

Student-Parent Handbook General Information:

St. Laurence High School Website: [www.stlaurence.com](http://www.stlaurence.com)

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Office Hours: Monday – Friday 7:30 A.M. – 3:30 P.M.

Attendance Office: Nurse Cook Extension 226

Dean of Students: Mr. Shaw Extension 232; Mr. Nye extension 230

School Nurse: Mrs. Cook Extension 226

Athletic Director: Mr. Chandler Extension 246

Tuition/Financial Aid: Mrs. Murphy Extension 217

Principal: Mr. Muting Extension 212

If you have questions concerning the following please contact:

Academic Programs/Scheduling: Mr. Clemens Extension 219

Athletics: Mr. Chandler Extension 246

Athletic Secretary: Mrs. Becker Extension 256

Band: Mr. Trovato Extension 441

Spirit Shop: Mrs. Becker Extension 256; Mrs. Murphy Extension 217

Bus Service Routes: Mr. Spano Extension 252

Computer Program: Mr. Wichert Extension 234

Counselor: Mrs. Kasboske Extension 222

Counselor: Dr. Pallardy Extension 221

Counselor: Mrs. Bennett Extension 223

Resource: Mrs. Small Extension 224

Transcripts: See your Counselor (Naviance)

School Raffle: Mrs. Cavanaugh Extension 210

St. Laurence High School is a not-for-profit educational corporation covered by a legally constituted Board of Directors and by all the laws and statues under Illinois law that pertains.

**MISSION STATEMENT:**

St. Laurence is a Catholic college preparatory high school, rooted in the educational tradition of the Essential Elements of an Edmund Rice Christian Brothers Education. We develop courageous leaders through problem solving and discovery in a diverse community centered on God and where academic excellence and leadership are developed within a diverse community.

**LEADERSHIP MISSION STATEMENT:**

Inspired by a commitment to develop leaders, we instill a passion for selfless service, honor, integrity and personal courage in our students. We empower by way of respect, positivity and loyalty so that students may be of service to their community and the future workplace. We come together; move forward and leave no one behind.

In Ministry Begun By Jesus Christ and Inspired By the Vision of Blessed Edmund Rice, A Christian Brother Education.....

- Evangelizes Youth Within the Mission of the Church
- Proclaims and Witnesses to its Catholic Identity

- Stand in Solidarity with those Marginalized by Poverty and Injustice
- Fosters and Invigorates a Community of Faith
- Celebrates the Value and Dignity of Each Person and Nurtures the Development of the Whole Person
- Calls for Collaboration and Shared Responsibility in its Mission
- Pursues excellence in all its Endeavors.

St. Laurence High School admits students of any gender, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admission policies and athletic and other school administered programs.

#### Sponsorship Philosophy of the Christian Brothers:

Inspired by Jesus Christ as Brother, and by the charism of our founder Edmund Rice, we, the Edmund Rice Christian Brothers, affirm our commitment to sponsoring Catholic secondary schools which strive to create a Christian community enlivened by the Gospel spirit, while working for the intellectual, moral, social and physical development of the students.

- We view the education in our sponsored schools in terms of the triple dimension of the Church's mission; namely, message, community and service, whereby the students and faculty are inspired to appreciate the faith in their lives, to understand the global dimension of community as well as its local sense, and to realize that service to others is basic to the Gospel message of Jesus to spread the Kingdom of God.
- We are further committed to providing the students in our schools with opportunities for personal growth in the knowledge and practice of their faith through religious studies, retreats, community worship and service projects.
- We encourage in our school faculties, through word and example, the fostering of a love of learning and a respect for the truth which, when imbued with Gospel values, will be translated in an education for students that is characterized by growth in knowledge faith, love and service.
- We affirm our commitment to academic excellence, not in an elitist sense, but as the full development of each person with whatever gifts and talents he or she may possess.
- We recognize the importance of discipline, but understand discipline more as the development of discipleship, where self-respect and respect for others enriches lives and encourages growth with others.
- We acknowledge as well that we are co-workers with dedicated lay staff and the ministry of Catholic education.
- We strive for full integration of laity within the school community.
- Finally, we dedicate our efforts to provide quality education to students with a wide range of academic abilities and pledge ourselves to continually evaluate our education programs to insure proper responsiveness to the needs of our students.

#### Introduction Philosophy and Objective:

In accordance with the traditions of the Edmund Rice Christian Brothers and the Catholic philosophy of education, whose threefold purpose is proclaiming the gospel message, building community and rendering service, St. Laurence High School, under the guidance of the Holy Spirit, recognizes its obligation to collaborate with parents and the Church in the education and formation of the Christian man and woman.

St. Laurence High School recognizes that the principles of the gospel are the education norms which the Catholic school utilizes in the development of a spiritual, intellectual and social being.

As a faith-love Christ-centered community St. Laurence High School offers a balanced curriculum— religious, academic and physical—coupled with an extensive extracurricular and co-curricular program. Instruction in religious truths and values is an integral part of the curriculum.

Religion is combined with the other aspects of learning so that our students may approach life with Christian insight and attitudes. The program includes regular periods of religious instruction, the celebration of the Eucharist and other liturgies, opportunities for the reception of the Sacrament of Reconciliation, retreats, and participation in charitable projects.

The school chapel is also available for personal prayer, liturgical and other prayer services. Complementing traditional religious and scholastic activities is an extensive program of extracurricular and co-curricular activities.

Students are encouraged to develop their technical and artistic, literary and scientific, social and athletic, musical and dramatic talents. Where appropriate, both, intramural and also inter-scholastic competition is encouraged.

#### St. Laurence High School:

On a campus of twenty-three acres, twelve of which are assigned to the institutional building, the religious and lay faculty guide boys and girls through comprehensive programs.

The physical plant contains general administrative and guidance personnel offices; forty-six classrooms, among which are physics, chemistry and biology laboratories, an art room, band room, graphic design lab, a computer science center, Learning Resource Center, Artificial Intelligence Classroom and Audio-Visual Center.

A spacious StL STEM center for 170 students and teachers to work on STEM related activities is available daily. A cafeteria with a luncheon seating capacity of 600 also functions as a small auditorium for 750. Seating 1600 on folding bleachers, the gymnasium doubles as auditorium, with floor space and sightline view of the stage for an additional audience of 800. The 2500 square foot Charles Grunhard Fitness Center is equipped with exercise machines and weights for approximately 65 persons.

The Leadership Center is the physical heart of the St. Laurence Leadership Program. The Center has four conference rooms, a leadership library, reception room and is equipped with video/audio presentation technology. Leadership training for our students, as well as meetings for local educational groups takes place in the Center.

#### The Edmund Rice Christian Brothers:

The Edmund Rice Christian Brothers, formerly known as the Christian Brothers of Ireland, was founded in 1802 in Ireland by Edmund Rice. Today, the Brothers conduct schools on every continent. The Edmund Rice Christian Brothers administer 17 schools throughout the United States, one of which is St. Laurence High School.

A Brother witnesses to Christ and manifests his dedication by the vows of chastity, poverty and obedience, his life of prayer, and his daily living in the local community of Brothers. The essence

of the Brothers' vocation is best summed up in the mission statement of the Christian Brothers: "We, the Christian Brothers, gifted and called by the Spirit, experience the deep presence of Christ in ourselves, in each other, and in those we serve.

We are sent to the people of God, particularly today's youth, so that by our lives and ministry of education, we may develop the awareness within them of God's loving presence." Brothers come from all walks of life, all ethnic groups and widely different backgrounds. As participants in the educational ministry of the Church, the Brothers conduct schools such as St. Laurence where they endeavor to proclaim the Gospel to their students and share in the saving mission of Christ for their own benefit and that of their pupils.

#### Board of Directors:

The administration of St. Laurence High School is under the direction of a legally constituted Board of Directors. The membership of the Board is selected by the Members of the Corporation (the Provincial government of the North American Christian Brothers), and is composed of both Christian Brothers and laypersons.

#### President:

The President is responsible for the overall operations of the school and is the Chief Executive Officer of the Corporation. The general mission direction and fostering of the charism of the sponsoring community is the President's responsibility. While present to all school constituencies, the President plays a prime role in voicing the school's goals and long-range planning.

#### Principal:

The Principal is directly responsible to the President for the day-to-day operation of the school.

#### Emergency Closing:

Our School Messenger automated calling system will contact each of our families in the case of any emergencies and school closings. It can be assumed that school is in session if you do not receive a phone call. PLEASE REFRAIN FROM CALLING SCHOOL DIRECTLY.

#### General Information

School Office: All visitors (parents, relatives, friends, alumni) must enter through the 77th Street (south) entrance and MUST REPORT TO THE MAIN OFFICE in order to register and obtain permission to move through the building.

