, Belize and Africa. The central office of the congregation is in Rome. The headquarters for all Viatorians working in the United States is here in Arlington Heights at the Province Center located on the property adjacent to the school.

Saint Viator High School was founded by the Clerics of St. Viator as a school for young men. Ground was broken for the school building in June 1960. In September 1961, 72 sophomores and 250 freshmen enrolled at Saint Viator High School, becoming the first two graduating classes in 1964 and 1965. On October 21, 1961, Saint Viator High School was blessed and officially dedicated by Albert Cardinal Meyer, the Archbishop of Chicago. Reverend Francis E. Williams, C.S.V., served as the first principal.

Sacred Heart of Mary High School was founded in 1961 by the Religious of the Sacred Heart of Mary as a school for young women. One hundred thirty-eight freshmen, who became the first graduating class in 1965, entered the school in September 1961, attending classes in a wing of Saint Viator High School until their own building was completed. Sacred Heart of Mary High School in Rolling Meadows opened its doors in September 1962 and was dedicated by Albert Cardinal Meyer on May 9, 1964. Reverend Mother M. Loyola Carey, R.S.H.M., was the first principal. In 1972, the Archbishop of Chicago assumed ownership of the school.

In January 1987, the Clerics of St. Viator and the Archdiocese of Chicago agreed in dialogue with Sacred Heart of Mary High School to close the women's school and establish coeducation at Saint Viator, beginning with the 1987-1988 school year. The Class of 1988 became the first coeducational class to graduate from Saint Viator High School.

In the years that have passed, more than 13,000 young men and women have graduated from Saint Viator and Sacred Heart of Mary High Schools. Most of them have gone on to further their education in colleges, universities, seminaries and training schools throughout the country. Proud teams of "LIONS" have excelled in athletic competition over the years, and many students have distinguished themselves in academics, athletics, the arts and the sciences. The quality of educational programs, the environment of individual concern and personal care, and the relationship among the students and the faculty have become trademarks of the school.

SAINT VIATOR HIGH SCHOOL

SAINT VIATOR HIGH SCHOOL COLORS, MASCOT AND SEAL

Navy blue and white are the school colors. The school mascot is the Lion, a figure derived from the French City of Lyon, the home of St. Viator and Fr. Louis Querbes, the founder of the Viatorians. The school incorporates the red lion and white fleur-de-lis from the coat of arms of the city of Lyon, the crown of thorns surrounding the letters IHS that is the seal of the Clerics of St. Viator, and three orbitals symbolizing scientific learning. The torch behind the shield is a symbol of knowledge, truth and the Catholic faith.

LION CODE OF BEHAVIOR

STUDENT PLEDGE

As a member of the Saint Viator High School community, I promise to conduct myself in a manner which reflects positive Christian values. I will respect others at all times - my fellow students, my parent(s)/guardian(s) and teachers, coaches and moderators. I will demand a 100% effort of myself in the classroom and co-curricular activities. I will accept responsibility for my own actions and report any threats or harassment of others which endangers our school community. I will follow the rules and guidelines in the Parent-Student Handbook. I make this commitment to myself and to you, my classmates, to always be a Lion bringing honor to myself, my family and my school.

SAINT VIATOR SCHOOL SONG

Ye Fighting Men of Viator
With Banners of White And Navy Blue
Fight, Fight, With Might and Main
Loyal Hearts Beat For You.
Rah! Rah! Rah!
Bold Defiant Conquerors
Fight, Fight, Fight for Victory
The Cheers Ring Out, One Mighty Shout
For Viator's Varsity.

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President’s Right to Amend Handbook

The President of Saint Viator High School retains the right to make amendments to this Handbook during the course of the school year for just cause. The Administration of Saint Viator High School reserves the right to interpret rules and policies as individual situations and needs arise. In the event that changes are made, the parent(s)/guardian(s) will be given notification of such changes in writing through electronic communication.

Parent Compartment Policy

Saint Viator High School believes that a positive and constructive working relationship between the school and a student’s parents (or guardian) is essential to fulfilling the School’s mission and creating a culture in which students, parents, and school personnel work together with respect, civility and trust. As such, Saint Viator High School reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions and behaviors of a parent (or guardian) make it impossible to foster a positive and constructive relationship or cause serious interference with the School’s accomplishment of its educational purposes and mission.

PLEASE NOTE: The terms and conditions set forth in the Parent/Student Handbook are incorporated as a part of the contractual agreement between Saint Viator High School and its parents and students. Students and parents hereby agree to abide by said provisions herein, as well as those in the contract itself.

The Professional Staff

Extension

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Executive Director, Advancement	Mrs. Mary Vandenberg	297
Controller	Mrs. Nora Boka	215
Director of Counseling	Mr. Joseph Majkowski	248
Campus Ministry	Bro. John Eustice, C.S.V.	262
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Director of Building & Grounds	Mr. Stephan Burks	238
Director of Communications	Ms. Elizabeth Schuetz	257
Director of Technology	Ms. Peggy Gosch	272
Instructional Technology Coordinator	Ms. Maggie Miskowicz	217

Department Chairpersons

English	Mrs. Jennifer Kottra	241
Fine Arts	Mr. William Faltinoski	260
Computer Technology	Mr. Jim Williams	204
Modern World Languages	Ms. Mirella Rullo	244
Mathematics	Mr. Matthew Hynek	247
Physical Education	Mr. Daniel Edminster	265
Religion	Mrs. Barbara D'Urso	293
Scanlan Center	Mrs. Erica Fuja	274
Science	Mrs. Eileen Cairo	239
Social Studies	Mrs. Maureen Martin	222

Counselors

College Counselor	Mrs. Kelly Dutmers	233
Class of 2017	Mr. Joseph Majkowski	248
Class of 2018	Mrs. Stephanie Spiewak	231
Class of 2019	Mr. Thomas King	249
Class of 2020	Mrs. Stephanie Collins	225

ACADEMICS

Admission Requirements

Saint Viator High School does not discriminate on the basis of sex, race, color, sexual orientation, gender identity or national/ethnic origin in the administration of our educational policies, admission policies, athletic or other school-sponsored programs. Admission to Saint Viator High School implies an acceptance on the part of the student and his/her parent(s)/guardian(s) of the mission, rules, regulations, procedures and policies of Saint Viator High School.

Ninth Grade Admission

All eighth grade graduates, regardless of sex, race, color, sexual orientation, gender identity or national/ethnic origin are eligible for admission to Saint Viator High School. In January, an entrance test is given to prospective students. Test scores and previous academic performance are used to determine admission. An admissions committee reviews the entrance test performance of any student whose score falls in the lowest quartile. The admissions committee considers entrance test results and weighs previous academic performance and teacher evaluation. Additional data may be required before admission is granted. The admissions committee makes the final decision concerning admission.

Transfer Students

Transfer students will normally be accepted only at the semester. Students requesting a transfer to Saint Viator must submit their academic and discipline records before any consideration will be given to the request. All transfer students are admitted on academic and disciplinary probation for the duration of their first year at Saint Viator. Counselors will register transfer students. Department Chairpersons will assist whenever possible in placement of students. Transfer students are ineligible to be named the Valedictorian or Salutatorian of their class.

Father Louis Querbes Scholars

Querbes Scholars are students of exceptional academic promise, highly motivated, and imbued with a faith-based concern for others. Querbes Scholars are invited to enrich their years at Saint Viator High School through activities which foster personal growth, intellectual independence and faith enrichment.

Students who score a composite of 93% or higher on the Saint Viator entrance exam and submit a completed application are considered for admission to the program. Querbes Scholars are expected to maintain a minimum of 97% GPA, complete three honors classes freshman and sophomore year, and four honors classes junior and senior year, take three years of a language and participate in one co-curricular activity each year.

The Reverend Mark R. Francis, C.S.V. International Program Admission

The Reverend Mark R. Francis, C.S.V. International Program at Saint Viator High School provides a supportive environment that focuses on a student's needs, and enables him/her to develop the cultural understanding and performance skills necessary to function appropriately and successfully in both academic and social situations.

Interested students should complete the **International Application** in English and submit the completed forms to the Principal. Since Saint Viator offers no ESL program, students must demonstrate an above average ability to read and understand spoken English by taking the TOEFL Junior or the SSAT. A student currently residing in the United States may make arrangements to take the SLEP test at Saint Viator High School for a fee. Once the completed application and fees

are received in the Principal’s Office, the Principal will review the file and determine acceptance. If the student meets academic requirements and has secured housing, a letter of acceptance will be sent to the parents of the student. Application deadlines are June 1 for first semester and November 1 for second semester.

Graduation Requirements

Christian Service Requirement – 100 hours

Pass the Federal and Illinois State Constitution Tests

Department	Required Credits
English	4.0
Religion	3.5
Social Studies	2.0
U.S. History	1.0
Science	3.0
Mathematics	3.0
Modern World Language	2.0
Physical Education/Health	2.0
Fine Arts	0.5
Computer Technology	0.5
Electives	<u>0.5</u>
	22.0

All required credit hours for graduation should be taken at Saint Viator High School. If a student fails a required course, he/she must make it up during the summer following the failure or make plans with his/her counselor to make it up during a future semester at Saint Viator High School. If a student has multiple failures in required courses, he/she must meet with his/her counselor to plan and prioritize how the graduation requirements will be fulfilled. Every attempt should be made to make up a failure with the same or closely related course within the same department. All summer school courses taken at a college appear on college transcripts, not high school transcripts. Courses taken in any district public school that are not graduation requirements should appear on a public school transcript. Saint Viator High School does not allow students to graduate early.

Christian Service Requirements

We are called to live the faith passed on to us through Jesus Christ. Saint Viator High School provides its students the opportunity to concretely live out and celebrate their faith through service. Christian Service complements the school’s curriculum by providing experiences that assist students in recognizing the broader perspective of community and their unique roles in building a Christian community. Christian Service challenges students, faculty and staff alike to learn about their community and its needs and then to respond in loving service in order to transform the world in the name of Jesus.

Within the four years at Saint Viator High School, students are required to complete Christian Service Hours as detailed below. Fifty hours serving the marginalized are required over the four years. The remaining hours may be completed in any other area.

Christian Service Hours per Year

The graduation requirement is a minimum of 100 hours of Christian Service. A minimum of 25 hours per year are required as a graduation requirement. Any Christian Service that meets the guidelines of the Christian Service Handbook are acceptable.

Christian Service Guidelines

Inspired by Jesus, Fr. Louis Querbes, the founder of the Clerics of St. Viator had a special concern for those “accounted of little importance” in society. As a Catholic and Viatorian school, Saint Viator students are called to be of service to others, especially those with significant material, physical, emotional and spiritual needs.

Service comes in many forms. **Direct service** involves person-to-person contact *with* those being served while **indirect service** is working *for* people without person-to-person contact. Saint Viator believes that a blending of both direct and indirect service with a marginalized community, community group, or within the Saint Viator High School community will enhance a student’s faith life.

Students must complete marginalized service hours with an approved not-for-profit agency, such as those found on our website. Any new not-for-profit requires advanced approval from the Christian Service office. The approval form for new agencies is found on our website.

Students are encouraged to complete their Christian Service by blending their service with **marginalized**, and within their **community**. Students are required to complete at least 25 hours in service to the marginalized of society before they graduate. The remaining 75 hours may be completed in community service, in-house or with the marginalized of society. Students are encouraged to complete the remaining required hours in an area of service for which they have a passion.

Saint Viator High School reserves the right to deny any service hours offered to organizations known, or are discerned to be, in direct violation of the Church’s teachings on the dignity and value of the human person. Each service hour must be verifiable. Questions can be directed to the Coordinator of Christian Service.

2016 – 2017 Christian Service Hours Quick Reference Guide

- A Minimum of 100 hours to fulfill graduation requirement

A minimum of 25 hours with the marginalized people of society

A minimum of 75 additional hours within the community and/or with the marginalized people of society

- Types of organizations that fulfill the 25 hours with the marginalized

Programs for people with special needs	Pro-life organizations
Women’s/Homeless shelters	Hospital programs
Soup kitchens	Nursing programs
Food drives	Tutoring programs

- Types of organizations that fulfill the hours as community service/civic society

Park Districts	School
Parish (lecturing/altar service/catechist)	Community festivals
Civic groups	Sports clubs

Students may also have up to 15 hours of the remaining 75 hours designated as “in house

Retreat Leader	Concessions
Feeder programs	Future Lions
Usher	Recycling

Non-Completion of Christian Service Hours

A student who has not completed a minimum 10 hours of Christian Service by January 10 will be ineligible for any co-curricular activities until the hours are logged, verified, and approved. Any student who still does not have the 10 hours completed and recorded by February 1 will be suspended from school without being able to make up any missed work (including quizzes, tests, etc.) until the hours are approved.

Freshmen, Sophomores, and Juniors: The additional 15 hours for the year are due by May 20. Any student who does not meet the May 20 deadline along with being ineligible for co-curricular activities will also be assigned to detention each day after school until the hours are logged, verified, and approved.

The senior year deadline to complete Christian Service is April 21. A senior who has not completed his or her service by April 21, will be ineligible to participate in any co-curricular activities, lose all senior privileges (including early release) and will be required to attend detention each day after school until the hours are logged, verified, and approved.

Federal and State Constitution Tests Requirements

Students are required by the State of Illinois to pass both the Federal and State Constitution tests in order to receive their diploma. Students from the Class of 2017, 2018, and 2019 must independently complete a study guide packet prior to taking the tests or enroll in the one-week summer school workshop. This study guide must be submitted prior to the test by the deadline identified on the Web site. Constitution tests are administered once each quarter and two times during the summer. Review sessions are offered for students prior to each testing date during the school year. Students may opt to enroll in a one-week summer school workshop where they will complete the packets and take the tests.

Class of 2017 and 2018 Graduation Requirement:

Class of 2017 and 2018 – Any student who has not passed both Constitution tests by the first day of the 2016-2017 school year will be ineligible to participate in co-curricular activities until he/she passes both tests.

Class of 2019 Graduation Requirement:

During the summer between freshman and sophomore year, students who have not passed both tests will independently complete the Constitution packets as a summer reading project. Students who have not taken and passed the tests by April 26, 2016 are required to turn in their packets by Monday, August 22, 2016 and must TAKE the Constitution tests on Friday August 26, 2016. Failure to submit the review packets on time or take the tests on the August testing date will result in the student being immediately ineligible for co-curricular activities and athletics until they take the tests on the next available testing date September 27, 2016. Students must PASS both Constitution

tests by the last testing day of the second semester of their sophomore year. Students who do not meet this deadline will be ineligible to participate in co-curricular and athletic activities until the tests are passed.

Class of 2020 Graduation Requirement:

Beginning with the class of 2020, students will complete the graduation requirement during a required Civics class offered during their sophomore year.

Academic Integrity

Saint Viator High School seeks to establish an atmosphere in each classroom which actively fosters academic integrity. Teachers recognize that academic integrity is important to the learning environment. Students should also recognize that academic integrity is an integral part of the learning process. Academic dishonesty by students degrades their character and reputation and impedes the teaching/learning process. Any action intended to obtain credit for work that is not one's own is considered academic dishonesty. (See pages 23–24) for Academic Integrity Policy.)

Homework

A student at Saint Viator generally is given between two and three hours of homework each day. Various department labs are also open for student use when faculty are available. Homework for each class is posted every Monday on each teacher's web page. Most homework will need to be completed at home. We encourage parent(s)/guardian(s) to ask to see the student's work. If parent(s)/guardian(s) have any questions regarding assignments, we encourage them to contact the teacher.

iPads

All students are required to have their own 64GB iPad for their use in school each day. Siblings may not share an iPad.

All members of the class of 2020 and transfer students must attend an orientation session during the summer of 2016. At this meeting the Acceptable Use Policy will be explained; students and parents will be required to sign the Acceptance Use Policy. The "Acceptable Use Agreement" is on pages 25-30.

Digital Textbooks and Apps

Students are expected to have purchased their digital textbooks and required Saint Viator iPad apps prior to the first day of school.

Final Examinations

Final exams are given in all courses because such exams provide an opportunity for students to review and integrate all the material covered in the course. Such integrating skills and processes are valuable learning experiences. Final exams are given each semester at dates and times assigned by the Principal. Final exams may not be taken from the school building unless given to a certified district tutor for homebound tutoring.

At the 8th semester exam time, seniors may be exempt from final exams in courses in which they have maintained an average of 85% or higher. Teachers will determine which students are required to take a final exam, and the policy will be included in the course syllabus.

Exam Dress Code

Students are required to be in the regular dress code during semester and final exam days. See pages 18-19 for “dress code” guidelines.

Grading Standard

93 - 100	Excellent
85 - 92	Above Average
77 - 84	Average
70 - 76	Below Average
Below 70	Failing

Senior Course Load - Seniors are required to take at least six classes the first semester. For eligibility reasons, seniors are strongly advised to take six classes both semesters.

Weighting of Grades - The Weighted Average is calculated with Level 2 (Honors and Accelerated Honors) course grades having a factor of 1.094 and Level 3 (Advanced Placement) course grades having a factor of 1.118.

Bonus Points - A bonus of eight points is added to a student’s average for each half-credit earned over three in a semester. There is a maximum of 16 points awarded per year. Bonus points are only figured into the Cumulative Weighted Average. They are not included in semester averages.

Grading

Students receive grades at the end of each quarter and grades are posted on the website. Semester grades are based on each quarter worth 40% and a final exam worth 20% except for freshmen students. For freshmen, semester grades are based on each quarter worth 45% and a final exam worth 10%. At the end of each semester, credit is granted for each course receiving a passing grade. Saint Viator computes a cumulative grade point average at the semester.

Student progress should be monitored online by parents. Grades are updated on a regular basis. This frequent reporting of grades provides consistent information concerning student’s progress.

Upon activating the Saint Viator Alpha Web Student Information System, student information is accessible to the parent(s)/guardian(s) via the Internet. This information is password protected and is available only to the student’s parent(s)/guardian(s). Saint Viator High School will make every effort to secure and protect all Web-based information.

Schedule Changes

Changes in class placement should be completed by **May 2**. In an effort to provide quality education and individual attention, as well as maintain class size, any student who drops a course reducing the number of credits they are enrolled in after **June 1** will continue to be charged the tuition based on their total credits as of **June 1**.

Students and parents should give careful consideration to class choices and should consult with the counselor whenever needed. The master schedule is built and teachers are hired based on the course selections of the student.

There will be **NO** changes made for teacher preferences or conflicts, convenience of meeting time, course conflicts with a student’s job, course is not what the student expected it to be, or personal opinion as to the difficulty of the course. A schedule change will be considered only in the following situations: if a student has failed the last semester of the course in question or has failed to

meet the prerequisite for the next level; if a student needs a course for college or graduation; or if there is an administrative change. Second semester seniors are not allowed to drop core classes second semester unless they have failed a class the previous semester and need to add an additional course.

Change of placements and schedule changes should be completed by **May 2 for the upcoming school year** in order to ensure that a student does not purchase e-books and/or apps that are not returnable. All e-book and app purchases are final sales; parents assume the cost of these purchases without reimbursement.

A student granted special permission to drop a course after week two of the new semester will not be able to join any class in progress but will be placed in an assigned study hall. Students are expected to be enrolled in six classes each semester; therefore, careful consideration should be made before dropping a class. (Remember a student must be passing five classes to remain eligible for participation in co-curricular activities.)

After the first day of classes, the only changes that will be considered are those resulting from an academic misplacement or a counselor request. A schedule change made after **August 26 or January 27** will result in the student receiving a “WP” or “WF” on their transcript. A “69%” will be issued for drops beginning with the second week of a semester.

Advanced Placement - Honors

For the purpose of equitably determining grade point averages, grades are weighted according to the level of learning in each course. Honors and Advanced Placement courses are given a greater weight than all other courses. Honors courses are taught at an accelerated level. College-level material is studied in Advanced Placement courses.

Courses in the Advanced Placement (AP) Program are college-level studies. **Students who register for these classes are required to complete the qualifying examination in May.** These examinations are based on college-level studies at an additional fee assessed by the College Board each year. During the 2015-2016 school year, the fee was \$92 per test. These fees will be added as an additional fee on the tuition bill. The scores are used as a measurement for appropriate placement in college classes with the possibility of receiving college credit.

Any student who enrolls in an AP course but fails to complete the AP Exam will forfeit the AP designation on their transcripts and not receive weighted grade points for the grade earned. Colleges will be notified of the change of designation on the transcript. Also, any student who drops an AP class at anytime during the school year will lose the AP designation and honors level points. No exceptions.

College Credit

St. Mary’s University of Minnesota and Loyola University offer college credit for approved, upper-level Advanced Placement courses offered at Saint Viator High School. St. Mary’s charges approximately \$70 per credit hour and Loyola charges \$65. St. Mary’s and Loyola will not allow a weighted grade point average, but students will still receive a weighted G.P.A. for the high school credits. Because universities and colleges will transfer these credits differently, you need to be in touch with the school your student plans to attend to inquire about transfer policies. Most schools will not transfer any grade less than a 78%. A list of universities accepting PACC St. Mary’s transfer credits is available on their website (www.smumn.edu).

Honor Roll*

Saint Viator publishes an Honor Roll after every semester:

Principal's Honors: A Semester Average (Weighted) of 99.00% or above with no grades below 85.00%.

High Honors: A Semester Average (Weighted) of 93.00% or above with no grade below 85.00%.

"B" Honors: A Semester Average (Weighted) of 85.00% or above with no grade below 77.00%.

*Honor roll information is not included as part of the student's permanent record/transcript.

*Bonus points do not calculate into semester average when determining honor roll.

Graduation with Distinction

Graduation with Highest Honors - All seniors with a Cumulative Weighted Average 100% or above after seven semesters will be recognized as graduating with Highest Honors.

Graduation with High Honors - All seniors with a Cumulative Weighted Average 98%-99.99% after seven semesters will be recognized as graduating with High Honors.

Graduation with Honors - All seniors with a Cumulative Weighted Average 93%-97.99% after seven semesters will be recognized as graduating with Honors.

Note: Graduation with distinction information is not included as part of the student's permanent record/transcript.

Note: Only students who have completed four years of study at Saint Viator High School are eligible to be Valedictorian or Salutatorian.

National Honor Society

Students are selected to the National Honor Society (NHS) by demonstrating excellence in four areas: scholarship, leadership, service and character.

To meet scholarship requirements, the minimum cumulative weighted average is **95.00** to be considered for membership in the National Honor Society.

Outstanding leadership qualities are seen in students who promote school activities, uphold school ideals, exemplify a positive attitude, and inspire positive behavior in others. They demonstrate reliability, dependability, initiative and effectiveness in academic pursuits while holding positions of responsibility in the school and/or community.

Students typically demonstrate excellence in service by rendering service to the school, working well with others, willingly taking on difficult or inconspicuous responsibilities, volunteering dependable and well organized assistance, representing the school in competition, or participating in some outside organization (church groups, Scouts, volunteer services for those in need), or carrying out family duties.

The student of character demonstrates the highest standards of honesty and reliability; cooperates willingly in classes and activities; complies with laws, regulations and instructions both in the school and in the community; shows courtesy, concern, and respect for others; demonstrates perseverance and application to studies and tasks.

For NHS selection, a Faculty Council reviews student disciplinary records, faculty evaluations, and Student Activity Information Forms and essays submitted by candidates.

Awards

Awards are given at Saint Viator to reflect dedication in the areas of academics, athletics and service.

In addition to the above areas in which students are recognized for achievement, all seniors are eligible to be the recipient of the Erdmann Award. The Erdmann Award is granted annually in memory of Christopher Erdmann, a member of the Class of 1968. His parents initiated this award to recognize an outstanding senior who represents the values and ideals of Saint Viator High School. It is intended to recognize a student who has taken active involvement and leadership in the improvement of Saint Viator High School. The name of the recipient is engraved on a cup, which is held permanently at Saint Viator High School. The student will also receive a permanent cup for his/her possession and a check for \$500 to assist with college needs.

The 1991-1992 Inter-Class Council initiated a leadership award in honor of their classmate Andrew Johnstone, Class of 1992, who died in June 1991. The A. J. Award goes to a senior who has shown outstanding leadership and spirit. The senior will receive a plaque and a cash award.

Special Academic Status

A student whose academic performance is less than expected and who receives an excessive number of grades below 77% will be placed on academic watch. A student may be placed on academic watch after any marking period. During this period, the counselor and the teachers will provide additional support and feedback for the student. (A student who shows continued lack of improvement or cooperation during the period of academic watch will be placed on academic probation for the following semester.) The parent(s)/guardian(s) will receive a letter advising of academic probation. A student on academic probation is placed in a supervised study hall and denied early dismissal. A student who does not meet the requirements demanded during this probation period may be denied readmission for the semester following the probationary period.

School Withdrawal

A student withdrawing from school should meet with his/her counselor. A withdrawal form must then be obtained from the Registrar. All property owned by the school, including but not limited to iPads, textbooks, library books, athletic equipment and school I.D. card, must be returned. The student must secure the signature of all required personnel indicated on the withdrawal form and return the form to the Registrar. Signatures indicate that all student obligations have been met. No official transcripts will be released until this procedure is followed and completed.

SCHOOL POLICIES & PROCEDURES

ATTENDANCE

Daily Attendance

Regular and punctual attendance is required. There is a correlation between class attendance and successful academic achievement. If a student is absent from school, the following procedure is to be observed:

The parent(s)/guardian(s) must phone the Deans' Office before 10:00 a.m. on the day of the absence for the absence to be excused. **A message regarding an absence, including the reason for the absence, may be left on the Deans' Office voicemail system during non-school hours.** A parent's phone call is mandatory for a student's absence to be excused, otherwise a student will be considered truant.

To reach the Deans'/Attendance Office, call 224-625-1226

Participating in Athletics and Co-Curricular Activities

Saint Viator High School is committed to the position that academics take precedence over all co-curricular activities. Therefore, in order to practice or participate in a co-curricular activity, **the student must arrive at school by 10 a.m. or cannot leave before 1 p.m. on the day of the activity.**

Exceptions: A family funeral, court date or doctor's appointment with official documentation provided to the Deans' Office.

Full-Time Attendance & Senior Early Dismissal

All Saint Viator students are full-time students and are expected to attend class periods 1-8. Only seniors may have the privilege of leaving campus with early release.

Excused Absence

A student's absence is considered excused if due to illness, injury or family emergency. The student is responsible for any work missed. Please consult the faculty web pages at saintviator.com for make-up work.

Retreat Absence

Students are allowed a day for each day they are absent while on retreat to complete work and tests assigned while the student is on retreat.

Students are expected to be prepared to turn in assignments and take tests that were assigned at least one day prior to a student's departure for retreat on the first day of school after a retreat when a weekend or extended break follows the conclusion of a retreat.

Long term assignments assigned at least one week in advance of a retreat are due on the first day the student returns to school.

Extended Absences

If the student will be hospitalized for a long-term, serious illness or injury, contact the student's counselor to arrange a program of studies for the period of extended absence. In addition, a physician's note is required to the Deans' Office upon return to classes.

Attendance on Mass Days

We are a community of believers. We believe that our Catholic faith informs and enlivens all aspects of our lives. Thus, we are called to full, active and conscious participation in the Mass. Students are expected to be in attendance on days when Mass is celebrated as a community. Since our faith is central to our lives, parents are discouraged from making doctor appointments or personal commitments that would take their students away from celebrating with the community. Doctor appointments are considered unacceptable reasons for missing mass.

If your student is not present for liturgical celebrations as a community, he/she may not participate in after-school co-curricular or athletic activities that day. Your student must be present from the beginning and throughout the liturgical celebration.

Vacations, Trips

Please observe our scheduled vacation dates. It is disruptive to the academic program to leave early for or return late from vacations. **Saint Viator High School discourages extended absences during the school term.** Students cannot afford to take extended time off from class. To encourage and foster student responsibility, the student must arrange for and complete work missed due to his/her absence. **The student and his/her parent should notify the Principal and the Deans' Office in writing at least one week prior to the anticipated absence.** The school faculty assumes no responsibility for work missed on extended absences.

Unexcused Absences

A student's absence is considered unexcused if it is due to an out-of-school suspension, cut class, truancy or non-compliance with attendance rules. The student will receive a failing grade for tests, quizzes or other in-class work on the day of an unexcused absence.

Class Attendance

A student is expected to be in attendance in all classes. Punctuality is necessary for success in academic and employment endeavors. Students are expected to arrive on time for school and for each of their classes during the school day.

No student is to leave a class without the permission of the teacher in charge of the class. A student who is absent from class without approval from the Deans' Office is considered cutting class.

"Ditch Days"

Saint Viator High School does not recognize a class "ditch day." Parent(s)/guardian(s) are asked not to condone a "ditch day."

Student Sent out of Class

Any student sent out of class by a teacher is to report immediately to the Deans' Office. In such instances, the teacher will notify the parent on the same day. The teacher will also complete a disciplinary referral on the same day. If this problem becomes habitual, a parent-student-teacher conference will be required and may result in permanent removal from that class.

Excessive Absences

Excessive, repeated or prolonged absence from coursework may result in lower academic achievement, failure or loss of credit in courses. The State of Illinois defines a "chronic or habitual truant" as a child subject to compulsory attendance who is absent without valid cause from such attendance for 10% or more of the 180 regular attendance days. Excused, extended and unexcused absences are all recorded as absences on the student attendance record. A student who has exceeded twelve (12) absences in a class in one semester may be dropped from the class. A physician's note is required for extended absences.

Attendance codes as they appear on attendance letters sent out periodically by the Deans' Office:

Absence I = ill

Absence V = vacation

Absence W = went home ill

Absence A = taking part in a Saint Viator athletic event

Absence F = funeral

Absence Ext = extended time

Parent excused tardy period 1 = each semester a parent/guardian has 3 excused tardies to the first period

Absence Dr = doctor appointment

Chronic Excessive Absences

If a student has excessive absences without an Administrative approved medical reason or documentation, the following consequences may apply:

- The Administration and Counseling Department will attempt to work collaboratively with the family of the student to provide an acceptable documentation and action steps noted by a physician. From the medical documentation, an appropriate academic success plan will be crafted.
- If the Administration does not receive appropriate documentation or the family of the student does not work collaboratively on behalf of the student's success, the following consequences may apply dependent on the student's circumstances: loss of course credits in affected courses, withdrawal of the student, the need to dual enroll student in the public district to receive the needed services, etc.

Exceptions to the Above Regulations

Absences due to school related events (field trips, retreats, counselor appointments, and athletics) are not considered excused absences on the student's attendance record.

Class absences due to extended illness, hospitalization or injury may be considered as exceptions to the 12-day absence limit. A physician's note stating the reasons for the absence is to be submitted to the Deans' Office upon return to school for a student to be considered for this exception.

Tardiness

A student tardy to any class period 25 minutes or more will not be admitted to the class. The student will be marked as an unjustified absence for that period and receive a detention for any unjustified absence. The student will be responsible for all work due on that day and for work assigned during that period.

A student who is tardy to school for Periods 0 or 1 must report to the Deans' Office upon his/her arrival to school. A parent may excuse their student for a maximum of three (3) excused tardies during a semester.

All other tardies for that semester will be viewed as unexcused. When a student earns three (3) unexcused tardies during a semester they will receive an after school detention; when a student earns six (6) unexcused tardies in the same semester, they will receive a Saturday detention.

If a student earns an unexcused tenth (10) tardy to Period 0 or 1 within the same semester, the student will be dropped from the class and receive an "F" grade. Seniors may lose the privilege of early dismissal.

3 Unexcused Tardies = after school detention

3 more Unexcused Tardies equaling 6 = Saturday detention

3 Parent Excused Tardies = no detention

9 Tardies (both Excused and Unexcused) allowed per semester = Saturday detention

10th Tardy = Dismissal from Class

Excessive Tardies to Class

A student who is tardy two (2) times in any given school day for periods 0-8 and/or has five (5) or more tardies for periods 0-8 within any given week will receive a Level I detention.