The school Main Office is open from 7:30 AM until 3:30 PM on most regular school days during the academic year. Phone calls are answered by the school receptionist between 7:30 AM and 3:30 PM and messages may be left at any time on voicemail which is checked on a regular basis.

Parents who wish to speak to an administrator, teacher or other school personnel should call for an appointment. Neither teachers nor students can be interrupted while they are in class. Messages of an emergency nature will be taken and delivered.

Summer office hours vary; please call before you come to school.

# **Table of Contents**

Attendance/Tardies.....	Pgs. 7-9
Student Conduct.....	Pgs. 10-17
Drugs/vaping/alcohol.....	Pg. 10
Discipline.....	Pgs. 17-21
Student Dress Code/Appearance.....	Pgs. 21-26
Academics.....	Pgs. 26-32
Academic Integrity Policy.....	Pgs. 30-32

Miscellaneous Information.....	Pgs. 32-42
Parent Expectations.....	Pg. 33
Service Hours.....	Pg. 34
Family Raffle.....	Pg. 35
Athletics.....	Pgs.36
Lockers.....	Pg. 37
Parent/Teacher Conference.....	Pg. 38
Parking.....	Pg. 38
Pick-up/Drop off.....	Pg. 38
Midterm/Final Exam Policy.....	Pg. 39
Student Activities.....	Pgs. 39-40
Student Council.....	Pg.40
Team of Teams.....	Pg. 41
Transportation.....	Pg. 41
Tuition/Fees.....	Pg 41-42
Daily Schedule.....	Pg. 42

VIKING FIGHT SONG:

On Vikings! On Vikings!  
 Defend the Glory of the Black and Gold  
 To Victory! To Victory!  
 Now Lead us Laurence Men so Brave and Bold.  
 Together we will Battle Seize Victory in our Grasp  
 Marching Home as Warriors Our Mighty Sword we Clasp.  
 Now Charge Team! Now Charge Team!  
 Unleash the Fury of the Black and Gold.  
 To Victory! To Victory!  
 The Viking Honor we will all uphold!

## Student Parent Handbook 2019-2020

The purpose of this handbook is to present in summary form all the information that a student and his/her parents or guardians should have at their disposal concerning the regular functioning of the school. "This Handbook does not discuss every matter that may arise, and those matters not covered in this Handbook will be addressed as the St. Laurence believes appropriate under the circumstances. In addition, as has been our custom, **all policies, procedures, and practices of St. Laurence may be interpreted, changed, suspended, or eliminated by St. Laurence in its discretion.** If changes are made, we will endeavor to notify our students and their parents of the change."

### Attendance

There is a high correlation between student attendance and academic performance. The number of absences a student incurs directly affects academic progress. Out of concern for the family and for the protection of the students, these attendance procedures must be strictly

followed. Each family should adhere to them exactly as outlined below: not following this procedure would subject a student to receive a detention.

For each day of a student's absence from school, a parent must relieve the school of responsibility for the student by means of a TELEPHONE CALL (708-458-6900 ext. 226) or email the nurse ([mcook@stlaurence.com](mailto:mcook@stlaurence.com)) before 9:30 A.M. Voicemail (ext. 226) is available 24 hours a day. Failure to report an absence by a parent or guardian will result in a 1-hour detention for the student.

Upon returning to school, the STUDENT MUST BRING A NOTE SIGNED BY EITHER PARENT OR GUARDIAN to the Nurse's office stating student's full name, date(s) of absence(s) and specific reason for absence, including a phone number where parents can be reached during the school day.

The Nurse's Office will provide the student with an admit slip which he/she will present to his/her teachers.

Attendance Policy: (\*Amended 11/25/2019)

Absences shall not exceed nine (9) days in an 18 week period (1 semester); exceptions may be made with official documentation such as a doctor's note, evidence of court proceedings or a funeral. All other absences, including exclusion for delinquent tuition balances are counted towards the absence limit.

When a student is absent:

1. At 5 absences in an 18 week period.
  - A meeting is required with the counselor to create a plan for success.
2. At 7 absences in an 18 week period.
  - A meeting is required with the student, parent, Principal, Jim Muting and Assistant Principal - Student Services, Jeff Clemens and or counselor before returning to school.
  - In order to provide a supportive intervention, the student and parent/guardian will receive an attendance contract.
  - Continued violation of the attendance contract will result in loss of privileges, assigning of detentions for additional unexcused absences, as well as the potential removal of benefits associated with making up work due to absences.
3. At 10th absence in a semester (18 week period.)
  - Student must be evaluated by a licensed professional for school refusal before returning to school.
4. At the 11th+ absence in a semester (18 week period.)
  - Excessive absences for the semester will result in loss of credit and/or activities. a student may be asked to withdraw from St. Laurence.

Absences:

In the case of an excused absence, the student will receive full credit for all work made-up. Teachers are expected to supply reasonable assistance. It is the student's responsibility to go Google Classroom to check on assignments and upon returning to school confer with the teacher to obtain the make-up assignments from the teachers: Some examples of an excused absence are as follows:

- personal illness or physical disability with doctor's note
- death in family

- mandatory court appearance (must have verification)
- College visit
- Retreats
- School sporting event
- Medical appointments with a doctor's note.

St. Laurence discourages absence caused by family vacation. Parents are advised to give serious consideration to the consequences of these absences. However, should this situation be unavoidable, the following steps must be taken:

- a note of explanation must be presented to the Nurse's office two weeks prior to the first day of the anticipated absence.
- the student will receive a form from the Nurse's office which he/she must have signed by ALL of his/her teachers.
- after obtaining the required teachers' signatures, this form must be signed by the parent(s)/guardian(s) and returned to the nurse's office where it will remain on file.

#### Unexcused absence:

In case of an unexcused absence, there will be no make-up privileges and no credit for class work, laboratory experiments, tests, or homework collected or completed in class on that day.

Unexcused absences would include:

- unauthorized absence from class/classes, or school
- no phone or email on the day of an absence from a parent or guardian
- personal business
- truancy
- truancy and suspensions

#### Excessive absence:

Any student who is absent from any class for more than nine (9) times within semester (18 weeks) without a doctor's note may not receive any academic credit for that semester. On the 10th absence of a semester a student will be placed on absentee probation. A student who is absent from a class twenty (20) times within the course of the school year without a doctor's note puts his/her academic credit(s) at risk. Exception to this policy will be made at the discretion of the administration.

#### Absentee Probation:

A student who is absent for 10 days without a doctor's note puts his/her academic credit at risk. Any student who has an unexcused absence without a doctor's note for 10+ days in a semester (18 weeks) will be placed on absentee probation for the following semester. The student may be asked to repeat the school year or may be asked to withdraw from St. Laurence. Exceptions to this policy will be made at the discretion of the administration.

#### Truancy:

Students who absent themselves from a full day of school will receive two (2) three-hour detentions. Students who absent themselves from a class during the school day (cutting class) will receive one three-hour detention. No make-up credit can be issued.

#### Absence participation in athletics and school events:

Any student who is absent from school for more than one-half of his/her daily scheduled academic classes is ineligible to participate in extracurricular activities and athletics on that day.



Coaches/Moderators must provide rosters of the students who participate in any extracurricular activities and athletics to the Attendance/Nurse's Office.

Students who obtain P.E. excuses may not participate in intramural games or any team practices or games on that day.

### Early Dismissal

A student is permitted to leave campus only when his/her last scheduled class is completed. Individual students are permitted to be off campus only if they obtain a slip from the Nurse's office. The slip is given for a dental or doctor appointment upon submitting to the Nurse's Office a signed note from the parent/guardian specifying the time of dismissal, the time of return, and the date of dismissal.

### Dismissal:

All students who are not waiting for a ride, or are under the direct supervision of a coach, teacher or moderator should leave the building by 3:20 PM. If a student is waiting for a ride or are receiving additional help from a teacher they will be required to remain in a designated area until they can be picked up. All students should be picked up by 5:00 PM unless they are under the direct supervision of a coach or moderator. If students can not be picked up by 5:00pm students will be asked to sign up for bus service.

### Communicable disease reporting:

If the nurse has a concern about the possibility of a student having a contagious disease including, but not limited to, measles, mumps, meningitis, chicken pox, scarlet fever, strep throat, pediculosis (head lice), conjunctivitis (pink eye), etc., the student will be sent home following policy as stated below.

If a student is absent with a contagious disease, the nurse should be notified of that condition on the first day when the parent calls in to report his/her absence. When the student returns to school, he/she should bring a doctor's release to the school nurse before going to his/her first class of the day. Parents, students and teachers should inform the school nurse when a student has been exposed to, but not necessarily contracted, a communicable disease. In the event of a student's prolonged illness, the school will work with the family to determine the most appropriate course of action to be taken concerning his/her studies.

Once on campus, a student must check with the Nurse. Students are never allowed to leave campus after arriving at school unless on an early dismissal. Partial absences during a given school day shall be defined and recorded as follows:

- one period or less at the end of the school day – Early Dismissal
- two to four periods – half-day absence
- more than six periods – full day absence.

## **Tardies**

### Tardiness for 1st class of the day:

All students who are tardy for their first class of the day MUST report to the Nurse's office and present their I.D. for their admit slip. Students who are tardy for their first class of the day must serve a 1 hour detention on the fourth late of the quarter, after school on the day they were tardy.

### Class tardies:

If a student is late for a class the teacher will mark a 'T' in Plus Portals. Student will be notified by the teacher if he/she is tardy. (Students/Parents should check their tardy/absence record on Plus Portals.). Students will be issued a 1 hour detention on their 4th tardy in a given quarter. Exceptions for Medical, Dental and Court Appointments will be made at the discretion of the Administration. IN ALL CASES, VERIFICATION OF APPOINTMENTS AND A PARENT NOTE MUST BE PRESENTED WHEN THE LATE ADMIT IS ISSUED.

## **Student Conduct**

### Abuse and Use of Alcohol, Drugs or Vaping Materials:

St. Laurence High School recognizes that a student whose life is free from drugs, including alcohol, is the one who has the best opportunity to develop his spiritual, moral, emotional, intellectual and physical capacities. Therefore, the following policy shall be in effect regarding the use of alcohol and controlled substances.

Any student under the influence of alcoholic beverages or drugs, or who has them in his/her possession on school property or school function, is automatically suspended and is liable to expulsion. No vaping or vaping paraphernalia will be allowed in any form at any time. Vaping materials are considered contraband and should not be brought to STL or any STL function. If a student is found in possession of any E-cigarettes, vaping or drug paraphernalia including but not limited to Juul's, Pens, pipes, rolling papers, roach-clips, etc. he/she will be suspended from school and is liable to expulsion.

- Students caught with tobacco, vaping material, or related products on school grounds will be subject to a three (3) day suspension, mandatory substance abuse evaluation, a \$500 fine which will be applied to the student's FACTS account and 50 hours of community service to St. Laurence. If the fee is not paid, the case will be turned over to the Burbank Police Department.
- Restroom doors will remain open.
- St. Laurence administration will participate in random checks of students, lockers and vehicles on school property.

**\*\*\* The family is responsible for any cost(s) accompanying the test and evaluation.\*\*\***

### Smoking/Smokeless Tobacco

Students are not permitted to smoke in the school or on campus. (The City of Burbank has an ordinance against smoking by minors which can result in monetary fines). Chewing tobacco or related tobacco products are never permitted anywhere on campus.

Any student who is involved in the sale of promotion of drugs is subject to expulsion and arrest.

A student may refer himself/herself to his/her counselor. Such contact will be considered privileged matter unless there is evidence of imminent danger to the well-being of the student or another party. Other concerned persons may refer a student to a counselor or school staff member. Provided no school policy has been violated, these referrals will be considered guidance business.

### Bullying Policy:

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. Harassment and bullying are neither acceptable nor tolerated by St. Laurence High School. St. Laurence High School is committed to maintaining an academic atmosphere that is free from sexual harassment or harassment of any kind and/or violence or intimidation. St. Laurence High School forbids any form of harassment, bullying, violence or intimidation. Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber-stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Bullying acts or conduct described above can include the following:

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time, directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property or cause a substantially detrimental effect on the student or student's physical or mental health; or interfere substantially with the student or student's academic performance; or interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Types of bullying:

- Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.
- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, biting, spitting, stealing, pinching, and excessive tickling.
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual which includes, but is no limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

Reporting Procedures:

1. An oral or written report related to any form of bullying must be presented specifically to an administrator of St. Laurence High School.
2. St. Laurence High School will investigate the allegations of bullying in a timely manner and get back to the parties involved.

3. A decision of whether the issue should be dealt with legally will be made after consulting with all parties involved and the St. Laurence High School legal team.

4. A report will be kept on file relating to the allegations and the findings of the investigation, and will be kept confidential to the fullest extent possible.

The school zone which is covered under this policy includes acts of bullying which occur in school or outside of school (during a school sponsored event/activity or before and after the school day while a student is in transit to or from the school).

Any act of bullying is a violation of the Code of Conduct and is subject to consequences defined by St. Laurence High School. The following consequences apply strictly to isolated acts of bullying.

A member of the STL faculty, staff or administration should notify the dean of students or the school principal if bullying situation has taken place. The dean or principal will follow the following procedures:

Consequences for acts of bullying may include any of the following:

- Student Mediation
- Parent/Teacher Conference
- Out of School Suspension
- Referral to Law Enforcement
- Referral to Department of Children and Family Services
- Recommendation for Expulsion

The administration reserves the right to modify disciplinary consequences depending on the nature and number of offenses.

Harassment:

Harassment is defined as offensive, intimidating, or hostile behavior, which has the intent or effect of unreasonably disrupting the school environment as a whole or impacting specific faculty, staff or students. This includes sexual, ethnic and racial harassment as well as any other form of mean spirited behavior.

Sexual harassment:

Sexual harassment consists of unwelcome sexual advancements, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Specific examples of such behavior include (but are not limited to):

1. Written Contact – Sexually suggestive or obscene letters, notes, invitations, drawings or computer messages.
2. Verbal Contact – Sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about another's body, or sexual characteristics which may be construed as embarrassing to another.

3. Physical Contact – Any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another’s body, assault, blocking movement, or coercing sexual contact.

4. Visual Contact – Suggestive looks, staring at another’s body, gesturing, displaying sexually explicit or suggestive objects, pictures or magazines.

Hazing:

Hazing is any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Some practices associated with hazing carry the potential for serious bodily harm. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling and "red-bellying"), "kidnapping," consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior. Coerced sexual activity, in addition to being classified as sexual assault and/or rape, is another form of hazing. Such activity puts victims at risk for injuries, sexually transmitted diseases, and pregnancy. Alcohol abuse is another significant factor in hazing incidents that feature forced consumption of large amounts of alcohol.

Hazing of any kind is unacceptable and may result in an expulsion from school. Sexual Harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. It may be defined as, any unwanted sexually oriented acts, which create a hostile, intimidating or offensive environment.

Reporting Procedures:

1. An oral or written report related to any form of harassment/bullying must be presented specifically to an administrator of St. Laurence High School.
2. St. Laurence High School will investigate the allegations of harassment/bullying in a timely manner and get back to the parties involved.
3. A decision of whether the issue should be dealt with legally will be made after consulting with all parties involved and the St. Laurence High School legal team.
4. A report will be kept on file relating to the allegations and the findings of the investigation, and will be kept confidential to the fullest extent possible.

The administration reserves the right to modify disciplinary consequences depending on the nature and number of offenses.

Arrival:

In the morning, students must enter the school building by the gym foyer entrance (If a student arrives at school after 9:00 AM, he/she must use the Main Office entrance).

Bus conduct:

Appropriate conduct is required on all buses—public or private. Conduct on buses is expected to be controlled and orderly. Poor conduct will result in detentions and possible removal from future ability to ride buses.

Pushing, shoving, unbecoming language, shouting, throwing objects, etc. will not be tolerated. Smoking on the bus is not permitted. Respect for property is essential. If any student damages

a school vehicle, the student and his/her parents will be responsible for paying any charges incurred in repairing the damage. For the safety of passengers, students are not to lean out of the bus windows.

Students must carry their school I.D. and present it to the bus driver or any other bus company official upon request. The bus driver reserves the right to bring the bus back to St. Laurence should students not cooperate. Should this occur, students will be expected to provide their own transportation home. The bus company or the Dean may cancel a bus route for any period of time should it become necessary.

Should a student be reported to the Dean of Students by the CTA, PACE, or private carrier for misbehavior, any of the following could result:

- suspension from riding the bus
- suspension from school
- conference with the parents
- restitution
- detention
- probation
- expulsion from school

#### Off-Campus Offenses:

These rules set forth within this handbook apply both inside and outside of school as they impact St. Laurence High School, its staff, its students, and its reputation. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

Consequences for off-campus offenses can be warning, detention, suspension, assignment to disciplinary probation, assignment to a Discipline Board, or expulsion depending on the frequency or severity of the offense(s).

Whether on or off campus, the employment of electronic technology, applications inherent to those media, or any social media site to harass/bully any individual from either inside or outside the school community will be subject to severe disciplinary action. Normally the school does not take disciplinary action if the police inform school authorities of unsatisfactory behavior unless such behavior breaks school rules including those stated herein and if such action negatively reflects upon the school.