Late Arrivals or Early Dismissals

Any student arriving late or leaving early must sign in and out in the Deans' Office. Parent(s)/guardian(s) are discouraged from scheduling doctor, dental or other appointments during the school day. If it is unavoidable that a student leave early or arrive late, such a request must be made by a parental phone call to the Attendance Office at extension 226. **Upon the student's return to school, he/she must present to the Attendance Officer a note from the physician's or dentist's office documenting the date and time of the appointment.** Without such documentation, the student's absence will be recorded as unexcused.

Illness During the School Day

If a student becomes ill during the day, the student must report to the Deans' Office. The student must secure a pass signed by the classroom teacher indicating knowledge of the student's presence in the Deans' Office. A student may leave school only after contact has been made with the parent by the Deans' Office.

Closed Campus Policy

Saint Viator High School is a closed campus. After arriving at school, students may not leave campus for any reason without approval from the Deans' Office. Students who leave campus without official approval are considered truant. Only seniors may leave after seventh period if they do not have a class scheduled during eighth period. Seniors who are dismissed early may not loiter in the parking lots or general areas of the building. They may leave campus or go to the café or Academic Commons. The campus is closed from 10:30 p.m. until 6:30 a.m. each day. No one is to be on campus during this time, except when a school event is being held in the building.

Assemblies

As a community, shared religious, social and learning experiences are an important part of our school life. These include all-school Masses, assemblies and other group meetings planned throughout the year. All students are required to attend.

Field Trips

Students are required to obtain written parental approval for any school-sponsored, off-campus activity. The sponsoring teacher distributes forms for parental signatures. Field trips are privileges. Students must meet academic and behavioral requirements to participate.

Homeroom

All students are required to be present in homeroom so that attendance can be taken and information for the day may be disseminated. Students are to remain in homeroom for the full period.

DRESS CODE

Guidelines for Personal Appearance

Goals for the dress code are: 1) to create an atmosphere conducive to learning; 2) to be easily observable and enforceable; 3) to promote student safety; 4) to project a good image of the school; 5) to allow for comfort and variety; and 6) to be in good taste and ensure modesty. Enrollment at Saint Viator implies agreement with and acceptance of the dress code. All students are to arrive at Saint Viator properly attired and to remain in dress code at all times during the school day. **Final interpretation of the dress code is made by the Dean of Students. A student out of dress code will be required to change before returning to class.** Also, class periods missed for dress code violations are considered unexcused absences.

For complete ordering information and assistance, please contact the McKenna Marketplace at 847-392-4050, ext. 246.

General Guidelines: Men/Women

Tops

- **The only dress code item for warmth that is acceptable is the Red Lion Jacket or Red Lion Fleece sold exclusively in the McKenna Marketplace. Sweatshirts MAY NOT be worn as a part of the dress code.**
- **Dress code polo must be worn underneath the Red Lion Jacket or Red Lion Fleece. Viator polos can be worn with solid colored T-shirt underneath.**
- Oxford shirts must be tucked in.
- Outdoor jackets are to be left in lockers and not worn during school hours.

Please note: **Hooded sweatshirts, team, club or organization polo shirts and sweatshirts are not part of the regular dress code.**

Pants/Slacks:

- **Lands' End uniform pants must be worn.** They can be ordered at the Lands' End website. Students must order only the approved styles with the SV logo on the pant pocket on the Saint Viator page of the Lands' End website or the Lands' End portal on the school website. These pants cannot be modified except for the hem.
- **Lands' End pants must be worn at the waist.**
- Women – No skirts or skorts.

Shoes

- Dress shoes, athletic shoes, or closed-toe clogs.
- Socks must be worn.
- **No flip flops or slippers are allowed.**
- Any shoes/boots deemed unsafe or extreme by the Deans are not permitted. Boots can only be worn from the first day of December through the final day of February. Boots may not be worn with uniform pants tucked into them. Uniform pants must cover your boots. Boots may only be ankle height. Boots, if they have laces, must be tied to assure safety. Boots can only be worn during this time period, unless it is approved by the Administration.

Summer Optional Dress Code: Months of August, September, May and June

- Knee-length chino-style shorts may be worn in beige and tan only.
- **Women – Capris may be worn in beige or tan only.**
- **No 'slim' or 'skinny' style shorts or capris are permitted.**
- Students may wear sandals with heel straps, without socks. For safety reasons, sandals must have heel straps.

Other General Guidelines

- Hats or other headwear and sunglasses must be removed upon entering the building.
- Earrings may only be worn in the ear. Students are limited to wearing a maximum of two earrings per ear. Other body piercing is not acceptable.
- Extreme jewelry is not permitted.
- References to tobacco, alcohol or illegal narcotics are not permitted.
- Chains cannot be worn as outerwear draped from pants pockets, belts, etc.
- Visible tattoos and other body art are not permitted.
- Hair is to be kept neat and clean. Extreme hairstyles, unnatural colors, etc. are not acceptable. The length of men's hair should not exceed the collar nor cover the eyes. Men may not wear ponytails. Facial hair must be neatly groomed.

Viator Spirit Days

On those days designated by the Administration, students may wear blue denim jeans (pants only) and any Saint Viator shirt, including any Saint Viator logo spirit t-shirt or sweatshirt. Students who choose not to wear blue denim pants or Saint Viator spirit shirt must be in regular dress code clothing. Cargo pants are not permitted. **On "Proud To-Be-A-Lion" Days, Friday's students may wear a tee shirt, sweatshirt or jersey from their sport or co-curricular activity.** Special requests for other non-dress code days should be submitted and pre-approved by **the Administration**.

SECURITY, SAFETY & SPECIAL POLICIES

Closing of School

In the event of severe weather or an emergency, tune to one of these stations for emergency closing information: WBBM (780), WBBM-FM (96.3), WGN (720), WMAQ (670), WKQX-FM (103.5), WFLD-TV (32). Information will also be posted at emergencyclosings.com or saintviator.com. Saint Viator High School's telephone message will be changed to verify school closing as soon as the decision has been made.

Severe Weather Alert

In case of a disaster, students will remain in the building in safe areas. In full cooperation with the local and state authorities, every precaution possible is taken for the safety and protection of the students. Parent(s)/guardian(s) are advised that in the event of severe weather, students are not released from school, but are relocated to safe areas within the building. For status of athletic events and practices, call the Sports Hotline at 847-392-4050, ext. 339.

Fire, Tornado and Active Shooter Emergency Plans

Fire, tornado and active shooter drills will be held from time to time at different periods of the day. It is important that students move quickly and in an orderly manner to the assigned exits as soon as the alarm is sounded. In each room, there is a sign indicating the exit to use for fire and tornado evacuation.

Respect for School Property

School property is to be respected as it is meant to facilitate the educational goals of the school. This property includes, among other things, lockers, bathrooms, desks, cafeteria tables and chairs, as well as the cafeteria itself. Misuse or abuse of the property of the school will not be tolerated. If school property is accidentally damaged or lost, the damage or loss must be reported to the Deans' Office. If property is deliberately damaged or damaged due to abuse, the student responsible must pay for the damages and will be liable for detention, suspension or expulsion. In the case of serious damage to school property, parent(s)/guardian(s) will be notified and a conference arranged.

Lockers

Lockers are the property of the school. The student's use of the locker is exclusive only with regard to other students but not to the official representatives of the school. A student may only use the locker assigned to him/her. It is the student's responsibility to keep lockers assigned to him/her neat and clean. Defacing lockers inside or out is not acceptable and is considered an act of vandalism. Confetti is not to be used to decorate lockers. Birthday decorations (affixed with masking tape only) are limited to the locker of the person celebrating his/her birthday. Combinations are not to be exchanged. Lockers must be locked at all times. Only combination padlocks supplied by the school and purchased by the student may be used on the book lockers. P.E./athletic lockers are assigned to a student by the teacher/coach while the student is involved in P.E. or athletic seasons. Non-Saint Viator padlocks will be cut off. **The school is not responsible for items missing from lockers.**

Money/Personal Effects

Though precautions are taken to guard against loss or theft, incidents of each occur. Students are urged to leave large quantities of money and valuable personal effects at home. We strongly recommend that students keep their lockers locked at all times. **Saint Viator High School is not responsible for any loss or theft experienced by persons on Saint Viator High School property.**

Hall Conduct

To encourage and foster learning at Saint Viator, students are expected to maintain an atmosphere of quiet in the following areas: classrooms, corridors, the Academic Commons and all departmental offices. During unscheduled time, a student is to be in the Academic Commons, a departmental office/lab or the cafeteria. Loitering, lounging or studying is not allowed in the corridors at any time during the school day. Misuse of unscheduled time may result in the loss of that time for a period to be determined by the Deans.

Food and Beverages

The students may eat, chew gum or drink soft drinks **only in the Querbes Dining Hall** during the academic school day. Eating, gum-chewing and drinking, as well as open food and drinks, are not allowed in the auditorium, classrooms, hallways, Academic Commons or locker rooms at any time. **Students may drink water in clear re-usable bottles throughout the school day with the permission of the classroom instructor. Students must follow the guidelines set forth by each instructor as a part of their course expectations.**

Out-of-Bounds

A student who is in a place he/she should not be on campus without approval from the Deans' Office is considered out-of-bounds.

Public Displays of Affection

For good order and decorum within the school, students should avoid outward displays of affection on campus. Repeated and/or chronic incidents of public displays of affection will be referred to a Dean of Students for appropriate disciplinary action.

Snow Throwing

For safety reasons, students are not permitted to throw snow on campus at any time.

Visitor Policy

Only authorized visitors are permitted to visit the school while classes are in session. Grade school shadow days are arranged through the Office of Student Recruitment. Students may not have visitors from other high schools while classes are in session. All authorized visitors must sign in and wear appropriate identification.

Pregnancy Statement

Saint Viator High School is committed to helping all of our students with special needs. As a Catholic community, we foster the Church's teaching that pre-marital sex is inconsistent with the Christian life. However, as a Christian community, we will encourage and support a pregnant student as she carries her pregnancy to term. For this reason, the Administration, Counseling Department and faculty will extend every effort to assist and to support a pregnant student personally and academically should she choose to continue her education at Saint Viator. Saint Viator men who find themselves in a situation involving a girlfriend's pregnancy are also encouraged to seek guidance and counseling from a member of our professional staff.

TURNITIN.COM

Saint Viator High School has entered into a licensing agreement with TURNITIN.com. This is an Internet-based computer system that uses a compilation of the Internet, academic database and student submissions to check papers for original writing. The goal is to teach students to express themselves effectively and properly through writing and to avoid plagiarism. The Internet provides many new opportunities for education. Most of our students use technology to communicate and to acquire information; however, with advancements in technology comes both accidental and intentional plagiarism. Papers submitted to the service are stored in their database as long as this service (TURNITIN) remains in existence. TURNITIN has taken steps to insure that student privacy is not violated. Saint Viator will further insure that privacy by allowing students to submit papers under assumed names. TURNITIN is the final arbitrator of the originality of the paper. Students will be required to submit their writing assignments to TURNITIN during the school year.

DISCIPLINE POLICIES & PROCEDURES

GENERAL POLICIES

Saint Viator High School works to maintain a safe, orderly and reputable academic institution. Therefore, the school expects its students to avoid situations, both on and off campus, where activities are contrary to its stated philosophy and policies and detrimental to the good order and reputation of the school. The school, acting in place of the parent(s)/guardian(s), is responsible for maintaining an atmosphere of safe, orderly and appropriate conduct among its students while they are on campus or attending school-sponsored events. See “Off-Campus Conduct” section on pages 30-31 for additional information.

Per our Lion Code of Behavior and Student Pledge (p. 4), students at Saint Viator are expected to uphold the policies outlined in this Parent-Student Handbook twenty-four hours a day and seven days a week.

ACADEMIC INTEGRITY POLICY

Academic integrity is a primary and essential part of the learning process. Saint Viator High School seeks to offer an environment that fosters the mission and values of Catholic education. All students are expected to make decisions and choices with high standards of integrity.

Teachers seek to foster an atmosphere that is fair to all students. In an effort to minimize the potential for dishonest behavior, teachers instruct and assess in a manner that is fair to each student. Parents are partners in the educational process and the primary influence upon their children. Parents need to support and complement Saint Viator High School’s attempt to promote academic honesty among its students. By sending their student to Saint Viator High School, parents agree to support the school’s policies regarding academic honesty.

Students are expected to strive to maintain academic integrity, to refrain from academic misconduct and to avoid aiding others to violate the academic integrity policy. Academic misconduct is subject to the disciplinary policies of the school.

Definition of Academic Misconduct (Not Inclusive)

1. **Scholastic Dishonesty** - A violation of the standards of academic integrity, including all forms of academic cheating: e.g. plagiarism, collusion, falsifying academic records and any other act designed to give unfair advantage to the student.
2. **Cheating** - Any attempt to deceive or mislead the teacher in arriving at an honest evaluation of learning. Cheating includes, but is not limited to, helping others to cheat, copying another’s work, using notes, cheat sheets, etc. regardless of the student’s intent.
3. **Plagiarism** - A form of cheating that involves presenting as one’s own, the ideas, or work of another. This means submitting others’ work (print, electronic or oral) in whole or part without thoroughly citing its origin.
4. **Furnishing False Information** - Writing a term paper for another student or asking someone else to write a paper is dishonest. Copying the work of another student (current or former) is a violation of this policy. All assignments, quizzes, and tests, unless specifically indicated otherwise, are to be completed by individual students. Teachers will direct students when it is appropriate to complete an assignment with another student.
5. **Selling and Distributing Materials, or Buying and Receiving Materials** - Selling or distributing tests, quizzes or term papers is unacceptable behavior. Buying or receiving tests, quizzes or term papers is equally unacceptable behavior.
6. **Stealing** - Stealing copies of tests or answers keys in order to enhance performance raises serious moral concerns.

7. **Cell Phones** - Use of cell phones **in the classroom before, during, and after exams** is prohibited.

Standard Consequences

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the suspicion and an opportunity to explain his/her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred.

First Offense (Level III Violation)

- The student receives a failing grade of zero on the assignment or test.
- The teacher notifies the counselor and the Dean of Students by completing a disciplinary referral. (**Saturday Detention**)
- The teacher will notify the student's parents.
- Academic Misconduct is added to the student's disciplinary file.
- The student must meet with his/her counselor to discuss the infraction.
- The student is dismissed from all honor societies, including National Honor Society.
- The student may be removed from positions of leadership within the school.

Second Offense (Level III Violation)

- The student receives a zero on the assignment or test.
- The teacher notifies the counselor and Dean by completing a disciplinary referral. (**Two Saturday Detentions**)
- The Dean of Students will notify the parents and arrange a conference.
- The student, parent, Dean, and counselor will meet with the Principal to discuss the seriousness of the academic misconduct and formulate a plan for academic success. Failure to attend the conference will result in a suspension.
- Academic Misconduct is added to the student's disciplinary file.
- The student is dismissed or denied an application from all school honor societies, including National Honor Society.
- The student is removed from positions of leadership within the school
- Depending on the nature of the second infraction in the same school year, a student may be placed on Social Probation for a period of time determined by the Principal.

Third Offense (Level IV Violation)

- The student receives a zero on the assignment or test.
- The teacher notifies the counselor and Dean by completing a disciplinary referral. (**Level IV violation – 2 Saturday detentions.**)
- Academic Misconduct is added to the student's disciplinary file.
- The parents and student will meet with the Dean of Students and the Principal.
- Consequences may include, but are not limited to the following:
 - Social and Academic Probation for a period of time determined by the Principal
 - A failing grade for the course
 - Temporary or permanent removal from all co-curricular activities
 - Suspension or expulsion from Saint Viator High School
 - Exclusion from consideration for academic awards and recognition

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

Electronic Device and Internet Code of Behavior – Acceptable Use Policy

Saint Viator High School aims to prepare students to be successful and ethical citizens who can anticipate and respond appropriately to the challenges of a complex global society. This is done by providing tools and resources to the 21st Century learner so that they may maximize their learning by fully integrating relevant technology into the academic arena. In doing so, students will acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. By providing a program that integrates technology into learning and teaching, students will experience greater access to information and resources, become independent learners, and discerning Internet users. The individual use of electronic devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with any electronic device integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all electronic devices used at Saint Viator High School, and they also extend to include any other technological devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize themselves with each of their teacher's specific policies.