Police involvement may preclude any action taken by the school. However, should the action or incident significantly affect the reputation and good standing of St. Laurence High School within the neighboring community in an inherently negative way, the offending student may be required to withdraw from school without appearance before a formal Discipline Board.

#### Evacuation drills:

Because of the serious nature of fire and tornado drills, students are to remain attentive to adult direction and refrain from talking.

#### Cafeteria:

Students are required to come to, and remain in, the Cafeteria for their assigned lunch period. Lunch period procedures are explained by the Lunch Supervisor at the beginning of the school year.

The cafeteria is a “tech free zone” during the lunch periods. Electronic devices may not be used during the lunch periods in the cafeteria. Detentions will be issued for failing to follow directions.

Technology:

While in the school building students should only be using the approved student Wi-Fi network. Students should not be using VPN's or their personal data network. Student's who are found using a VPN or their own network will receive a detention.

Headphones:

Students may wear headphones/airpods during class-time ONLY when they are permitted by the teacher. Students should not wear headphones/airpods in the hallways or during passing periods.

Cell Phones:

It is preferred that students keep his or her cell phone in his or her locker; however, students may carry their cell phone with them. The phone must be silenced (vibrate or silent). If a student is using their cell phone during class without authorization, the student will receive a detention. Cell phones that are a distraction to the learning environment when use is not authorized, for a 3rd time in a given class, will be confiscated and the student will be issued a detention. (Confiscated phones must be reclaimed by a parent at the Dean's Office.) Students should not be using their cell phones in the halls or restrooms during class time.

If a parent needs to contact a student during the school day, the parent should call the school office (708-458-6900) and the student will be notified and call the parent back using the school phone. PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING THE SCHOOL DAY ON HIS/HER CELL PHONE.

Fighting:

Any student who engages in physical fighting will receive a 3-hour detention, as well as an automatic in-school suspension for the remainder of the school day.

Gambling:

Gambling is never permitted on school premises.

Food and drink: In order to maintain cleanliness throughout the school, students are not permitted to bring food, candy or beverages out of the cafeteria and /or the foyer. For the same reason, chewing gum is not permitted.

Igor Hour:

Igor Hour is an after school opportunity for students to learn the skills to become better Vikings from fellow Vikings. Igor Hour will be held on Tuesdays and Thursdays from 3:05-4:05. Any student who is earning an F in a class will be required to attend Igor Hour to make up work until they are passing.

ID's:

Student school identification card (ID) must be worn around the collar and visible at all times during the school day. If a student forgets his or her ID, a temporary ID will be issued in the dean's office. Failure to wear ID will result in detention.

Hall Passes:

If a student must leave the classroom, he/she will sign out of the class and be issued a hall pass. Students must display the hall pass or will be subject to questioning. If a student is deemed to be in the hall unexcused, he/she will be sent to the dean. Students must sign back in upon return to the classroom.

Inappropriate language:

No profanity, foul language or inappropriate sexual references of any sort will be tolerated.

Inappropriate material:

Contraband and pornographic material of any nature ARE NEVER PERMITTED. Possession of such articles will minimally result in a major detention and the parents will be required to claim the articles at a meeting with the Dean.

**\*\*\* If it comes to the attention of the administration that there are materials suspected of being on the student's phone or iPad that may be harmful to any St. Laurence student, school administration reserves the right in its sole discretion to ask a student to show content on their iPad or cell phone. Failure to comply may result in disciplinary action.**

Pregnancy Policy:

As a Catholic community, we affirm, encourage and emphasize the need to make good moral choices which include abstinence from engaging in pre-marital sex as well as not considering abortion as a possible course of action. The administration and the guidance personnel of St. Laurence High School will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment. In dealing with this sensitive issue, the guidelines of confidentiality will apply to the entire school community.

When it has become public knowledge that a St. Laurence High School student is pregnant, the following procedures and policies will serve as the school's guidelines for assistance:

1. A conference will be held with the student, her parents, her guidance counselor, the school nurse, the principal, assistant principal and the dean of students to determine the most appropriate course of action. If the father is a St. Laurence High School student, he and his parents may have a similar conference.
2. Should the student decide to stay at school through the first 2 trimesters, the student and her parents/guardians assume all responsibilities for pre-natal care as well as the regular school responsibilities. At the beginning of the third trimester, a meeting between the student, parents, principal, assistant principal, dean of students and guidance counselor will determine when an alternate educational process needs to begin. It is advised that a doctor's note be brought to the meeting to assist with the decision making process. Absence from school for maternity reasons will be managed, as are all extended absences for medical reasons.
3. Pregnant students may participate in one of the many fine alternative programs offered in the Chicago area by reputable agencies like Catholic Charities. The educational program must be compatible with the program offered at St. Laurence High School so that the student will be able to return to St. Laurence with a minimum of difficulty. The assistant principal must approve the program.



4. If a health concern arises during the course of the pregnancy, the school nurse and the counseling staff would need to be alerted in order to determine the best course of action pertaining to school responsibilities.
5. The student's return to school after delivery must be preceded by a conference with the guidance counselor, the assistant principal and the nurse.
6. Students will not be allowed to have their infant/child with them during the school day or at school sponsored events, games, practices nor will they be allowed to hold baby showers, birthday parties, or other such gatherings for their child in school facilities

## **Student Discipline:**

Discipline of the individual is basic. Without discipline, true education is impossible. Therefore, through its rules, St. Laurence High School affects a policy of firm and sound discipline that seeks to form, cultivate and strengthen the adolescent personality.

The administration reserves the right to modify disciplinary consequences depending on the nature and number of offenses.

Classroom discipline and order consistent with school policy is affected by the teacher. The more serious classroom problems and out-of-class discipline and conduct of the students come under the jurisdiction of the Dean of Students.

Students Disciplinary Consequences: Most disciplinary problems will be handled through one of the following procedures, but St. Laurence High School reserves the right to address some offenses in a manner not described in the following:

- First Offense – Student is warned and parent is notified.
- Second Offense – A detention may be received. The counselor and parents are notified.
- Third Offense – Student is suspended for (1) one day and student and parents are to come to school to meet with the principal or dean of students prior to the student returning.
- Repeated offenses will result in a recommendation for further suspension and/or expulsion.

### Peer Mediation:

Peer Mediation is a resource available to any student experiencing conflict. The Peer Mediators are trained students who assist individuals in resolving conflict through a process of communication and problem solving. Any student and/or his/her parent(s) may request mediation by contacting his/her Guidance Counselor or the Dean.

### Detention Policy:

Detention is meant to be an inconvenience to the student or it would not be a deterrent. For this reason, a student will not ordinarily be excused. If necessity demands an absence from detention, a written letter from a parent specifying the reason must be presented to the Dean 24-hours prior to the date of the Major detention or on the morning of the Minor detention. All detentions, suspensions and probations are kept on file. Such records are available to parents and other authorized persons. Only the Dean may reschedule a detention after parental contact has been made.

The detaining of students for disciplinary reasons may take one of three forms:

- One-hour Detention at 3:05pm. The student receives a detention slip from the teacher which states the reason for detention. Students and parents will be notified by the Dean of Students the day before his/her detention is to be served. Detentions will be served the day after a detention is received. The regular dress code is in effect for detention.
- Failure to serve a scheduled one-hour detention will result in a three-hour detention. Repeated offenses will result in suspension from all school activities for a period to be determined by the number of previous offenses.
- Failure to serve a scheduled three-hour detention will result in suspension and a parent meeting with the Dean of students.

#### One-Hour Detentions (Minor):

Regular detentions (minor) will be held the next school day at 3:05pm. Unexcused failure to serve will result in a 3-hour detention.

#### 3-Hour Detentions (Major):

Three-hour detentions are given only for serious reasons and will be scheduled on Saturdays or at special times of the school year. Students and parents will be notified of three hour detentions. Students serving 3-hour detentions may work at various cleaning tasks in and around the school. The student must perform the work in an acceptable manner. A student arriving late for a three-hour detention will be sent home and will be required to serve his/her major detention at a later date established by the dean. If a student fails to attend his/her 3-hour detention, parents will be contacted the following school day and informed that the student will be **SUSPENDED** from school beginning the next school day and **WILL NOT BE ALLOWED TO RETURN UNTIL THE PARENTS HAVE MET WITH THE DEAN OF STUDENTS.**

If a student is ill on the day of his/her 3-hour detention, a phone call must be placed to the Dean's Office 708-458-6900 Ext. 232 before the time his/her detention was to start. If in the opinion of the Dean the reason is valid, **ONE (1) extension could be granted in the dean's discretion. Excuses such as work, driver education, or extracurricular activities do not fall into this category of necessity.**

#### Suspension:

A suspension may be imposed for any major disciplinary offense, for failure to meet administrative requirements for an accumulation of detentions, or at the Deans' or Principal's discretion. Suspension is the temporary exclusion from the school community or from an individual class. A student who is suspended from school is not allowed on or around school property or to attend school-related activities for the time the suspension is in force. Parents are notified of the suspension in writing and by telephone and assume responsibility for the student. Suspension may last from one to ten days or until a parent conference is convened.

Students may be suspended from school for a serious offense (such as improper bus conduct, chronic misconduct in the classroom, or disrespect to a teacher). Students are on probation for 1 semester after returning from suspension.

#### In-School Suspension Policy:

- The student will be kept out of class for the entire day in a supervised designated area.
- The Dean will call the parent(s) or guardian(s) to notify them of the suspension.
- The suspended student will be given a suspension form on the day of the suspension to be signed by his parent(s) or guardian(s) acknowledging the

suspension. This is to be returned to the Dean's Office on the next day before the student's first class.

- Upon receiving the signed suspension form, the Dean will readmit the suspended student to class by giving a pink form to be signed by each teacher and returned to the Dean by the end of the school day.
- Should the suspended student arrive on the day following the suspension without the signed suspension form, the parent(s) or guardian(s) will be notified and the suspension may remain in effect until all paperwork has been satisfactorily completed and returned to the Dean's Office.
- A suspended student will not be allowed to participate in sports or any other extracurricular activity on the date of the suspension.
- A copy of each suspension form will be given to the student's guidance counselor.
- If a student chooses to repeat the action that caused the in-school suspension, he/she will be suspended until the parents and Dean of Students meet. Any behavior that lowers the integrity of the institution will result in an automatic 3-day suspension and may result in an appearance before a Discipline Board and possibly expulsion.

#### Suspension - Academic Policy:

- Any student who is suspended for any reason may make-up summative assessments (tests, exams) that were missed while on suspension only. Students must make up summative assessments that were missed upon returning to school and upon the terms of the teacher.
- A student who is on suspension may turn in homework that is posted on Google Classroom on the due date for full credit, even if it is during the time of suspension. If a student chooses not to turn in work while on suspension, they will not have the opportunity to turn in for credit.
- Formative assessments (classwork, participation, review, etc.) and Projects do not have to be accepted or offered to be made up by the teacher.

#### Discipline Board:

Any student, who has accumulated numerous detentions, has violated his/her Disciplinary Probation, or who has committed a serious infraction of the student code of conduct may be assigned to the Discipline Board for possible expulsion.

The Discipline Board consists of four faculty members appointed by the Dean of Students. The student appearing before the Discipline Board chooses a fifth faculty member. The Dean of Students will serve as chairman and will present the case. The student's guidance counselor will also be present to contribute as he/she may without betraying any information shared in confidence. These last two members are non-voting members of the Board.

The Board will meet with the student and two adults (presumably, but not necessarily limited to parents or guardians) normally within three school days of notification of the forthcoming proceeding. Sometime before the meeting, each of the student's teachers will be asked to submit an evaluation of the student which will be shared openly at the proceeding.

The Dean of Students will present all facets of the case at hand after which all individuals present will be allowed to be heard during an open forum bound by a reasonable time limitation. After all sides have been heard, the members of the Board will discuss the case in private and make personal written recommendations to the Principal.

The Principal will then make a decision on the case within his/her sole discretion. Although the Principal is not bound to follow the recommendation of that body, his/her decision is final. As the Discipline Board does not constitute a legal proceeding, no lawyers retained for representation or recording devices are allowed to be present.

#### Disciplinary probation:

The Dean's Office will place any student on Disciplinary Probation that has received a minimum of **ten (10)** detention hours or committed a major infraction of such a serious nature that his/her conduct shows a need for closer scrutiny.

Disciplinary Probation will continue for a minimum of one full academic semester after which time his/her record will be reviewed for possible removal. While on Disciplinary Probation, the student must prove through the signing of the student/parent contract, a willingness to cooperate with the rules and objectives of the prescribed student code of conduct. Should a violation of Disciplinary Probation or the Student/Parent contract occur, the student would be suspended indefinitely pending the convening of a Discipline Board to determine the student's suitability to remain at St. Laurence High School. While on probation, the student agrees to perform school-related service determined by the Dean's office. At the completion of the probationary period, the Dean will have a follow-up conference with the parents and the student. If the terms of probation have been met and a change of attitude/behavior noted, the student will be removed from probation.

Students may be placed on Disciplinary Probation in response to situations not covered in this handbook. As a matter of standard practice, any student transferring into St. Laurence High School will be assigned to Non-Punitive Disciplinary Probation to be so assigned for a minimum of one full academic semester with all other parameters consistent with the above stated protocols.

#### Expulsion:

A student is subject to expulsion for serious offenses which may include, but are not limited to:

- the use of drugs/alcohol in school or at school functions;
- the sale or promotion of drugs/alcohol on campus or at any school activity;
- theft of school property, or a fellow-student's property;
- involvement with gangs/cults, or the use of their symbols, language or slogans;
- possession of any weapon or firearm on school property or at a school function.

Students are required to respect the property of others and to turn into the Dean's Office any items that belong to other students. A student found in possession of lost or stolen property will be dealt with in an appropriate manner.

Expulsion is the forced withdrawal from St. Laurence High School can be imposed upon students who commit a flagrant violation of the rules, violate their terms of Disciplinary Probation, or repeatedly commit violations of the student code of conduct. The decision to expel a student is at the sole discretion of the Principal. This decision is ordinarily made after receiving a recommendation from the Discipline Board. The decision to expel may be appealed to the President.

## **Dress Code and Appearance**

The primary responsibility for the dress and appearance of the student belongs to the parents. Concern for daily appearance is essential to the student's progress in maturing. It is, therefore, expected that students be neat and clean. The manner of dress should be appropriate to the serious nature of study. Students should arrive to school and leave school in dress code attire.

The following regulations are made so that the student will develop a consciousness of the necessity of a neat personal appearance, not only when he/she is in school, but at all times in the public eye.

Any violation of Dress/Appearance Codes will result in detention and parent notification. The Deans of Students interprets these regulations. The Deans of Students are the final arbiter of dress and appearance. The fact that some type of clothing, footwear, or hair style are not specifically forbidden, does not make it acceptable. Students are expected to use good sense in grooming and dress. Should a question arise with regard to dress or appearance-- THE DECISIONS OF THE DEAN OF STUDENTS ARE FINAL.

<u>Young Men</u>	<u>Young Women</u>
<p><b><u>SHIRTS:</u></b> Young men are to wear a St. Laurence polo shirt or a solid (or soft striped) dress shirt and tie. Shirts are to be tucked inside of dress pants, and the dress shirts are to be buttoned completely.</p> <p><b><u>PANTS:</u></b> Young men may wear solid color dress pants (black, brown, navy &amp; khaki only). Pants must be “close seam” without outside ridges. Jeans, corduroys, trousers with draw strings, cargo pants, or carpenter pants are NOT allowed. Pants must be worn at the waist with a belt and cannot drag on the ground—loose cuff at ankle. Students must wear dress pants properly: up around the waist not down around the hips. Students will not be allowed to wear two pairs of slacks at one time</p> <p><b><u>BELTS:</u></b> All pants/slacks must be worn at the waist with a belt. The belt must be solid black or brown leather with a standard buckle. Buckles that are oversized, have pictures, sharp edges or corners or studs are unacceptable.</p> <p><b><u>UNDERGARMENTS:</u></b> If a young man chooses to wear something under his shirt, only plain white T-shirts will be acceptable.</p> <p><b><u>SHOES:</u></b> Students must wear solid black or brown shoes. For reasons of safety and maintenance, the shoes must have a non-marking sole. Shoes must be</p>	<p><b><u>SHIRTS/BLOUSES:</u></b> Young ladies shall wear an official STL polo shirt. The polo shirt may be black, gold or gray long or short sleeve. The polo's must be purchased from the STL Spirit Shop.</p> <p><b><u>PANTS:</u></b> Young ladies may wear solid color dress pants (black, brown, navy, or khaki only). No other style or brand of dress pants will be allowed for young ladies. Jeans, corduroys, trousers with draw strings, cargo pants, or carpenter pants are NOT allowed. Pants must be worn at the waist with a belt and cannot drag on the ground—loose cuff at ankle Students must wear dress pants or skirts properly: up around the waist not down around the hips. Students will not be allowed to wear two pairs of slacks at one time.</p> <p><b><u>BELTS:</u></b> All pants/slacks must be worn at the waist with a belt. The belt must be solid black or brown leather with a standard buckle. Buckles that are oversized, have pictures, sharp edges or corners or studs are unacceptable.</p> <p><b><u>SKIRTS:</u></b> Young ladies may wear standard uniform-type khaki or charcoal skirts without slits. Skirts may be A-line or pleated style no shorter than two inches above the knee. All skirts must fit, completely zip, and be worn properly (not rolled.) Skirts that are damaged</p>

laced and worn properly at all times. Boots, gym shoes or any shoe that resembles a gym shoe including Vans, sandals, work shoes, open-toed shoes, slides, moccasins, etc. Any shoe that comes up to or above the ankle is considered a boot and is not allowed.