It is expected that all Saint Viator students will use electronic devices respectfully and for the sole purpose of deepening and enriching their educational experiences at Saint Viator High School. When using an electronic device, students are expected to uphold the values and expectations set forth in the Mission Statement and the Handbook.

The Acceptable Use Policy (AUP) facilitates and sets guidelines for using technology both on and off campus. It is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. Because of concerns about student safety and the rights of everyone, this policy addresses safety issues and offers framework for students to develop appropriate skills when using technology and the Internet. If a student violates any of the following terms and conditions, they might suffer disciplinary consequences.

For the purpose of this policy, the following definitions shall apply:

- a) "Electronic communications" shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, blog posts, World Wide Web (Internet) or other such electronic tools.
- b) "Electronic Devices" shall mean and include computers, printers, iPads, cell phones, smart watches, and any other such electronic tools.
- c) "Information systems" shall mean and include computers, networks, servers, and other similar devices that are administered by Saint Viator High School and for which Saint Viator High School is responsible. "Networks" shall mean and include: video, voice, and data networks, routers, and storage devices.

The use of the school's computers/electronic devices, Wi-Fi networks and systems network is a privilege, not a right. Inappropriate, unauthorized or illegal use of any of these will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if the action is not in keeping with the mission and values of Saint Viator High School.

The school reserves the right to monitor all electronic device activities. Illegal or inappropriate electronic communication or social behavior, including cyberbullying, is a violation of the discipline code. Defamation is defined as any intentional and unintentional, false communication, either written or spoken, that harms a person's or Saint Viator High School's reputation; decreases the respect, regard or confidence in which a person/Saint Viator High School is held, or induces disparaging, hostile, or disagreeable opinions or feelings against a person/Saint Viator High School. Defamation of others is not consistent with Christian values. Students will be held accountable for intentional and unintentional harm they may cause others. Students in violation of this code will be subject to disciplinary actions.

A. *Unacceptable conduct and/or illegal interaction with electronic communication, electronic devices, and information systems is strictly prohibited. This includes, but is not limited to:*

1. Breaking any laws, federal or state, through illegal use of the Internet, our network or technology.
2. Use of the Internet for hate mail, discriminatory remarks, and offensive or inflammatory communication.
3. Cyberbullying or anything that can be construed as cyberbullying, including sending or displaying offensive messages or pictures or harassing.
4. Using abusive or otherwise objectionable language.
5. Sending mass emails, broadcasts/podcasts, chats, texts, or instant messages to a list of others, i.e. an entire class.
6. Placing unlawful information on a system.
7. Sending messages that are likely to result in the loss of recipients' work or systems.
8. Use of the Internet to access sites that contains obscene material that is harmful to students.
9. Engaging in any form of plagiarism, a form of intentional or unintentional cheating that involves presenting another's work or ideas as one's own work, submitting others' work [print, electronic or oral] in whole or part without thoroughly citing its origin or use of copyrighted materials.
10. Gambling or sexting; posting libelous, slanderous or defaming materials; or posting anonymous harmful messages on websites.
11. Use of social media by any student who, in the opinion of Saint Viator administrators, threatens, harasses, intimidates or belittles opposing fans or players before an athletic or any inter-scholastic competition or who forwards or likes such a post via social media shall be prohibited from attending or competing in that competition.
12. Degrading the good name of Saint Viator High School in any technological communication within or outside of school.
13. Using Saint Viator, SVHS, St. Viator, SV, or any other common identifier determined by administration, in a social networking screenname or profile.
14. Using another's account or password.
15. Vandalizing the data of another user.
16. Installing unauthorized user Profiles
17. Using technological capabilities for cheating.
18. Use of the Internet/network for non-school related work, including games and game sites during class periods.
19. Using the network for any illegal activity, including violation of copyright or other contracts.
20. Use of unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Students should check email during study or lunch periods.
21. Political lobbying unless it is part of an administrative approved academic project.
22. Unauthorized or illegal installation of software, intentional deletion or damage to files belonging to others or the network, uploading or creating computer viruses are prohibited.
23. Students may not use non-educational social media, networks, or apps which include, but are not limited to, Facebook, ask.fm, Snapchat, Tumblr, and Instagram during

school.

24. Using the network in such a way that you would disrupt the use of the network by other users.
25. Engaging in, encouraging, or concealing from authorities any “hacking,” unauthorized tampering, or other unauthorized use or deliberate disruption of any electronic device.
26. Jailbreaking an electronic device.
27. Renaming their network connected device (iPad, tablets, laptops, cell phone, etc.) to anything other than their given legal name.
28. Disabling or attempting to disable school-installed software such as internet filtering and antivirus programs.
29. Invading the privacy of individuals, which includes, but is not limited to, accessing another person’s account and/or files and taking pictures or videos of a student or teacher without permission.
30. Posting personal communications without the author’s consent. Posting anonymous messages.
31. Using social media, in the judgement of Saint Viator administrators, to threaten, harass, intimidate or belittle opposing fans or players before an athletic or any inter-scholastic competition or who forwards or likes such a post via social media shall be prohibited from attending or competing in that competition.
32. Using technological capabilities for communicating with other students during class.
33. Damage to equipment, systems and software resulting from deliberate acts, including unauthorized access to resources or equipment of Saint Viator High School.
34. Accessing storing or printing files that contain pornography, obscenity, racism or use language that degrades self or others.
35. Use of the Internet for commercial or profit.
36. Using the information services for commercial activities for product advertising.
37. Wastefully using limited resources such as printing multiple copies of any material.
38. Intentional or unintentional accessing an account designed for Saint Viator employee use only.
39. Any other use which would violate the policies of Saint Viator High School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.
40. Students must:
 - Exercise good judgment by not making personal disclosures of address, phone numbers, and so on for yourself or other members of the Saint Viator community.
 - Exercise good judgment by not misrepresenting yourself, visiting chat rooms, accessing inappropriate or illegal materials and other sites that are not appropriate for students at Saint Viator High School.

B. Network

1. Employees of the school are responsible for controlling and maintaining the security of the network.
2. Students may not use employee computers except when doing classroom presentations and under the direct supervision by Saint Viator High School employees.
3. Students may not gain unauthorized access to network resources or entities.
4. Students may not degrade or disrupt equipment or system performance.
5. Students may not install Virtual Private Networks (VPNs) to circumvent the school’s content filters.
6. Students may not jailbreak an electronic device to remove hardware restrictions.
7. Saint Viator High School makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, Saint Viator High School will not be responsible for lost or missing data.
8. Students should always come to school prepared for all their classes with all due homework and projects printed out. If a student’s printer does not work at home, they should email their teacher the assignment before arriving at school in anticipation that

the school network may be down.

C. *iPad*

1. School Use
 - iPads are intended for use at school each day. iPads may be used throughout the building. Students are encouraged to check school messages, announcements, calendars, schedules, and grades during their lunches or study periods. Students are responsible for bringing their iPad to class every day.
2. Left at Home
 - If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. Leaving an iPad at home is not an acceptable excuse for not having homework, projects, supplies, etc. turned in on time. Students can and will receive a zero if their homework is missing as a result of iPads left at home.
 - If a student repeatedly (three or more times in a class) leaves their iPad at home, they will be sent to the Dean's office where disciplinary consequences will be decided.
3. Undergoing Repair
 - Students with an iPad undergoing repair or waiting for a replacement iPad for one that has been stolen may use a school loaner iPad for three weeks. Students are responsible for preparing for class and completing all assignments during this time.
 - If a student has an iPad that is in repair, it is the student's responsibility to inform teachers of any issues due to the lack of having their iPad.
4. Lost/Stolen
 - Students should report a lost iPad immediately to the Instructional Technology Coordinator. Every effort will be made to recover the iPad. If the lost iPad is not recovered, students will need to report to the Deans' office to fill out a report. In the event that an iPad is stolen, parents should file a police report; insurance companies will require a police report in order to file a claim.
5. Charging Your Device
 - iPads must be brought to school each day fully charged. Students are expected to charge their iPads every evening. The teacher reserves full discretion in deciding whether or not to allow a student to charge an iPad.
6. Screensavers/ Background Photos
 - Inappropriate media and/or photos may not be used as screensavers or backgrounds. The presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors which include, but are not limited to alcohol, drugs, weapons, pornographic materials, and/or gang related symbols or pictures will result in disciplinary actions.
7. Security
 - A student should secure their iPad through the use of a password but the school reserves the right to search an iPad. If something is in question in regards to iPad usage and its contents, a student will be required to tell the teacher and/or administration their personal password so that the school may search the iPad.
 - A student is NOT allowed to "jailbreak" their iPad. Jailbreaking is the process of removing hardware restrictions and should not be done as this opens up the device to possible security threats and issues we cannot resolve.
8. Sounds, Music, Media, and Programs
 - Sound must be muted at all times unless permission is obtained from the teacher.
 - Music is allowed on the iPad, but may only be used at the discretion of the

teacher. Teachers who allow students to listen to music during study times in the cafeteria may only do so if the student has personal earphones.

- Games and programs may not be used during class periods. Recreational use of iPads are allowed in the cafeteria only. If a student is found to be using a non-educational app or using the Internet for a non-educational purpose, they may be warned by the teacher, given a detention, and/or sent to the Dean's office.
- Because it slows down the Saint Viator network, students may not stream videos or music while using their iPads.

9. Printing

- Students will not be able to print from their iPads to a printer at school. Students are expected to have all work printed out and prepared prior to class. This can be accomplished by saving documents in Google Drive and printing from a computer at home or school.

10. Appropriate Use in the Classroom

- All students must use their legal name for iPad app games including but not limited to kahoot.it, Socrative, etc.
- Students are expected to use their iPads appropriately and for educational purposes at all times. Should a student not use their iPad appropriately, they will be subject to disciplinary consequences.
- Students may not use their iPad calculators during quizzes or tests.
- Students may not use notes on their iPads during open note tests and quizzes; students must come with the necessary material printed.
- Students are expected to clear their apps before each class period.
- Students are expected to use their iPads to check their Google email accounts at least three times a day (before school, during lunch, and sometime after school). If a student fails to check their email and misses an important email regarding a deadline they will not be given an extension and must accept the consequences. Coaches and parents may also send messages to students in this manner.
- Students may not take pictures or record any other students or teachers without their permission.
- Students may not take pictures during class time unless otherwise instructed by their teacher.
- Students may not browse the Internet or be in apps during class time unless otherwise instructed to do so by their teacher.

11. Managing Your Files and Saving Your Work

- Saving to the iPad - students may save work directly to their iPads. Though storage space is available on the iPad, it is not always backed up.
- Backing Up Work - backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is recommended that students save their work to Google Drive.

12. Applications/Digital Books

- Students are expected to come to class prepared with all necessary apps and books already bought and stored on their iPad. Any student who comes to class unprepared may suffer disciplinary consequences.

13. Caring for your Device

- Students are responsible for the general care of their iPad and for any and all damage that might occur. An iPad that fails to work or is broken should be seen by the Saint Viator Instructional Technology Coordinator. The coordinator will evaluate the device and give further instruction. Parents who have purchased insurance should contact the insurance company directly if recommended by the coordinator.

- Students need to manage their storage wisely and limit non-educational videos, photos, games, etc. that take up a lot of room. If a student lacks storage and cannot complete something for class (project, homework, assessment, etc.) it is not an excuse for it to be incomplete/late and will be dealt with per the teacher's discretion.

14. General Precautions

- Insert cables carefully into iPads in order to prevent damage.
- Keep iPads in protective cases at all times.
- Do not leave your device unattended or in unlocked lockers; know where your iPad is at all times.
- Saint Viator High School is not responsible for the loss of an iPad. Students should keep their iPad in possession at all times. If a student thinks an iPad was stolen, they must report it to the Deans' Office.
- Do not let anyone use your iPad.

15. Screen Care

- Do not place books or heavy objects on your iPad.
- Keep food and drinks away from your iPad.
- Do not place anything in the carrying case that will apply pressure to the iPad.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any kind.

D. *All members of the Saint Viator community are expected to practice netiquette while using technology.* Netiquette is defined as network etiquette and includes the following:

- Politeness
- Use of appropriate language
- Respect for the right to privacy

E. *Students are personally responsible for their use of technology, as well as for what happens to their personal technology tools.*

- Students are responsible for all posts on their social media networks regardless of whether or not they posted them, as well as for comments they post on other people's accounts.

F. *All students are expected to activate their Saint Viator Gmail account by the first day of school.*

- Teachers, coaches and administrators will only respond to mail sent through the official Saint Viator Gmail account assigned to each student. When students electronically communicate with teachers, coaches and administrators, they must copy their parents.

Rules posted in classrooms and computer labs are binding, whether noted in this policy or not.

Saint Viator High School Administration has the right to amend the Acceptable use Agreement when necessary to meet changing needs and/or concerns.

Off-Campus Conduct

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

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

- the seriousness of the violation according to the school’s philosophy, school policy, or federal, state or local ordinance;
- whether or not the incident occurred at or in relation to a school-sponsored event;
- direct connection to or public mention of the “Saint Viator” name in reference to the incident;
- the proximity of the location of the occurrence to the school’s campus;
- conduct or consequences threatening the safety and/or harmony of members of the school community;
- conduct or consequences obstructive to the good order and educational and moral climate of the school;
- police charges, judicial appearances, convictions, and/or any other civil or criminal actions that may take place.

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

Students are reminded that their conduct off-campus also includes the Internet. Online journals/blogs (including, but are not limited to: myspace.com, xanga.com or facebook.com) should not be used to demean, harass, or threaten any member of the Saint Viator community or misuse the good name of Saint Viator. Disciplinary consequences may result as off-campus conduct comes into and affects members of the Saint Viator learning community. (For on-campus conduct via the Internet see pages 25-30 “Acceptable Use Policy.”)

Violations of federal, state and local ordinances and/or the fundamental philosophy of Saint Viator High School not specifically mentioned herein are also cause for disciplinary action by the school.

Disciplinary Referral Form

A disciplinary referral form is a notification to the parent(s)/guardian(s) regarding a student's disregard of classroom policy or school policy. **The form must be signed by a parent/guardian and returned to the Deans’ Office before 8 a.m. the next school day.** A Dean will notify the parent(s)/guardian(s) by letter when a student receives a fifth Level I referral and/or a third Level II referral in a given semester. Upon the tenth Level I and/or sixth Level II referral in a given semester, the student and his/her parent(s)/guardian(s) may be required to meet with the Principal and Dean of Students. The student will also be subject to disciplinary probation at this time. At any time when deemed necessary by the Principal and a Dean of Students, continued disrespect of school policies may result in disciplinary probation, suspension or expulsion of the student.

Detention

Detention is held after school Monday through Thursday beginning promptly at 3:05 p.m. and ending at 4:05 p.m. Students may be detained until 4:30 p.m. for misconduct during detention. The student is expected to begin serving detention time on the day following his/her receipt of the detention slip. It is the student's responsibility to arrange transportation in order to serve detention. No student is excused from serving detention without the express, prior approval of a Dean of Students.

Work, personal obligations, transportation, team practices and other co-curricular meetings or rehearsals are not legitimate reasons for missing a detention and may result in further disciplinary action.

A student who is excused by a Dean of Students for a Physician or Dentist appointment must present a note from the doctor’s office documenting the date and time of the appointment to the Dean on the next school day.

A student is expected to arrive on time for detention and sit quietly. No study or other materials are allowed at the student's desk. Students must arrive and remain in dress code during detention. Sleeping is not permitted. The student may be required to do service work for the school. Each student must complete all detention time accumulated prior to the end of each semester. Report cards and registration materials will be withheld from any student who fails to serve his/her detention time from the previous semester. In the case of an eighth-semester senior, his/her diploma will be withheld until all detention time is served.

Saturday Detention

A Saturday detention may be assigned only by a Dean or the Administration for a violation of the discipline code. Saturday detention is held from 8-11 a.m., and a student must be in Saint Viator dress code. Students assigned to a Saturday detention could assist with projects inside or outside of the school. Students who are truant/unexcused from a Saturday detention must serve the next scheduled Saturday and will be assigned an additional Saturday detention. If a student is truant a second time he/she will be referred to the Administration for possible suspension from school.