In the case of injury to ankle, toe or foot, where a student is unable to wear regular shoes, a doctor's note is required before a student will be given permission to wear alternate footwear.

**ATHLETIC SHOES** including brand name athletic/street shoes, house slippers (Uggs) and clogs (open back) are NOT acceptable.

**SOCKS:** Socks must be visible and worn at all times.

**SWEATERS/SWEATSHIRTS:** (Optional) Only designated St. Laurence High School sweaters and pullovers are allowed. No long or short sleeve t-shirts are to be worn over uniform shirts. No hooded sweatshirts, STL or otherwise, will be acceptable. Sweaters with STL brand logos purchased in the STL spirit shop may be worn as long as the collar of the shirt is visible.

**DRESS UP DAYS:** Consists of a shirt and tie, dress pants and uniform shoes and occur on a regular basis (usually monthly) at the Principal's discretion.

**HAIR:** Hair should be well groomed so as not to exceed the eyebrows, and trimmed so as not to extend beyond the collar of the shirt in the back and/or beyond the midpoint of the ear on the sides. It is not the responsibility of the Dean to remind a student when he is in need of a haircut.

Extreme hair styles (e.g., shaved heads--entire or partially, Mohawks, line designs, arrows, numbers, and spikes) and shaved eyebrows etc. are not allowed. Highlighting, coloring, dyeing, or lightening of hair is expressly forbidden.

Hair height should not be more than 2 inches or no higher than the height of their school ID.

in any way are not acceptable. Spandex and denim skirts are not allowed.

**UNDERGARMENTS:** Appropriate undergarments should be worn at all times. Any t-shirt worn by a young woman under a uniform blouse or polo must be white and must be plain in design.

**SHOES:** Students must wear solid black or brown shoes. For reasons of safety and maintenance, the shoes must have a non-marking sole. Shoes must be laced and worn properly at all times. Boots, gym shoes or any shoe that resembles a gym shoe including Vans, sandals, work shoes, open-toed shoes, slides, moccasins, ballerina slippers, and platform shoes are not allowed. Any shoe that comes up to or above the ankle is considered a boot and is not allowed. Young ladies may not have heels higher than 2".

In the case of injury to ankle, toe or foot, where a student is unable to wear regular shoes, a doctor's note is required before a student will be given permission to wear alternate footwear.

**ATHLETIC SHOES** including brand name athletic/street shoes, house slippers (Uggs) and clogs (open back) are NOT acceptable.

**SOCKS:** Socks must be visible and worn at all times. Young ladies may wear knee socks that do not pass the knee, solid tights with no patterns or standard hosiery of the same color.

**SWEATERS/SWEATSHIRTS:** (Optional) Only designated St. Laurence High School sweaters and pullovers are allowed. No long or short sleeve t-shirts are to be worn over uniform shirts. Sweaters with STL brand logos purchased in the STL spirit shop may be worn as long as the collar of the shirt is visible. No hooded sweatshirts, STL or otherwise, will be acceptable.

**DRESS UP DAYS:** Consists of a shoulder covered dress, skirt to top of the knee, dress pants and uniform shoes and occur on a regular basis (usually monthly) at the Principal's discretion.

JEWELRY: The Kairos cross, scapular or other simple Christian symbols may be worn around the neck. No other neck wear is allowed. Only wristwatches and St. Laurence school rings may be worn.

Earrings: No earrings or body piercing are allowed.

**Apple watches or smart watches may be worn but will be asked to removed during testing/assessments.**

MAKEUP/FINGERNAILS: Young men are never allowed to wear makeup or nail polish.

SHAVING: Boys are to present a well-groomed appearance at all times. Boys are to be clean-shaven and sideburns may not be excessive or extend below the bottom of the ear.

TATTOOS: Visible tattoos are not allowed in school or at school-sponsored events, activities and ceremonies. Any student who has a tattoo must keep it covered by an article of clothing at all times. The use of band aids or bandages to cover tattoos is not acceptable

COATS AND JACKETS: Coats and jackets, STL or otherwise, are not to be brought into the classroom or worn during the school day. STL zip-up jackets are allowed with a STL logo. Students may wear only STL pullover sweatshirts, sweaters, or vests during the school day.

SUN GLASSES: Sunglasses are never to be worn in the school building.

HATS/HEADGEAR: Hats or headgear are never to be worn in the school building or at any inside school function unless they are part of an athletic uniform. Hats/headgear will be confiscated if worn in the building or worn incorrectly.

BOOK BAGS: Book bags, portfolios, or carrying cases of any kind are NOT allowed in the classroom. Students may bring to class: notebooks, pencil cases, binders, etc. However, students should leave

HAIR: Extreme hairstyles, shaved heads and hair color are not allowed. The school reserves the right to define "extreme." Hair coloring that includes unnatural colors such as pink, blue, green, purple, and red streaks or designs is not allowed. Two-toned hair styles where half the head is one color, and the other half is another (i.e., half blonde and half black) are also not allowed. Hair extensions must be natural in color. Students who come to school with inappropriate hairstyles and/or coloring will be immediately suspended until the problem is corrected. Hair ornaments such as barrettes and headbands must be official STL or solid colors: white, yellow, gold, or black and may not be wider than two inches. Headbands must be plain without attached ornaments such as large bows or flowers. Scarves, bandanas, hair nets and any other hair ornaments are not allowed. Any student who comes to school with an unacceptable hairstyle according to the above standards may be kept out of classes until the hairstyle meets the proper guidelines.

JEWELRY: The Kairos cross, scapular or other simple Christian symbols may be worn around the neck. No other neck wear is allowed. Only wristwatches and St. Laurence school rings may be worn.

Earrings: Young ladies are only permitted to wear a maximum of two earrings (studs or small hoops no larger than ½" in diameter) in each ear. Gauges are not allowed. No other visible body piercings are allowed including tongue piercings. Inappropriate symbols or designations are not allowed. The use of band aids or bandages to cover piercings is not acceptable.

**Apple watches or smart watches may be worn but will be asked to removed during testing/assessments.**

MAKEUP/FINGERNAILS: Young ladies are permitted to wear facial makeup and nail polish in moderation. Neatness, cleanliness, moderation and modesty

nonessential items in their lockers during the day. This includes a student's last period.

**MISCELLANEOUS ITEMS:** Students are not allowed to bring personal sports equipment, (basketballs, hockey sticks, baseball bats, rollerblades, skates, skateboards, soccer balls, etc.) into the school building unless under authorization of the coach or moderator. Students should not leave this equipment in their school locker.

Chains attached to keys and wallets will not be permitted. Chains will be confiscated. Laser pointers are not permitted in school or at school functions.

**Only St. Laurence High School issued water bottles are permitted during the school day.**

**P.E. CLASSES:** PE dress code is gym shoes ANY STL t-shirt and ALL BLACK shorts. If not all black, the shorts should be STL shorts. No compressions, leggings, etc.

should guide appearance. Inappropriate symbols or designations are not allowed. Fingernails should not exceed 1 inch and ½ in length.

**TATTOOS:** Visible tattoos are not allowed in school or at school-sponsored events, activities and ceremonies. Any student who has a tattoo must keep it covered by an article of clothing at all times. If small enough, the use of a band aide to cover a tattoo is acceptable.

**COATS AND JACKETS:** Coats and jackets, STL or otherwise, are not to be brought into the classroom or worn during the school day. STL athletic zip-up jackets are allowed. Students may wear only STL pullover sweatshirts, sweaters, or vests during the school day.

**SUN GLASSES:** Sunglasses are never to be worn in the school building.

**HATS/HEADGEAR:** Hats or headgear are never to be worn in the school building or at any inside school function unless they are part of an athletic uniform. Hats/headgear may be confiscated if worn in the building or worn incorrectly. Students who wear any type of scarf or hijab due to ethnic, cultural or like reasons may be permitted upon request.