Discipline Agreements

Students, with serious or numerous disciplinary referrals, and their parent(s)/guardian(s) may be required to sign a discipline agreement with Saint Viator High School as a condition of continued enrollment. Failure on the part of the student to fulfill the terms of this agreement may result either in suspension or immediate expulsion, depending on the gravity of the situation. The President will make the final decision in these cases.

Disciplinary Probation

Serious/chronic acts of irresponsibility demand greater accountability and more directed efforts toward correction. A student who is placed on Disciplinary Probation may be suspended from school pending a conference with the Principal and Dean of Students and signing of a disciplinary agreement by the student and his/her parent(s)/guardian(s). A student on probation is assigned a determined period of time to give evidence that his/her behavior and attitude have improved and are consistent with the expectations of the whole school community. During the period of probation, the student will be required to meet with his/her counselor on a regular basis to work through the problem area(s) and to develop a program of improvement. An evaluation of the student's behavior and attitude will be made based on teacher and counselor reports. At the end of the period of probation, the case will be reviewed by the Administration. There must be clear evidence of improvement.

Evidence of improvement means that the Administration, when evaluating the student, sees that the problem area has been resolved and the student demonstrates sincerity in trying to live up to his/her responsibilities within the school. Violation of the terms of probation will require that the student and his/her parent(s)/guardian(s) meet with the Disciplinary Review Board. The decision of the Disciplinary Review Board may result in dismissal of the student at any time during the probationary period.

A student who is placed on disciplinary probation and his/her parent(s)/guardian(s) must sign a disciplinary agreement as explained above.

Social Probation

Serious violations of school rules require greater accountability of the student. Restrictions may be placed on his/her participation in co-curricular activities for some period of time (e.g., attendance at athletic events or dances, and participation on an athletic team or in clubs, etc.) in accordance with each activity's approved by-laws and constitution and the policies of the school.

Suspension

A student will receive an out-of-school suspension for gross misconduct, when the student must be removed from school for the general welfare of the school or for the benefit of the student involved. The student is not allowed on school grounds or permitted to attend or participate in any school functions on or off campus on the day or days of the out-of-school suspension. For the student to be readmitted to school, the parent and student may be required to meet with the Principal and Dean of Students. Assignments due will be accepted and graded, but the student will receive a failing grade for tests, quizzes and other class work given during the time of suspension. The percentage for the failing grade will be determined for each course by the instructor in consultation with the Principal. Violation of suspension rules may result in further disciplinary action.

Description of Levels of Unacceptable Behavior

The level of the disciplinary response to unacceptable behavior is proportionate to the level of the violation.

LEVEL I: MINOR VIOLATIONS

Student receives a minimum of a one-hour detention to be served after school from 3:05-4:05 p.m.

1. **Bus Misconduct** - Students may not create any disturbance that may interfere with safety or cause inconvenience to the driver and/or other students on the bus. When a student causes an undesirable situation on any bus, the student may have his/her bus pass withdrawn immediately by the driver. The student is then subject to disciplinary action by the Deans' Office. Bus misconduct subjects the student to Level I detention and temporary or permanent suspension from school bus transportation. This policy also applies to students riding the school's vans or other school-sponsored transportation.
2. **Check-in with Study Hall Moderator** - All students must report to their assigned study hall on time and check-in with the moderator. Any student who fails to check-in will receive a Level I detention.
3. **Classroom Misconduct** - Any student who acts in a manner which causes disruption to a class is subject to the teacher's classroom regulations. A teacher may also submit a disciplinary referral form to the Deans' Office. Classroom misconduct may result in Level I detention. Continued misconduct referrals will lead to the student being placed on disciplinary probation.
4. **Computer Misuse** - The use of computers and their software at Saint Viator is intended to be in support of the educational curricula. Misuse of the computer and its software includes, but is not limited to, misuse of the Internet per Code of Behavior on pages 25-27.
5. **Disruptive Devices** - Cellphones, iPods, iPads and other electronic devices must follow the iPad/Computer Acceptable Use Policy and Code of Behavior. A student will be subject to a Level I sanction and their cell phone/electronic pager will be left in the Deans' Office until the end of the school day under the following conditions:
 - If a student's cell phone rings during the school day.
 - No cell phone may be used for picture taking or video recording without the permission of an adult.
 - No harassment or threatening of persons via an electric device is permitted.
 - Those who repeatedly violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

The school does not permit its students to possess or use laser pointers nor any other laser devices on campus or at any school-sponsored event, whether on or off campus. A student in violation is subject to Level I sanctions and the device will be confiscated.

Students may use cell phones during their lunch period in the café only. The student in violation will receive a Level I detention and the device will be confiscated. Confiscated items will be brought to the Deans' Office and returned to the student at the end of the school day.

6. **Dress Code** - Students who are not in uniform will receive a Level I detention. Students will be required to change into proper dress before returning to class. Classes missed will be marked as unexcused absences. Repeated violations of the dress code will result in a parental conference with a Dean and may lead to disciplinary probation.
7. **Failure to Comply with Procedures** - All students are expected to comply with routine school procedures, including but not limited to: carrying a student ID card, presenting it when requested by a school official, and returning detention slips and other required school forms on time and signed by a parent. Students not in compliance with these school procedures are subject to a Level I detention.
8. **Food/Drink Outside of Father Querbes Dining Hall** - The students may eat, chew gum or drink soft drinks only in the cafeteria during the school day. Furthermore, eating, gum-chewing and drinking are not allowed in the auditorium, hallways, classrooms, Academic Commons, gym or locker rooms at any time. Violators are subject to a Level I detention or sanctions assigned by classroom teachers.
9. **Foul Language** - Students who use obscenities, profanity or any other kind of inappropriate language on campus or at any school-related activity are subject to a Level I detention.
10. **Gambling and Card Playing** - A student involved in any form of gambling or card playing is subject to a Level I detention.
11. **Late Arrivals or Early Dismissals** - Any student arriving late or leaving early must sign in and out in the Deans' Office. Students who fail to do so are subject to a Level I detention.
12. **Misconduct** - Students are expected to conduct themselves in a manner that is conducive to the school's safe, orderly and non-disruptive atmosphere. Behaviors such as, but not limited to, horseplay, shoving, pushing, roughhousing, booking another student, etc., are prohibited any time students are on campus or at any school-related activity. Students involved in misconduct are subject to a Level I detention.
13. **Out-of-Bounds** - A student who is in a place he/she should not be on campus without approval from the Deans' Office is considered out-of-bounds. The student must serve a minimum of one Level I detention for out-of-bounds violations.
14. **Tardiness** - A student who accumulates three (3) unexcused tardies to school in a given semester will receive one (1) Level I detention.
15. **Excessive Tardies to Homeroom and Class** - A student who is tardy two (2) times, in any given school day for periods 0-8 and/or has five (5) or more tardies for periods 0-8 in any given week of school will receive a Level I detention.
16. **Unjustified Absence from Class** - Any student 15 minutes late to class without an excused pass is considered truant and receives a Level I detention.
17. **Tardy to Detention** - Students are expected to begin serving detention time on the day following the receipt of the detention slip. It is the student's responsibility to arrange transportation in order to serve detention. No student is excused from serving detention without the express, prior approval of a Dean of Students. A student who arrives late to detention will not only serve that day's detention, but will also be assigned another hour of detention for the following day.

LEVEL II: SERIOUS VIOLATIONS

The student receives a minimum of two one-hour detentions to be served from 3:05-4:05 p.m. on consecutive school days. Depending upon the circumstances of the Level II violation, the student may also be suspended and/or placed on disciplinary probation at the discretion of the Dean of Students.

1. **Cutting Class** - A student who is absent from class without approval from the Deans' Office is considered cutting class. The student will receive Level II sanctions for cutting class. The student will receive a failing grade for all class work, assignments due, quizzes and tests missed while cutting class. The actual percentage for the failing grade will be determined by the instructor in consultation with the Principal. Parent(s)/guardian(s) will be notified. Three cuts in any class during a semester will result in failure in that course for the semester.
2. **Dishonesty** - Each student is expected to be truthful in his/her contacts with all members of the Saint Viator community, especially Administration, faculty and staff, in the pursuit of

their duties. For this reason, any student who exercises dishonesty toward a member of the Administration, faculty or staff by any means of lying, deliberate withholding of information or other form of deception will be subject to Level II sanctions.

3. **Disrespect** - All members of the Saint Viator community are expected to respect one another. Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or contemptuous behavior directed toward any school personnel or another student. Any student acting in this manner will receive Level II sanctions. Depending on the circumstances, the student may be placed on disciplinary probation, suspended or expelled.
4. **Fireworks** - The use or possession of any type of fireworks, which are not considered explosives, is forbidden. A student found in possession of or using fireworks will receive Level II sanctions. Depending upon the circumstances, the student will be placed on disciplinary probation, suspended or expelled.
5. **Forgery** - A student signing another person's signature or inciting a third party to forge a signature on school documents, including but not limited to, disciplinary referrals, passes and official forms will receive Level II sanctions. A second incident will result in disciplinary probation and further detention time.
6. **Insubordination** - Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel. Any student acting in this manner will receive Level II sanctions.
7. **Reckless Driving** - Because of the danger to other students and faculty members, a student who speeds or drives in any other kind of reckless manner will receive Level II sanctions for a first offense. Additional occurrences will result in Level III sanctions and disciplinary probation and/or loss of the parking privilege at Saint Viator.
8. **Tobacco Use** - Smoking, tobacco chewing and dip are demonstrated health risks and prohibited by civil law for minors. Therefore, smoking, tobacco-chewing and dip are forbidden before, during and after school in every area of the building, as well as on school grounds. Smoking is prohibited at any and all school-sponsored events whether on or off campus. Possession of matches, lighters or tobacco products constitutes intent to smoke and is a violation of the smoking policy. **This includes the use of e-cigarettes, vapor/liquid-based tobacco/nicotine dispensers and products.** A student who violates the smoking/tobacco policy will receive Level II sanctions for a first offense. A second violation will result in Level III sanctions, including disciplinary probation. Smoking and tobacco items will be confiscated.
9. **Truant from Detention** - Each student is expected to serve any detention which he/she may receive on the next school day following assignment of the detention. A student who is truant from detention will receive two (2) one-hour detentions in addition to the hour missed. A student who is truant from detention on three (3) consecutive days will be suspended pending a parental conference with a Dean of Students. Chronic truancy from detention will result in more severe disciplinary action including the possibility of suspension, probation or expulsion.
10. **Parking Violation** - A student who parks illegally, parks without a permit, fails to display his/her parking tag, or in any other way violates the school's parking regulations, is subject to a Level II detention.

LEVEL III: EXTREMELY SERIOUS VIOLATIONS

At the discretion of the President and depending upon the circumstances of the Level III violation, the student may be assessed detention time, suspended, and placed on disciplinary and/or social probation.

1. **Academic Dishonesty** - Cheating on any kind of academic work through the use of any form of dishonesty is a serious offense. (A student who cheats will receive a zero on the academic work involved. The quarter or semester grade will be lowered in proportion to the importance of the academic work. Cheating will also result in Level III sanctions. Teachers will file a report on each case of cheating with the Dean of Students. A first offense results in one Saturday detention; a second offense will result in two Saturday detentions.) See pages 23-24.
2. **Alcohol or Other Drug Use or Possession** - See the Alcohol/Drug Policy on pages 38-41.

3. **Computer and Software Tampering (Viruses)** - Students are expected to respect the computer hardware and software that the school provides for their use. Violations include, but are not limited to, physical damage done to computer equipment, tampering with software, adding software or viruses to school equipment, and copying or altering documents or software belonging to the school or other students. Students in violation are subject to Level III sanctions, as well as loss of computer privileges. A second violation or major incident may result in expulsion.
4. **Use of Saint Viator Name** – Students are expected to respect the good name of Saint Viator High School on any Internet or social networking website. The use of Saint Viator, SVHS, St. Viator, SV, or any other common identifier determined by administration, in a screenname or profile is not permitted. Students in violation are subject to Level III sanctions. A second violation or major incident may result in expulsion.
5. **Cyber-bullying** - The use of online journals/social networks (including, but not limited to: myspace.com and facebook.com) to demean, harass or threaten any member of the Saint Viator community is considered cyber-bullying. This results in disrespect to a member of the learning community when it comes into the school and affects performance and conduct. Any student acting in this inappropriate manner will be referred to a Dean of Students for disciplinary actions. Depending on the severity of the offense, the matter may be referred to the President or Principal for further disciplinary consequences. Cyber-bullying includes but is not limited to incidents which: a) occur on or are delivered to school property or a school-sponsored activity or event off school property; or b) occur off school property or outside of a school sponsored activity or event if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event; c) any student who, in the opinion of Saint Viator administrators, uses social media to threaten, harass, intimidate or belittle opposing fans or players before an athletic or any inter-scholastic competition or who forwards or likes such a post via social media shall be prohibited from attending or competing in that competition.
6. **Harassment** - Saint Viator encourages its students to value each individual for the human potential he/she possesses and seeks to provide a learning environment free from any form of harassment. Harassment shall be defined as, but not limited to, continued or aggravated verbal, written, and/or physical abuse based upon race, ethnic background, religion, gender or any other reason. A student who harasses another member of the Saint Viator community will receive Level III sanctions and, depending upon the circumstances, may be expelled.
7. **Hazing** - Saint Viator does not condone any activity or situation created with the intention of causing another student mental or physical discomfort, embarrassment or ridicule. When such activity reaches the level of hazing, it involves but is not limited to: treatment of freshman, team or club initiations or rites. Depending upon the circumstances, the student may be referred to the President for expulsion.
8. **Reckless Driving (Second Offense)** - Because of the danger to other students and faculty members, a student who speeds or drives in any other kind of reckless manner will receive Level II sanctions for a first offense. Additional occurrences will result in Level III sanctions.
9. **Tobacco Use (Second Offense)** - A second violation of tobacco use will result in Level III sanctions, including disciplinary probation. Smoking and tobacco items will be confiscated. **This includes the use of pal-cohol (powdered alcohol) which is freeze dried alcohol in powdered form.**
10. **Theft** - Each student should respect the school, teachers, and fellow classmates' property. In reference to the school or another person’s property, theft includes, but is not limited to: stealing, misappropriation, breaking in and/or unlawful entry, possession of property that has been reported stolen, unauthorized possession, etc. A student involved in any way in an act of theft will be required to make restitution and will receive Level III sanctions. Future incidents or major theft may result in expulsion. A theft of another student’s iPad is a serious violation. Restitution will be required and a Level III referral will be issued. A police report will be filed. The school is not responsible for lost or stolen property.
11. **Truancy** - A student who is absent from campus for part of the day or for the entire school day without legitimate permission from parent(s)/guardian(s) and without approval from the

Deans' Office is considered truant from school. The student will receive Level III sanctions for truancy. The student will also receive a failing grade for all class work, assignments due, quizzes and tests missed while truant.

12. **Vandalism** - Students are expected to respect school property, as well as the property of other people. Vandalism includes, but is not limited to, the willful destruction, damaging or marring of the school or another person's property. A student involved in an incident of vandalism will be required to make restitution and will receive Level III sanctions. A future incident of vandalism or one which causes major damage may result in expulsion.
13. **Violence** - Violence includes, but is not limited to, pushing or shoving in anger, fist-fighting and any other kind of physical assault (abuse) against another student. Because of the nature of this type of activity and the danger of permanent injury, any student involved in a violent act will receive Level III sanctions. Depending upon the circumstances, the student(s) involved may be expelled. The student will be sent home the day of the occurrence and will serve an out-of-school suspension.

LEVEL IV: UNACCEPTABLE BEHAVIOR

At the discretion of the President and depending upon the circumstances of the Level IV violation, the student may go before the Disciplinary Review Board. If the Board determines the student to be guilty of the Level IV violation, the student may be expelled.

1. **Alcohol or Drug Sale or Distribution** - See the illegal substance/possession policy on pages 38-41.
2. **False Alarms/9-1-1 Calls** - Any student who pulls a fire alarm without cause, makes a fraudulent 9-1-1 emergency call, or creates any other kind of false alarm while on campus or at a school-sponsored event is subject to Level IV sanctions. The offending student is also subject to police action based upon the laws and ordinances governing false alarms.
3. **Gangs** - Gang and gang-related activities are prohibited on school property or at school-affiliated activities. Any indication of gang membership or gang-related activities would result in Level IV sanctions.
4. **Weapons and Explosives** - Students are not to have weapons or explosives, including look-alikes, facsimiles or accessories of any kind, in their possession. Any weapon or explosive found will be confiscated, the police will be notified, and the student will be subject to Level IV sanctions.
5. **Weapons** - A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be suspended immediately from school and will go before the discipline board. The discipline board will make a recommendation, including possible expulsion, to the President regarding the consequences of the student's action.

A weapon is defined as any gun, rifle, shotgun, knife, brass knuckles, or 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 alike" of any firearm as defined above.

A school staff member shall immediately notify the President or Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, and any involved student's parent/guardian. A student is immediately suspended for any one of these violations.

In addition to the aforementioned descriptions, gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules may subject the student to a meeting with the Disciplinary Review Board for a consideration of expulsion.

ALCOHOL AND ILLEGAL SUBSTANCE USE/POSSESSION POLICY

RANDOM DRUG TESTING POLICY

The mission of Saint Viator High School is grounded in the Viatorian community and its mission in the Church to “proclaim Jesus Christ and His Gospel and to raise up communities where faith is lived, deepened and celebrated.” Saint Viator High School is, therefore, a Catholic educational community called to provide religious formation and an academic program of excellence for young men and women. Saint Viator is committed to fostering respect for the dignity and uniqueness of individuals and to challenging students to reach their maximum potential in intellectual, physical, spiritual and emotional growth.

We recognize that our students face many challenges that may become obstacles to their growth and development. One of those obstacles is the illegal use of alcohol and drugs. We further recognize that our students deserve a learning environment where the culture of illegal drugs is not present or tolerated. We are committed to providing and maintaining a school environment that is drug free and that supports our students in their decisions not to use drugs and to resist the peer pressure that students encounter.

In an effort to maintain and enhance such a drug-free environment at Saint Viator High School, beginning on August 15, 2007, Saint Viator High School adopted a mandatory random drug testing policy for all students. The Board of Trustees approved this policy and entrusted the responsibility and authority to implement this policy to the Administration of Saint Viator High School.

The drug/alcohol testing program uses a hair sample to detect the presence of illegal drugs including regular alcohol use. Testing will begin during the first week of school in August and every student will be tested within the first six weeks of school. Students in violation of our drug/alcohol testing policy will be required to attend a confidential conference with their parents, counselor, Dean of Students and the President. The meeting will include an explanation of test results and presentation of disciplinary terms including a mandated evaluation. The minimum disciplinary consequence is a four week period of social and disciplinary probation. The student will be retested (at his/her expense) 30 days after the initial test and once per semester until graduation. A second positive test will result in more serious disciplinary consequences and possible consideration for dismissal from school.

After the initial testing of every student, a computer program will randomly select students on a weekly basis for drug and alcohol testing throughout the year. Students testing positive for the presence of illegal drugs or alcohol will be immediately subject to the school disciplinary policy as outlined in the Student Handbook.

As a Saint Viator Lion, there is a higher expectation of good conduct and personal excellence. (See the Student Pledge/Lion Code of Behavior p.4). This needs to be reflected in making good life choices.

Possession, whether actual or constructive, purchase, receipt, or use of alcohol or other mood altering drugs is strictly forbidden on or off campus for all students. A student, who is in possession of, purchases, receives, uses, or is under the influence of alcohol, marijuana, drugs, or any illegal substance, or is in possession of any drug-related paraphernalia on school property or at any school-related function, is suspended immediately and may be liable for expulsion.

Constructive possession means that the student, being a minor, was present in or at a location where the illegal possession and/or consumption of alcohol/drugs by minors took place. The student him/herself does not have to be in actual possession of alcohol/drugs to be in violation of this policy.

Any student selling, distributing or transferring drugs or alcohol at school or any school function will be suspended immediately. The student will be subject to expulsion and police charges, whether the exchange took place on or off campus.

School policies and procedures regarding alcohol and other drugs apply to all students and must be adhered to in order for the students to be eligible for participation in athletics, activities and organizations.

A student suspended for a violation of the Alcohol and Other Drugs Policy cannot participate in practices, rehearsals, activities or games. These rules refer to either consumption or constructive possession. A school-owned alcohol breath-analyzer may be used when necessary to assist in determining if the student has consumed alcohol.

In the case of suspected drug use, a student may be tested at school or referred to a testing center approved by the school for a drug test. A list of possible testing centers is available in the Deans' Office. The student's parent(s)/guardian(s) will incur the cost of the drug test. Refusal to submit to either an alcohol or drug evaluation will be considered an admission of guilt, and the student will be liable to the disciplinary sanctions noted in this Handbook.

The Administration may choose to administer a random alcohol breath-analyzer test or drug test at school-sponsored activities.

- **First Offense**

At School or a School Sponsored Activity

A student who appears under the influence or is in possession of drugs/alcohol during the school day or at a school-sponsored activity will be immediately suspended from school. When this occurs, parent(s)/guardian(s) will be notified by school officials and expected to pick up their son/daughter or make arrangements for a responsible adult to pick him/her up.

The student will remain suspended from school until a conference is held between the student, his/her parent(s)/guardian(s), a Dean of Students and the President. The student's school counselor will also be present at this conference. The student will be placed on social probation immediately upon verification of the offense for a minimum of four (4) weeks.

The student is also ineligible, for a minimum of four (4) weeks, for any school-sponsored activity or sport from the date of verification of the violation, unless an athletic team or activity has approved by-laws and constitution more stringent than four weeks ineligibility.

The student will also be placed on disciplinary probation for a minimum equivalent of one (1) semester or two (2) academic quarters.

The student **may** also receive a drug-alcohol evaluation. If the evaluation indicates that the student has a problem with drugs/alcohol, the student must attend a drug/alcohol education program. The following steps outline this process:

- The initial appointment for the assessment must be made within two (2) days of the meeting with the President and Dean of Students. If the appointment is not made within two days, the student will be suspended until the appointment is confirmed.
- The student's parent(s)/guardian(s) must sign a release permitting the school to receive the assessment agency's evaluation of the student.
- The student must participate in any treatment program that may be recommended as a result of the assessment.
- At the conclusion of the treatment program, the family agrees to provide the school with a copy of the student's re-evaluation report. If the report indicates that the student has not made progress while in the treatment program, the school may expel the student.

The student must also agree to random drug/alcohol screening for the remainder of their enrollment at Saint Viator. All costs associated with such screening are the responsibility of the parent(s)/guardian(s). Refusal to cooperate with random screening and payment of incurred costs will result in immediate suspension. A Disciplinary Review Board conference will be held for consideration of expulsion. The student may face expulsion from school depending upon the circumstances of the first offense.

Attendance at Parties

If your student arrives at a party where alcohol or illegal drugs are present, they should leave immediately and call/text a parent he/she is leaving. If an adult drove the student to the gathering, the student must call/text the parent for a ride as soon as possible. The Administration asks that you save the phone call/text message in both of these occurrences for later verification should a question arise concerning your student's actions.

Social Hosting a Party

A parent who hosts a party at your house or another location and provide alcohol to people under age 21 (or if you know or should have known that they are drinking alcohol), you are guilty of a Class A misdemeanor per Illinois State law. The Village of Arlington Heights new social hosting ordinance assess fines between \$1,000 and \$5,000 for a family socially hosting a party that provides alcohol to a minor. You are held responsible regardless if you are the one who provides the alcohol and regardless if you are home or not. If a minor who was drinking at your house injures or kills someone, you are guilty of a Class 4 felony per Illinois State law. This could result in both a fine and/or jail time. The provider also risks being sued in civil court. In addition to the consequences per Illinois State law, many towns, villages and municipalities have their own ordinances and laws with harsher penalties and stricter fines.

The student who socially hosts a party where alcohol is consumed/present will also be ruled ineligible, for a minimum of eight (8) weeks, for any school-sponsored activity or sport from the date of verification of the violation. A student is subject to additional discipline if an athletic team or activity has approved by-laws and constitution more stringent than eight weeks of ineligibility for such a violation. The student will also be placed on disciplinary probation for a minimum equivalent of one (1) semester or two (2) academic quarters.

The student must also receive a drug-alcohol evaluation. If the evaluation indicates that the student has a problem with drugs/alcohol, the student must attend a drug/alcohol education program. The following steps outline this process:

- The initial appointment for the assessment must be made within two (2) days of the meeting with the President and Dean of Students. If the appointment is not made within two days, the student will be suspended until the appointment is confirmed.
- The student's parent(s)/guardian(s) must sign a release permitting the school to receive the assessment agency's evaluation of the student.
- The student must participate in any treatment program that may be recommended as a result of the assessment.
- At the conclusion of the treatment program, the family agrees to provide the school with a copy of the student's re-evaluation report. If the report indicates that the student has not made progress while in the treatment program, the school may expel the student.

The student must also agree to random drug/alcohol screening for the remainder of their enrollment at Saint Viator. All costs associated with such screening are the responsibility of the parent(s)/guardian(s). Refusal to cooperate with random screening and payment of incurred costs will result in immediate suspension. A Disciplinary Review Board conference will be held for consideration of expulsion. The student may face expulsion from school depending upon the circumstances of the first offense.

- **Second Offense**

A second violation of the drug and alcohol policy at any time while the student is enrolled at Saint Viator High School may result in an immediate Disciplinary Review Board conference for a consideration of expulsion.

DISCIPLINARY REVIEW PROCESS

Disciplinary Review Board

The Disciplinary Review Board is appointed by the President and chaired by a member of the Clerics of St. Viator on the faculty. The Disciplinary Review Board may conduct disciplinary review conferences where any student may have committed gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules. The Disciplinary Review Board ordinarily conducts a conference in cases of Level IV violations.

It shall be sufficient and necessary that at least five (5) of the seven (7) Disciplinary Review Board members be present to conduct the conference and render a decision in each case submitted to the Board. One of the Deans of Students shall present the case before the Board and not act as a voting member. The other Dean of Students shall act as a voting member of the Board.

Each Disciplinary Review Board member reserves the right to recuse himself/herself, at his/her sole discretion, from a particular case submitted to the Board. If the student and/or his/her parent(s)/guardian(s) should request that a Board member recuse him/herself, it shall remain the President's decision, at his sole discretion, whether to recuse the member of the Board.

Charge of Misconduct

Any student with a disciplinary violation who upon investigation is deemed to have committed a serious violation of the Student Code of Behavior in the Parent-Student Handbook or has violated federal, state or local law may be required to meet with the Disciplinary Review Board.

Evidence of Charge

A Dean of Students, under the direction of the **Principal**, will investigate and gather the evidence required to validate the charge of gross misconduct or serious or chronic violations of the School's rules against the student. Once he/she completes the investigation, the **Principal and** Dean of Students shall then make a recommendation to the President as to the submission of the confirmed charge(s) to the Disciplinary Review Board that will be based upon the criteria noted in the 0"Disciplinary Review Board" section above.

Notice of Charge

After the President has validated the charge(s) and determined that the charge(s) are submissible to the Disciplinary Review Board, the Dean of Students shall submit the charge(s) in writing to the Board. The Dean of Students shall then promptly notify the parent(s)/guardian(s) by phone and schedule a conference for the family with the Disciplinary Review Board to take place in a timely fashion. The **Dean of Students** will place the student on out-of-school suspension pending the conference with and decision of the Disciplinary Review Board.

Disciplinary Review Board Conference

The student and his/her parent(s)/guardian(s) have an obligation in good faith to present all information that they wish the Board to consider at the time of the conference. However, since this

is a private, Catholic high school, the School, the parent(s)/guardian(s), and the student agree and confirm that no attorney shall be permitted to be present either for the School or the student and/or his/her parent(s)/guardian(s), since such attendance could be disruptive to the Disciplinary Review Process to which the parties have agreed as a part of the contract of education entered into by the student and his/her parent(s)/guardian(s) with the School upon entry into the School. Considering their contract with the School, the student and his/her parent(s)/guardian(s) agree to attend and participate in a Disciplinary Review Board conference when required by the Dean of Students. If a student and/or his/her parent(s)/guardian(s) fail to appear for a scheduled Disciplinary Review Board Conference, the Board will proceed in their absence. In that case, the student in question may be expelled.

Decision of Disciplinary Review Board

After hearing all the facts presented by the Dean of Students, the student, and his/her parent(s)/guardian(s), the Disciplinary Review Board will meet in executive session to make its decision concerning the student's status. The Board's decision for the School may be: (1) to take no action; (2) to retain the student under specified conditions; or (3) to expel the student. The decision is reported to the parent(s)/guardian(s) by the Chair of the Disciplinary Review Board.

Appeal

The student's parent(s)/guardian(s) reserves the right to appeal a decision of expulsion by the Disciplinary Review Board. They must submit the appeal in writing directly to the President within two (2) school days after notification by the Disciplinary Review Board of its decision.

Final Decision upon Appeal

The President will make the final decision regarding any appeal of the Disciplinary Review Board's decision. No further recourse is available or allowed.

STUDENT SERVICES

McKenna Marketplace

Saint Viator clothing, textbooks, and some school supplies are sold in the McKenna Marketplace. Dress code shirts and Red Lion jackets and fleece are to be purchased in the McKenna Marketplace. Uniform pants must be purchased through Lands' End and embroidered with the Saint Viator logo. The dress code may be found on the Saint Viator website, saintviator.com under "Prospective Families" in "Daily Matters," or you may contact the McKenna Marketplace at ext. 246 for hours of operation.

Father Querbes Dining Hall

Breakfast items will be available from 7-8:30 a.m. and lunch is served during designated periods. The dining hall is supervised by a faculty member during each period of the day and can be used for open study periods. Students who arrive at school early are welcome to use the dining hall. The dining hall is closed to students at 1:15 p.m. daily. Food and drink should not be taken from the dining hall to the classroom. Each student is responsible for:

- disposing of his/her garbage in the wastebasket provided;
- keeping tables and floor clean;
- cleaning spills using the cloths and mops available;
- carrying trays to the designated areas;
- not using cosmetics or curling irons and hair spray in the dining area;
- following directives of the dining area supervisors.

School Nutrition Program

Quest is the company providing the food service that offers healthy meals and snacks every school day. The school is committed to providing fresh, tasty meals and snacks each school day, and encouraging students to eat a balanced meal by offering all food groups and a variety of fresh fruits and vegetables daily. A la carte items are available for purchase daily in our cafeteria.

Campus Ministry

The Campus Ministry staff works with students, parent(s)/guardian(s) and faculty to further our development as a Christian community. The role of Campus Ministry is to provide services that will assist the Saint Viator community in putting the mission of the school into action. Through the Campus Ministry program, students become contributing members of a Christian community that responds to the needs of others, especially the poor, with loving service.

The primary objective of the campus minister is to incorporate religious beliefs and values into everyday student life by means of services, programs and activities for participation by the entire Saint Viator student community.

Christian Service

Each student is required to complete a minimum of 25 hours of Christian Service each year. Saint Viator provides several opportunities each month for students to participate in service activities to fulfill this service requirement. Students of all grade levels are welcome to participate. The Christian Service page of the Saint Viator website also provides information about area organizations where students can complete their hours.

Retreats

Retreats are special opportunities offered to teachers and students at Saint Viator to spend some time together, away from the normal routine of the day, thinking, sharing, praying and getting to know themselves, each other and God a little better.

All freshmen are required to participate in a retreat experience. Freshmen and sophomores may also attend the overnight Quest retreat. A two-day optional retreat will be offered for juniors. Both juniors and seniors may apply to attend a Kairos retreat. All retreats are scheduled to provide opportunities for deeper spiritual development.

School Liturgies

Each month, the Saint Viator High School community gathers to celebrate Liturgy. Students are invited and encouraged to participate in our liturgies in many ways. Students participate as Worship Team members to plan the Mass, lectors, cantors, musicians, Eucharistic ministers and other ministry opportunities.

Chapel

The Chapel is available to students for quiet reflection and prayer. Liturgies and other prayer services are celebrated in the Chapel throughout the year. The Chapel is not to be used as a study or social area.