**BOOK BAGS:** Book bags, purses large enough to carry books, or carrying cases of any kind are NOT allowed in the classroom. Students may bring to class: notebooks, pencil cases, binders, etc. However, students should leave nonessential items in their lockers during the day. This includes a student's last period.

**MISCELLANEOUS ITEMS:** Students are not allowed to bring personal sports equipment, (basketballs, hockey sticks, baseball bats, rollerblades, skates, skateboards, soccer balls, etc.) into the school building unless under authorization of the coach or moderator. Students should not leave this equipment in their school locker.



	<p>Chains attached to keys and wallets will not be permitted. Chains will be confiscated. Laser pointers are not permitted in school or at school functions.</p> <p><b>Only St. Laurence High School issued water bottles are permitted during the school day.</b></p> <p><u>P.E. CLASSES</u> –PE dress code is gym shoes, ANY STL t-shirt, ALL BLACK shorts. If not all black, the short should be STL shorts. No compressions, leggings, etc..</p> <p>The dress code for young women is always a St. Laurence T-shirt (or Spirit Shirt) TUCKED IN, Gym shoes, dress pants, skirt or clean, neat jeans (no rips, tears, writing or decorations on the jeans including pockets are allowed), gym shoes are permitted on spirit days. NO sweatpants or leggings.</p>
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Spirit Day: Every Friday

The dress code for young men is always a St. Laurence T-shirt (or Spirit Shirt) TUCKED IN, gym shoes, dress pants or clean, neat jeans (no rips, tears, writing or decorations on the jeans including pockets are allowed), gym shoes are permitted on spirit days. NO sweatpants. Students may wear the regular school uniform on Spirit Days.

Mission Wednesday:

Students may wear a St. Laurence shirt that reflects and represents any of the many mission driven activities St. Laurence offers. (Kairos, ACTION, Peru, etc.) Students are still expected to wear regular dress code bottoms and shoes.

Dress down days:

Special days of the year allow students to dress up in “themed” attire, however, there are still expectations for appropriate dress on these days. Students should use sound judgement and dress appropriately. Guidelines for these days will be provided as they are scheduled.

No hats

No Tank Tops unless a t-shirt is worn underneath.

No ripped jeans

No tights, yoga pants or singlets may be worn without an outer pair of shorts.

Skirts and shorts must be appropriate in length and style.

## **Academics**

As St. Laurence is an accredited Illinois High School and AdvancED STEM accredited school, students are required to be on campus for a certain specified number of hours each day. Therefore, a continuous schedule will be required. Students taking P.E. will not be excused from P.E. classes without the approval of the school nurse. Temporary excuses from the class must be in writing from a parent or physician citing the reason for and the duration of the requested

alteration in schedule. All permanent excuses from class for physical reasons must be certified by a written statement from a physician or health care specialist and presented to the school nurse.

Curriculum:

The course of study at St. Laurence High School is predominantly college preparatory. In keeping with the tradition of the Edmund Rice Christian Brothers, academic subjects are combined with an extensive athletic program and an extracurricular program which enables students to develop their individual talents and interests. Emphasis is placed on moral development, academic excellence and student involvement through an extensive leadership philosophy. The O'Toole AP Program, O'Toole Honors Program, Viking Program and the Viking Plus Program allow students the flexibility to use their academic strengths to achieve success throughout the curriculum.

Electives.....4/5 Credits  
Community Service.....20 hours

STUDENT – STRONGLY SUGGESTED:

English.....4 Credits  
Math.....4 Credits  
Science.....4 Credits  
Social Studies.....3 Credits (One should be A.P.)  
Foreign Language.....3 Credit (Same Language)

ALL STUDENTS MUST BE ENROLLED IN SEVEN (7) CLASSES. Credit is earned by achieving a passing grade in a particular subject and meeting the minimum attendance requirements.

If a student withdraws from a class within the first three weeks of the semester, nothing will be entered on his/her permanent record for this class. A student wishing to withdraw from a class after the 3rd week of the semester MUST complete the following steps:

- Request a withdrawal form from his/her counselor.
- Secure the required signatures from his/her teacher, counselor and parents.
- Submit a completed form to the Assistant Principal of Student Services.

If the student withdraws from a class from the start of the fourth week of the semester until the end of the quarter, a grade of WP (withdrawal with passing grade) or WF (withdrawal with failing grade) will be entered on his/her permanent record. This grade WILL NOT affect his/her Grade Point Average and Rank in Class.

If the student withdraws from a class after the 1st/3rd quarter marking period, a grade of F will be entered on his/her permanent record and no credit will be given for the semester. This grade WILL affect his/her Grade Point Average and Rank in class.

**Once student schedules have been issued for the coming school year, any schedule change that is not teacher/school initiated, will carry a fee of \$100.00 which is payable at the time of the change and may not be added to the student's tuition account. After the second week of classes, students may not change/drop classes. At the sole discretion of the administration.**

Report Cards:

A student report card is visible weekly on Plus Portals. A semester report card is mailed in January and June.

Report Card letter grades are given for each subject:

A = Excellent (90-100%) Superior; College Recommending

B = Above Average (80-89%) College Recommending

C = Average (70-79%)

D = Below Average (60-69%)

F = Failing (below 60%)

Grade Point Average

The CUMULATIVE GPA at St. Laurence is obtained from the FINAL grade given on the January and June report cards. Quarter marks and exam marks are components of the semester mark. Semester marks determine GPA. The cumulative GPA determines rank in class.

Grade Credit Scale

	All Viking/Viking +	O'Toole Fr. & So	O'Toole Honors Non AP Classes (AP Classes)	O'Toole AP Non AP Classes (AP Classes)
A	4.0	4.5	Sr. 4.5(5.5) Jr. 4.5(5.0)	Sr 5.0(5.5) Jr. 4.5(5.0)
B	3.0	3.5	3.5(4.5) 3.5(4.0)	Sr. 4.0(4.5) Jr. 3.5(4.0)
C	2.0	2.5	2.5(3.5) 2.5(3.0)	Sr. 3.0(3.5) Jr. 2.5(3.0)
D	1.0	1.5	1.5(2.5) 1.5(2.0)	Sr. 2.0(2.5) Jr. 1.5(2.0)
F	No Credit	No Credit	No Credit	No Credit

O'Toole AP Program:

The O'Toole AP Program is structured to prepare the gifted student to achieve his/her highest potential. Students in this program could take as many as 9 Advanced Placement classes by the time they graduate. During a student's junior and senior years, he/she may want to pursue a

schedule with an emphasis on courses in the areas of their interest. (i.e. Math and Science focus or English and History/Foreign Language focus.

**STUDENTS IN THE O'TOOLE AP PROGRAM WOULD EARN 26 REQUIRED COURSES/CREDITS (UP TO 9 AP COURSES), & 3 ELECTIVES:**

5 credits – Math; 4 credits – Social Studies; 4 credits – Science; 1 credits – P.E.;  
1 credits - Health; 4 credits – English; 1 credits - Leadership; 4 credits– Religion; 2 credits - Foreign Language (3 or 4 if taken as electives junior and senior year);  
3 credits – Electives (1 credits - Technology)

**O'Toole Honors Program:**

The O'Toole Honors Program is geared toward higher achieving students who score no lower than the top 20% on the entrance exam and performed at a higher level in grammar school. Students in this program will take all Honors level courses in addition to 4 AP level courses between their Junior and Senior years.

**STUDENTS IN THE O'TOOLE HONORS PROGRAM WOULD EARN 26 REQUIRED COURSES/CREDITS (4 AP CLASSES), & 6 ELECTIVES:**

5 credits – Math; 4 credits – Social Studies; 4 credits – Science; 1 credits – P.E.;  
1 credits - Health; 4 credits– English; 1 credits – Leadership; 4 credits – Religion; 2 credits – Foreign Language (3 or 4 if taken as electives junior and senior year);  
6 credits – Electives (1 credits - Technology)

**Viking Program:**

The Viking Program is geared toward college-bound students. This program challenges students with a rigorous curriculum and provides movement into the O'Toole Program, giving them a firm foundation to succeed at some of the nation's best colleges and universities.

**STUDENTS IN THE VIKING PROGRAM WOULD EARN 26 REQUIRED COURSES/CREDITS & 6 ELECTIVES:**

4 credits – Math; 4 credits – Science; 1 credits – P.E.; 1 credits - Health; 4 credits– English; 1 credits - Leadership; 4 credits – Religion; 4 credits – Social Studies; 2 credits – Foreign Language (3 or 4 if taken as electives junior and senior years); 6 credits – Electives(1 credits - Technology)

**Viking Plus Program**

The Viking Program is geared toward college-bound students. This program challenges students with a rigorous curriculum and provides movement into the Viking Program, giving them a firm foundation to succeed at some of the nation's best colleges and universities. The Viking Plus Program is constructed to give students support through the addition of a Math and Language lab.