Counseling

The role of the counselor at Saint Viator High School is to provide services that will facilitate an educational and developmental process for all students. The counselor serves the school community through personal, social and academic counseling. The counselors organize and administer a guidance program that disseminates information to support students in planning occupational, vocational and college goals.

The program includes personal development, basic life skills and supportive programs. Some of the services provided by the counselors include academic planning, college and career planning, and supervision, administration, and interpretation of various educational tests. Counselors meet with parent(s)/guardian(s) during informational meetings, staffings and for academic advising. Counselors serve as advocates for students at Disciplinary Board hearings. Each counselor maintains a Web Page with important information, and the counselors also publish a newsletter, college resource calendar and other informational booklets.

The counselors coordinate and facilitate various school groups throughout the school community. Orientation for new students and parent(s)/guardian(s) is also a function of the counselors.

ID Card

Student ID pictures are taken during the school day within the first week of school. Each student is required to carry his/her Saint Viator identification card at all times. A student must replace a lost or stolen ID card in the Bookstore. A fee of \$2.00 will be assessed for lost or stolen cards.

Messages to Students

Phone messages will be given to students only in **EMERGENCY** situations such as illness or death in the family. Delivery of non-emergency messages interrupts classroom activities and should be avoided whenever possible. Information regarding rides, doctor appointments, etc. should be

discussed with your student before or after school. If any emergency situation arises, call the Deans' office at 847-392-4050, ext. 226 to relay the message. We do not deliver items such as books, projects, flowers, lunches, etc. to the classroom.

Marie Gallagher Academic Student Commons

The Marie Gallagher Academic Student Commons is open every weekday to students from 7:00 a.m. until 4:30 p.m. A current student ID card is required to use the computers.

- The Academic Commons is an area of study and for students to collaborate on school work.
- Quiet study room is provided.
- Furniture may be moved to accommodate small group work and must be returned when finished.
- **All food, gum and beverages are prohibited in the Academic Commons.**
- Students may charge their iPads in the outlets available.

Computer Lab, Rooms 211, 213 and Wireless Lab Guidelines

- No food or liquids are permitted in the computer labs.
- Saint Viator students may use only licensed software for educational purposes.
- Saint Viator is in compliance with Federal Copyright laws (Title 17, USC), and students are restricted from copying software. When students use Saint Viator computers, they agree to adhere to all rules and regulations.
- Students agree to follow the Saint Viator Acceptable Use Policy as outlined on pages 25-29 of the student handbook.
- Computers are for educational purposes and students are not to play games.
- Students must work quietly, either individually or cooperatively, on school-related projects.
- Students are expected to treat computers, furnishings and classroom materials with care and to dispose of all litter in appropriate containers.
- Failure to abide by rules may result in loss of privileges.

Scott R. Scanlan Center

In 1993, Saint Viator High School established the Scott R. Scanlan Center to provide a resource and support program for students with learning differences but who have the potential to succeed academically in the college preparatory curriculum. Students must qualify for this program with diagnosed specific learning differences and/or a case evaluation by Saint Viator personnel. They must meet a specific set of criteria and have current educational and diagnostic testing on file.

Support Services

If a student has been consistently struggling in school, his or her problems may be due to a disability that falls under Individuals with Disabilities ACT (IDEA) or Section 504 of the Rehabilitation Act. Referrals for an evaluation may be made by individuals with knowledge of the student's needs, and/or educational programming, including teachers, other staff members, parents/guardians, etc. The purpose of the evaluation is to determine if the student has a disability and requires special education services or services under Section 504. Working closely with personnel from District 214, the counselor will request a student be evaluated. The district employees will determine whether a student is eligible. If a student is deemed not eligible, counselors will meet with parents and provide a list of private providers.

When educators have a concern about the emotional and psychological well-being of a student they should contact the student's school counselor. The school counselor will conduct an interview with the student to determine the mental health status. Parents will be notified before the student leaves school that day; in some instances, parents will be required to pick-up their student and have them

evaluated by a licensed clinician before the student returns to school. The parent is required in those instances to allow communication between the school counselor and the evaluating clinician.

Physical Examinations and Immunizations Policy

A student entering or enrolling at Saint Viator is required to have on file proof of a physical exam and proof of appropriate immunizations as required by law and the Illinois Department of Health. In compliance with the Illinois School Code (Chapter 122, Para 27-8.1) and the rules and regulations of the Illinois Department of Health for immunization (Statutory Authority, Chapter 111-1/2, par. 11.11 and 11.12, Illinois Revised Statutes 1977), the following procedures will be required of all students:

1. Students entering the ninth grade must submit proof of a physical examination with the required immunizations. Proof of this physical examination and immunization record must be submitted on the required state form. The physical examination must have been completed within one year prior to the first day of school. Students must submit the appropriate documentation by August 1st to the school.
2. Athletics requires an annual physical exam for participation in sports.
3. Parents will be informed that if there is any physical disability or health problem, the student will not be excused from physical education without a doctor's notice or the updated health report on file.
4. When indicated, any Saint Viator student must submit an updated immunization record in compliance with the above mentioned statutes for continued enrollment. Students will be notified in writing of changes/additions to the immunizations requirements by the state of Illinois and the requirements for compliance.
5. Beginning with the 2016-2017 academic year, all international students, upon enrollment, must show proof of a TB (tuberculosis) test.
6. If a student fails to comply by the required dates for immunizations, than the Administration of Saint Viator may exclude the student from school until such time the student presents proof of having received the needed immunizations.
7. For any questions or concerns regarding the physical exam or immunization requirements please contact the Dean of Students, Dr. Scerbicke at 847-392-4050 ext. 269.

Compliance with the State Immunizations Policy

1. Saint Viator will not accept a religious objection to immunizations of a student who wishes to enroll as a sufficient basis for exemption of this statutory requirement.
2. A student entering or enrolling at Saint Viator is required to have proof of appropriate immunizations as required by law and the Illinois Department of Health. This requirement is in compliance with the Illinois School Code (Chapter 122, Para 27-8.1) and the rules and regulations of the Illinois Department of Health for immunization (Statutory Authority, Chapter 111-1/2, par. 11.11 and 11.12, Illinois Revised Statutes 1977).
3. Students with medical conditions that may preclude being immunized may file a doctor statement to satisfy the medical exception provision of the regulation for that immunization(s). That doctor statement will be attached to the student's health record per law.
4. The Roman Catholic Church and all major religious traditions accept the validity of vaccines to protect children from serious illness and prevent diseases. In addition, such key organizations as the American Academy of Pediatrics, the American Academy of Family Physicians and the Centers for Disease Control and Prevention all strongly support the protection of children with recommended vaccinations. Illinois law states, "general philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screening, or dental examinations will not provide sufficient basis for an exception to statutory requirements." (Illinois Revised Statues Title 77, Ch 1, Par 665.510) Saint Viator will not accept a religious objection to immunizations

of a student who wishes to enroll as a sufficient basis for exemption of this statutory requirement.

Medical Needs

Students are not permitted to have any medications with them or in their lockers at any time. This includes non-prescription medicine. Exceptions for life-threatening circumstances, including inhalers, Epipens, etc., must be specified by your child's physician and cleared by the Deans' Office. Illinois Law permits students with asthma, diabetes or other life threatening allergies condition to carry and self-administer their medication, if the appropriate documentation is provided to Saint Viator High School. An action plan authorizing any kind of medication must be filled out by parent(s)/guardian(s). Forms are available in the Deans' Office. Students are to sign in at the Deans' Office whenever they take their medication. However, please note that Saint Viator High School is not responsible for students remembering to take medication. You are welcome to call the Deans' Office at any time to verify that your son or daughter is taking the medication as prescribed.

To comply with state law, students with diabetes will need to complete an action plan, create an insulin log if they self-administer insulin during the school hours and note a designated care aide. Designated care aides will be determined with the parent and student. The designated care aide needs to be an adult within the school community. Faculty and staff members will have basic training during each school year since some medical conditions are life threatening. Information regarding life-threatening or chronic conditions is made available to teachers and staff on a confidential basis.

Students taking daily medication must do so during a free period or lunch. Tardies to class because of a student going for medication will be considered unexcused.

Student Parking Guidelines

Students driving to school must register each vehicle they will drive with the Deans' Office. The registration fee is \$125 per family. In the 2nd semester, sophomores who receive their drivers' license and chose to drive to school must register their vehicles with the Deans' Office for a fee of \$60 for the remainder of the school year. This fee only applies to sophomores as they begin to drive to school. All students who drive to school must park in the school's parking lot unless it is full. Overflow parking is on the south side of Oakton Street and on the east side of Dryden Street along the athletic fields.

Students must completely affix the parking registration stickers assigned to each vehicle in the **lower left-hand corner of the front windshield**. No student may park a vehicle in the school lot without a parking sticker affixed in this manner. Students may not allow another person to use their parking stickers. **Parking registration stickers do not guarantee a parking space.**

Students are permitted to park **only in student designated parking spaces** on campus. Students may not stop, stand or park in the following areas:

- the alcove between the Auditorium and Cafeteria wing;
- the exit drive and parking spaces on the east side of the school building at any time during the school day;
- the fire lanes and other areas that do not have designated, lined parking spaces;
- the spaces designated and marked for visitors, the handicapped, reserved parking, school vans or any other marked restricted spaces.

The speed limit is **10 miles per hour in all areas of the campus**. Speeding, reckless driving, riding outside vehicles, obstructing traffic and all other driving or pedestrian misconduct is absolutely prohibited at all times. Cell phone usage in a school zone is prohibited by Illinois State Law. Loitering, playing, sitting inside vehicles and any other kind of "hanging out" is not permitted in the

school's parking lots at any time. Students also must not "hang out" in the surrounding residential neighborhoods.

Violation of any of the aforementioned parking regulations will result in appropriate disciplinary action.

Please note: A car or other vehicle that prevents or obstructs the plowing or removal of snow from public streets is in violation of Village of Arlington Heights Ordinance Section 18-209. The Police Department is authorized to cause the removal of the car or other vehicle by towing and storage.

STUDENT ACTIVITIES & ATHLETICS

RESPECTFUL CONDUCT AT CURRICULAR OR CO-CURRICULAR EVENTS

All students, faculty and staff of Saint Viator High School are expected to participate in any curricular or co-curricular formal event without any disruption or disrespect. Any student not participating in morning announcements, mass and/or ecumenical services as directed, may result in disciplinary action. Refusal to comply with school policies regarding student behavior can result in detention, suspension (in school or out of school, at the Dean's discretion) or expulsion. Such behaviors include but are not limited to: disrespect shown to adults and students, gross insubordination, and other serious misconduct as interpreted by the Dean of Students or Principal.

Common posture and behavior are expected when requested by the adult leader and/or regularly in practice at Saint Viator High School. Any student not participating in all pre-game and/or pre-activity events as expected will not be allowed to participate in the game or event. The following expectation of conduct is read at the beginning of athletic contests at Saint Viator High School:

Welcome to (location of event) and the home of Saint Viator High School. Saint Viator High School would like to welcome the athletes, coaches, and fans from (visiting team's school) to tonight's contest. The objectives of the Illinois High School Association and the East Suburban Catholic Conference are to promote the educational importance of interscholastic events and good sportsmanship by the student-athletes, coaches, and spectators. In order to maintain the integrity and spirit of interscholastic activities as an extension of the classroom, the ESCC would ask that you respect the efforts of all the participants involved with a positive display of sportsmanship. Negative comments, cheers, chants or behaviors directed at officials, student-athletes, coaches, or teams will not be tolerated. During the contest, please be supportive and show your appreciation for the efforts of both teams as you enjoy tonight's game. Saint Viator High School thanks you for your support and cooperation.

ATHLETICS AND CO-CURRICULAR PROGRAMS

Saint Viator High School recognizes that it is a combined parent and school responsibility to provide the finest environment for the development of our youth. We believe that only by offering our students competitive co-curricular programs, we will maintain an outstanding reputation in education, activities and athletics.

Sports, Clubs and Organizations

Ambassadors Club
Anime Club
Baseball - Spring
Basketball, Boys and Girls – Winter
Campus Ministry Team
Chamber Singers
Champions Club
Cheerleading - Fall and Winter
Competitive Dance Team – Fall and Winter
Cross Country, Boys and Girls - Fall
E-Commerce Club
EYEsee

Film Making Club
Football - Fall
Modern World Language Clubs - French,
Italian, Spanish, Chinese
Golf, Boys and Girls - Fall
Hockey Club - Winter
The Justice League
Lacrosse, Boys and Girls – Spring
L.E.A.F./**Environmental Club**
LINK Crew
Math Club
Math Team

National Art Honor Society
 National Chinese Honor Society
 National French Honor Society
 National Honor Society
 National Italian Honor Society
 National Spanish Honor Society
 Newspaper/Viator Voice
 Orchestris
 Orchestra Pit
 Pep Band
 Recycling Corps
 SADD
 Scholastic Bowl
 Science Club
 Soccer, Boys - Fall
 Soccer, Girls - Spring
 Softball - Spring

Student Council
 Swimming, Girls – Fall
 Swimming, Boys - Spring
 Tech Crew
 Tennis, Girls - Fall
 Tennis, Boys - Spring
 Theater Productions - Musical, Fall Play
 Track and Field, Boys and Girls – Spring
 Tri-M Music Honor Society
 Volleyball, Girls - Fall
 Volleyball, Boys - Spring
 Water Polo, Boys and Girls - Spring
 Wrestling - Winter
 Yearbook/Viatome

Scholastic Eligibility Requirements

◆ **Daily Attendance**

Saint Viator High School is committed to the position that academics take precedence over all co-curricular activities. Therefore, in order to attend practice or participate in a co-curricular activity, **the student must arrive at school by 10 a.m. or cannot leave before 1 p.m. on the day of the activity except on Mass days, when students must be in attendance by homeroom.**

◆ **Weekly Requirements**

As a member of the Illinois High School Association, Saint Viator High School requires that each student must be passing 25 credit hours of schoolwork per week (2.5 credits) to be eligible for co-curricular activities. Teachers will evaluate a student’s performance **EACH THURSDAY** while his/her sport or activity is in season and while school is in session. If the student is declared ineligible by the Administration, his/her period of ineligibility will be a **minimum of ONE WEEK**, beginning on a Monday and concluding the following Sunday. If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Sunday after school is back in session.

◆ **Grading Period**

- At the end of a semester grading period (January and June), a student shall have earned 2.5 credits (five academic classes) of high school work on his/her school record for the previous semester to be eligible for co-curricular activities.
- A student who has not earned 2.5 credits during the first semester will be ineligible for participation the entire second semester. A student who has not earned 2.5 credits in the second semester will be ineligible for the next semester unless he/she has made up the necessary credits in summer school.
- A student can gain eligibility for activities in the fall by attending summer school to make up credits.

A student who has been declared academically ineligible may NOT attend practices, meetings, rehearsals, or participate in games or activities for the arts, athletics, organizations or publications.

A student who feels that extenuating circumstances resulted in his or her ineligibility may appeal to the Principal.

Use of Illegal Substances

Because students are either participating in season or training and conditioning in the off season, the school’s alcohol and drug policy is in effect year round for all Saint Viator students. The scholastic eligibility requirements

and the restrictions on the use of alcohol and other drugs applies equally to all Saint Viator students who participate in the arts, athletics, organizations or publications. Please refer to the complete illegal substance policy on pages 38-39.

Attendance at Practices, Contests and Meetings

A student is expected to be on time for all required practices, contests and team/activity meetings. If a student must miss a practice, contest or meeting, he/she must personally notify the moderator or coach of the activity beforehand. An unexcused absence on the day before an event may result in the student not participating in the next day's event. Also, practices, rehearsals and meetings do not take precedence over detention time to be served. Attendance at a school-sponsored retreat excuses a student from practices.

Violations of Team/Activity Rules

A student found to be in violation of team/activity rules by the coach or moderator, in addition to being subject to the sanctions identified in the Parent-Student Handbook, is also subject to the team/activity sanctions. If the offense is a serious infraction of a team/activity rule, the coach or moderator may remove the student immediately from the activity for the remainder of the season or year.

Posting of Flyers, Handbills, Etc.

It is the responsibility of the organization posting flyers, etc. to obtain prior approval from the Director of Student Affairs. All flyers must be posted on the Student Activity boards and must be removed the day after completion of the activity. Birthday decorations are limited to the locker of the person celebrating his/her birthday and must be affixed with masking tape only.

Dance Behavior Policy

Only Saint Viator students with ID cards will be admitted to school dances, except for guests of Saint Viator students attending Homecoming, Winter Ball and Prom. Guests must comply with all Saint Viator rules. Guests must complete and return a Dance Guest Pass form to the Director of Student Affairs at the time tickets are purchased.

Saint Viator High School reserves the right to exclude any student or guest from a school-sponsored activity or event.

Student IDs and Dance tickets are required from all students for admission into the dance.

Students are expected to dress appropriately and in good taste. Young men must keep their shirts on throughout the dance. Dresses with bare midribs, totally backless, or extremely short are not appropriate for young women. Students who are dressed inappropriately may be denied admission into the dance.

Students are expected to arrive at a dance no later than 30 minutes after the scheduled start. They may not be permitted to enter after that time. Also, they may not leave the dance until 30 minutes before it is scheduled to end. Once they leave the dance, they are expected to leave the campus.

Students are expected to stay inside the building once they have entered. If a student leaves the dance, the student will not be allowed to re-enter and parents will be notified.

Damage to property should be reported to the adult coordinator of the dance. If property is deliberately damaged or damaged due to abuse, the person responsible will be required to pay for the repair or replacement of the item and may be subject to disciplinary sanctions.

Inappropriate activities, including, but not limited to, grinding or any back to front dancing, or other inappropriate dancing, shoulder riding, mosh pits, inappropriate treatment of others, violent behavior, drug use, smoking, etc. are not permitted.

Random testing for alcohol and other drugs may be administered as students enter the school dance or at any time during the dance. If a student is found to be under the influence, school policies will be enforced. Students who are found to be in violation of the school's drug and alcohol policy will be removed from the dance. Their parent(s)/guardian(s) will be notified to come immediately and take the student home. The student will be placed on out-of-school suspension immediately and may be re-admitted to classes only after a conference is held with the student's parent(s)/guardian(s). Rules and procedures as set forth in the school's drug/alcohol policy will be enforced.

A coat check, free of charge, is available to students. No backpacks, bags, glow sticks, etc. may be brought into a school dance. Chaperones will check bags, hold them, and return them when students leave the dance.

ATHLETIC REGULATIONS

The parent/student-athlete handbook with specific athletic regulations is available on the Saint Viator website.

Athletic Injuries

All injuries must be reported to the coach immediately.

Concussion Management

A concussion is defined as a traumatic brain injury that interferes with normal brain function. In compliance with the *Youth Sports Concussion Safety Act* (Public Act 099-0245), any student enrolled at Saint Viator who suffers a concussion or head injury will comply with the protocols, policies and bylaws before being allowed to participate in any athletic activity, including practices or competition set forth by the Illinois High School Association (IHSA).

General Guidelines

- Saint Viator will use the educational materials provided by the Illinois High School Association (IHSA) to educate coaches, student-athletes and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing to play after a concussion or head injury.
- Saint Viator will form a Concussion Oversight Team (COT). The primary function of the COT will be to develop and oversee the return-to-play and return-to-learn protocols. The protocols will be developed based on scientific evidence consistent with the guidelines from the Centers of Disease Control and Prevention. The team shall be composed of/ but not limited to: the Principal or Assistant Principal, the Athletic Director or Assistant Athletic Director, the Athletic trainer, the student's Counselor and the Dean of Students.
- The Athletic Director/Assistant Athletic Director shall be responsible for implementing and complying with the return-to-play protocols. The Principal/Assistant Principal shall be responsible for implementing and complying with the return-to-learn protocols.
- No later than September 1st of each school year, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, athletic trainers, and game officials must provide Saint Viator with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training as well as members of Saint Viator's Concussion Oversight Team (COT).
- In addition, all Saint Viator coaching personnel will be required to complete the IHSA online concussion awareness training and all student-athletes will be required to view the IHSA video about concussions.
- In compliance with the law, Saint Viator has also developed an emergency action plan to address interscholastic athletic activities to address serious injuries and acute medical conditions as a result of concussion or head injury. The emergency action plan will be periodically reviewed by the Concussion Oversight Team (COT).
- To participate in an interscholastic athletic activity at Saint Viator, the student and the student's parents/guardians must sign an IHSA-approved consent form that includes concussion information.

- 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, Saint Viator’s return-to-play and return-to-learn protocols.
- The return-to-learn protocols set forth by the Concussion Oversight Team shall apply to all students who suffer a concussion be it at a school-sponsored activity or outside of school.

Removal of Student from Interscholastic Athletic Practice or Competition

- A student must be removed from an interscholastic athletic practice or competition when anyone of the following individuals believes the student might have sustained a concussion: coach, game official, athletic trainer, student’s parents/guardians, student or any other person deemed appropriate under Saint Viator’s return-to-play protocol.
- Saint Viator coaches are prohibited from authorizing a student to return to play after a concussion.
- Upon removal from the athletic practice or competition, Saint Viator’s approved health care professional (such as an athletic trainer) on the scene will determine if further medical attention is needed such as transport to a hospital.
- The parents/guardians will be contacted if not present at the practice/competition and information regarding the accident/injury will be provided. The coach/athletic trainer present will complete an accident report as soon as possible and provide it to the Dean of Students.
- The Dean of Students will then copy this report and provide it to the student’s Counselor and all members of the Concussion Oversight Team.

Return to Play Protocols—determines when a student may return to practice or competition after a concussion.

- All students who participate in interscholastic athletic activities at Saint Viator will undergo concussion testing before their athletic season begins to provide a baseline test. This baseline test will be utilized to assist in the proper evaluation and monitoring of symptoms if a concussion would occur.
- Upon report of a possible concussion, Saint Viator athletic trainers or the student’s medical doctor shall provide documentation of what accommodations need to occur on behalf of the injured student.
- A student-athlete who experienced a concussion needs to focus on healing and resting their brain. They may not attend any co-curricular activities/sports. They are not to be present at games. Instead, this time should be used for healing.
- All accommodations identified by the Saint Viator athletic trainers or the student’s medical doctor are in place during the range of dates noted in the student’s accommodation plan.
- A student-athlete may return to practice and competition once the Athletic Director or Assistant Athletic Director working with the Principal or Assistant Principal, athletic trainers and the student’s medical doctor deem it is appropriate to do so.
- The student’s parents/guardians must sign off on the IHSA’s “Post-concussion Consent Form.”

Return-to-Learn Protocols—determines when a student may return to the classroom after a concussion.

- Students with a concussion have increased concentration and memory problems. They are not able to learn as quickly or effectively as before the concussion.
- The Principal or Assistant Principal working with the student’s Counselor will use the medical information provided by Saint Viator’s athletic trainers along with the student’s medical doctor to determine protocols to return-to-learning. The Principal or Assistant Principal shall determine when the student has been released from the diagnosis to return to normal academic activities.
- Such academic accommodations may be put in place based on medical recommendations: testing, homework, note taking, iPad use, band/chorus and physical education participation. In addition, attendance accommodations may also be put in place based on medical needs of the student.
- The student’s Counselor will inform the student’s instructors and work with them to assure the appropriate accommodations are provided.
- Students are expected to make-up all work/tests in a timely fashion once the student is released from the diagnosis by the Principal.
- The student’s parents/guardians must sign off on the IHSA’s “Post-concussion Consent Form.”

ILLINOIS HIGH SCHOOL ASSOCIATION
(IHSA Instructions)

IHSA Sports Medicine Acknowledgement & Consent Form
Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion, concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead

to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 7/1/2011 Reviewed 4/24/213. Reviewed 7/16/2015

Dress Code

A student-athlete presents an image of Saint Viator High School not only at athletic contests, but also in traveling to and from contests. Teams will dress for away contests as designated by the coach.

Equipment, Uniforms, etc.

All athletes are responsible for any team equipment and uniforms issued to them. **A lock must be used on lockers at all times at home and away to ensure the security of the athlete's property.** Any item issued by the equipment manager or coach not returned at the conclusion of the season is subject to the cost of actual replacement and will be added to the student's tuition account.

Illinois High School Association

According to IHSA regulations, an athlete is not allowed to participate on any outside team of the same sport while his/her school team is in season.

Required Forms/Medical Certificate

A current medical certificate must be on file with the Athletic Office before an athlete is allowed to practice or compete with a team. In addition, an eligibility form must be completed, signed and filed with the Athletic Office before an athlete is allowed to practice or compete with a team. The eligibility form includes emergency contact, insurance, transportation information and required testing.

The Athletic Director reserves the right to remove athletes from practice who have not filed both forms.

Physical Education Class Participation

No athlete will be excused from participating in physical education classes while his/her sport is in season. The athlete must dress for gym on days of games and matches. He/she must participate in the class as prescribed by the teacher.

Training & Weight Room

No athlete is allowed in the training or weight room without a staff member in attendance.

Transportation

Saint Viator High School provides bus and/or van transportation to and from all athletic contests. In some instances, permission may be given to individuals to drive to contests. Only the Athletic Director, who must have a letter on file from the student's parent(s)/guardian(s), may give this permission.

FINANCIAL POLICIES

The mission of Saint Viator High School is to provide a quality, affordable college preparatory education for all students. All expenses are tightly budgeted to keep annual tuition fees as low as possible. The annual budget, however, assumes full payment of all tuition contracts for all students. The tuition contract at Saint Viator High School is a valid contract between the parent(s)/guardian(s) of the student and the school itself, wherein the parent(s)/guardian(s) provide the funds necessary to operate the school and the school provides the education for the child. Tuition payments are thus contractual obligations and not charitable donations to the school. If tuition payments are not current, the school operates at a deficit, and such a deficit must be made up by larger tuition increases in subsequent years, which places an unfair burden on the parent(s)/guardian(s) who make the scheduled tuition payments.

Financial Policy

1. Saint Viator High School will refuse to allow students whose tuition/accounts are in arrears to take first or second semester examinations in any courses until such tuition accounts are current.
2. No student denied taking first semester examinations due to tuition being in arrears may attend second semester classes until tuition is current and examinations scheduled.
3. Participation in co-curricular activities and athletics, **as well as travel on school sponsored trips**, may also be denied if tuition accounts are not current.
4. No family with tuition and/or fee accounts in arrears will be allowed to register any student(s) for subsequent academic years.
5. All tuition and/or fee payments received will be applied first to outstanding balances until the year is fully paid.
6. Any past due payments made after December 16, for the first semester, and May 5, for the second semester, must be in the form of cash, cashier's check, money order or credit card. Past due payments for seniors paid after April 21 must be in the form of cash, cashier's check, money order or credit card. After these dates, no personal checks will be accepted for payment of past due accounts.
7. Official school records will not be released for a student whose tuition accounts are in arrears and, in the case of graduating seniors, no transcripts/diplomas will be released.
8. Should problems arise regarding timely tuition payment, an appointment should be made with the Controller of Saint Viator High School to work out a mutually agreeable payment plan to avoid interference with the educational process of the student.
9. Scholarship or financial assistance grants will not be applied to the student's tuition until the tuition owed prior to the grant is paid in full.
10. If any student should depart Saint Viator High School with tuition and/or fees in arrears, Saint Viator High School reserves the right to forward such debt to our collection agency for payment.
11. A late charge of 1% will be added to tuition accounts 15 days or more past due. All checks must be received by the Business Office within the 15-day grace period.
12. There will be a \$20 charge for each occurrence of a check returned to Saint Viator High School by the payer's bank.
13. Students who register for more than 6 credits (6.5 credits for freshmen) have until June 1 to reduce the number of credits and receive an adjustment to tuition. After June 1, any student who drops a class for the coming year will not receive an adjustment to tuition.

Fees and Payment

Tuition and fees may be paid by cash, check, or credit card. At registration, there will be a non-refundable tuition deposit payment which will be applied to the following year's tuition account. If the tuition account is in arrears, any and all payments are first applied to past due amounts; therefore, a student is not considered having paid the registration fee if an outstanding balance exists.

Each student will be charged an athletic fee for each sport in which they participate. The fee will be included on the family's tuition account one week after the team is established. The Athletic Fee (pro-rated) may be refunded if the

student leaves the team for reasons beyond their control, e.g. season-ending injury. Quitting or academic ineligibility are not acceptable reasons for refund.

Financial Aid and Scholarship Assistance

It is important to note that through the generosity of our alumni and the gifts of many other individuals, we are able to provide limited financial aid to those students committed to a Saint Viator education and in need of some assistance to achieve their goal. Financial Aid applications are available in the Administration Office **and online** after the second Saturday in January. This confidential form is to be filled out and mailed to a corporation which sends back their evaluations and recommendations to the Controller of Saint Viator High School. Deadline for application for the coming school year is March 1 of the previous school year. All are given consideration relative to the amount of funding available. Saint Viator High School will then notify the parent(s)/guardian(s) of the amount of aid granted. For any questions regarding these applications, please call the Controller at Saint Viator at (847) 392-4050 ext. 215.

Projected Cost for Any School Year

In addition to tuition, other costs that should be considered are:

1. Purchase of Books/e-Test
2. Uniform
3. Food: Our cafeteria provides a lunch program, but students are free to bring their own lunches.
4. Fees
 - a. Graduation Fee
 - b. AP Exam Fee
 - c. Athletic Participation Fee: one fee per student per sport, payable upon athlete making a team.
 - d. Freshman Fee (SAW Workshop & LINK Crew Orientation)
5. Mandatory Student Fundraiser
6. Parking Fee, if desired
7. Publications Fee
8. Athletic Game Spectator Admission
9. Transportation Shuttle Fee, if desired
10. Purchase of iPad

Insurance

Any student wishing to participate in athletics must complete an eligibility form which notes their insurance coverage.

Student Injury

Any student injury must be reported immediately to a faculty member or the Deans' Office. The student will be referred to the Deans' Office for necessary care.

Transportation

A train shuttle service is provided between the downtown Arlington Heights Metra station and the school, meeting both east and west bound Metra trains and transporting students in both the morning and afternoon for a minimal charge. Contact the Deans' Office for more information.

A parent-coordinated train shuttle running from St. Hubert, St. Marcelline and Canyon Crossing is available based on need and use. Please contact the Dean's Office for more information.

Daily Schedules

Regular Schedule (45 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:45
HR	8:50 - 9:05
2	9:10 - 9:55
3	10:00 - 10:45
4*	10:50 - 11:35
5*	11:40 - 12:25
6*	12:30 - 1:15
7	1:20 - 2:05
8	2:10 - 2:55

Activity Schedule (40 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:40
HR/Activity	8:45 - 9:40
2	9:45 - 10:25
3	10:30 - 11:10
4*	11:15 - 11:55
5*	12:00 - 12:40
6*	12:45 - 1:25
7	1:30 - 2:10
8	2:15 - 2:55

Afternoon Assembly Schedule (35 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:35
HR	8:40 - 8:55
2	9:00 - 9:35
3	9:40 - 10:15
4*	10:20 - 10:55
5*	11:00 - 11:35
6*	11:40 - 12:15
7	12:20 - 12:55
8	1:00 - 1:35
Assembly	1:40 - 2:55

Extended Homeroom Schedule (42 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:42
HR	8:47 - 9:26 (39 min. total)
2	9:31 - 10:13
3	10:18 - 11:00
4*	11:05 - 11:47
5*	11:52 - 12:34
6*	12:39 - 1:21
7	1:26 - 2:08
8	2:13 - 2:55

Professional Development Schedule (38 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:38
HR	8:43 - 8:58
2	9:03 - 9:41
3	9:46 - 10:24
4*	10:29 - 11:07
5*	11:12 - 11:50
6*	11:55 - 12:33
7	12:38 - 1:17
8	1:22 - 2:00
FM	2:00 - 3:15

Mass Schedule (30 Minute Classes)

1	8:00 - 8:30
HR	8:35 - 9:05
Mass	9:10 - 10:50
2	10:55 - 11:25
3	11:30 - 12:00
4*	12:05 - 12:35
5*	12:40 - 1:10
6*	1:15 - 1:45
7	1:50 - 2:20
8	2:25 - 2:55

*Lunch Periods