**STUDENTS IN THE VIKING PLUS PROGRAM WOULD EARN 26 REQUIRED COURSES/CREDITS & 4 ELECTIVES:**

4 – Math; 1 credits – P.E.; 1 credits - Health; 4 credits – Science; 4 credits – English; 4 credits – Religion; 4 credits – Social Studies; 1 credits - Leadership; 2 credits - Foreign Language (Jr and Sr year); 4 credits - Electives (1 credits - Technology)

The passing grade is D. However, college admissions generally require at least a C average for the four years of high school.

A SENIOR WHO MAINTAINS AN “A” IN BOTH THE 3RD AND 4TH QUARTER CAN BE EXEMPT FROM FINAL TESTING IN THAT CLASS.

A Junior or Senior who takes the AP exam is exempt from that classes final exam.

It is expected that parents take an active part in monitoring the academic progress of their son/daughter. Plus Portals and Google Classroom should be checked weekly.

In the Second Semester, in lieu of formal conferences, parents are urged to arrange a private appointment with the teacher(s) of the class (is) in which their son/daughter is experiencing difficulty or is in danger of failing. In some cases involving the nature of the course requirements or student performance (e.g., student fails to complete a project or submit a report that is due late in the marking period, or absents himself from a final exam), it is not possible to warn parents of an impending failure. In all cases, it is primarily the student’s responsibility to complete all assignments and course requirements. The grade assigned for the course is the prerogative of the teacher, ultimately, and the Administration is not a liberty to change a teacher’s grades.

The Honor Roll is based upon the following combination:

- A Honors – Four A’s and no mark lower than B
- B Honors – B Average and no mark lower than C

To meet the scholastic requirements for promotion to the next grade, the student must have received credit for every subject carried in the previous year, excluding extra-credit electives. In the event of failure in one or two of the five required subjects, students are required to make up the credit before returning the following year. They will be allowed to continue at St. Laurence only on the recommendation of the Summer School Principal and acceptance of that recommendation by the Administration.

If a student fails TWO or more subjects for the first semester, he/she will be placed on academic probation.

If a student fails THREE (3) or more subjects for the second semester, he/she may be permitted to continue at St. Laurence High School or transfer from STL after a conference with counselor and Assistant Principal. If a student fails a required course at the semester, he/she must make up the credit during summer session. Any variance to this must be made with the approval of the Assistant Principal of Student Services.

Academic Probation:

Students are placed on academic probation if he or she fails two or more classes in a semester. The probationary period is one semester during which time the student must return to good standing by passing his or her subjects by the end of the probationary semester. If students do not pass the subjects, by the end of the semester, they will be subject to summer school, repeating of the school year or dismissal from school.

## **Academic Integrity Policy**

A St. Laurence High School student is expected to learn and achieve honestly. Achievement should be the result of her or his own efforts. Academic dishonesty or cheating can result in the

loss of credit for the assignment, paper, test or quiz. Proven cheating in standardized testing will result in invalidation of the result.

A teacher who suspects a student has cheated should investigate the alleged incident and address the student and her or his parent(s) or guardian(s). If the teacher is able to provide reasonable proof of student's guilt the teacher should immediately refer the student's situation to the Assistant Principal of Curriculum and Instruction. The Assistant Principal will enter the student's name and the details of the incident into a confidential database only accessible to school administrators.

What is academic dishonesty?

Academic dishonesty is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what academic dishonesty looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as her or his own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, iPads, cell phones, or other electronic devices.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

**The following outcomes are cumulative and will be tracked across all classes throughout a student's tenure at St. Laurence High School.**

*Students caught being Academically Dishonest:*

1st Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).

- The student should be issued a zero on the assignment until the assignment is redone. Once the assignment is redone the student should be issued 75% of the final grade.
- A letter will be sent to parent(s)/guardian(s) detailing the occurrence. This letter must be signed and returned by the specified date to the Assistant Principal of Curriculum and Instruction. This letter will be placed in the student's academic file documenting the outcome of the occurrence.

#### 2nd Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- The student should be issued a zero on the assignment until the assignment is redone. Once the assignment is redone the student should be issued 50% of the final grade.
- The student will be placed on academic, social, and/or athletic probation to be determined by the academic support team based on the severity of the infraction. The duration of said probation will also be determined by the academic support team based on the severity of the infraction.
- A letter will be sent to parent(s)/guardian(s) detailing the occurrence. This letter must be signed and returned by the specified date to the Assistant Principal of Curriculum and Instruction. This letter will be placed in the student's academic file documenting the outcome of the occurrence.

#### 3rd Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- The student should be issued a zero on the assignment and the assignment cannot be redone.
- A mandatory meeting will be held with the student, parent(s), guardian(s), counselor, and academic support team. The academic support team consists of the principal, assistant principal of curriculum and instruction, assistant principal of student services, director of strategic development, director of mission integration, and the academic deans. This meeting may result in the student being placed on academic probation and/or the assignment of a Withdrawal-Failing (W-F) grade.
- A letter will be placed in the student's academic file documenting the details of the incident and outcome of the meeting.

#### 4th Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- An academic hearing will be held, which may result in loss of credit or the student being expelled from St. Laurence High School.
- A letter will be placed in the student's academic file documenting the details of the incident and outcome of the expulsion hearing.

Parent/Guardian

Signature

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Student

Signature

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## **Miscellaneous Information**

Since St. Laurence High School is a Catholic school whose primary purpose is to offer parents the opportunity to continue their son's/daughter's education in a Catholic atmosphere where major stress is placed on religious development, Religious Studies is a required subject in all four academic years.

### **Admissions Policy:**

The admission of a freshman student to St. Laurence High School is determined after consideration of the following criteria:

- A review of his/her scores on the Placement Examination taken at St. Laurence High School in December prior to his/her grade school graduation or on a designated make-up date.
- A review of his/her grade school records.
- Final acceptance is dependent upon the student's successful completion of eighth grade and his/her receipt of a diploma.

The admission of a transfer student to St. Laurence High School is handled on a case-by-case basis with consideration given to the following criteria:

- An interview with the Assistant Principal; Dean of Students; which must be attended by the student and his/her parent(s)/guardian(s). All appointments must be arranged through the main office.
- Transcripts from all high school(s) previously attended are to be brought by the student to his/her interview.
- Parental permission is to be given that allows St. Laurence High School to contact the school(s) the student attended.
- Terms of acceptance of transfer-in students will be the responsibility of the Director of Admissions and the Administration.

### **Age of Student 18:**

Many students reach the age of 18 before they graduate. However, this ordinarily does not change the relationship between the school and these adult students between the school and their parents. Policies regarding required signatures, absence notification, communication, etc., remain the same. The principal, in consultation with adult students' parents, may make exceptions given individual circumstances. If a student moves out of his/her house, his/her parent(s) must advise the principal of the situation.

### **Asbestos Regulation:**



In accordance with US EPA 40 CRF 763.93(g) (4), AHERA regulations, the Asbestos Inspection Report and Management Plan was submitted to the Illinois Department of Public Health on May 4, 1989, for St. Laurence High School facilities, and was approved, March 6, 1990. A copy of the building's Management Plan is on file in the school's administrative office and is available to staff, employees, and the public for inspection during regular business hours, by appointment only, when such appointment is made with the Business Manager at least one working day in advance. Any request to view the plan will be honored by the Business Manager within five (5) working days of the receipt of such request. Plans cannot be removed from the school premises.

Birth Certificates: The State of Illinois requires that schools make and retain for the student's file, a copy of his ORIGINAL Birth Certificate.

Parents:

Parents who bully/harass a member of the STL community will be subject to the same policies as listed above.

- First offense: Parent is warned by school official. A written report will be kept on file.
- Second offense: Parent will meet with school official and party placing the complaint. A written report will be followed and parent is placed on probation.
- Third offense: Parent will meet with principal/president. Parent may be suspended from school activities on and off campus for a period of time. A written report will be followed.
- If parents violate any of these conditions, local law enforcement will be contacted.

Faculty and Staff:

Faculty and staff who bully/harass a member of the STL community will be subject to the same policies as listed above.

- First offense: Faculty/Staff is warned by school official. A written report will be kept on file.
- Second offense: Faculty/Staff will meet with school official and party placing the complaint. A written report will be filed and Faculty /Staff are placed on probation.
- Third offense: Faculty/Staff will meet with principal/president. Faculty/Staff may be suspended from school for a period of time. A written report will be filed.
- If faculty/staff parent violates any of these conditions, he/she may be terminated.

Parents should also be aware that after a full investigation by the administration some incidents may be categorized as child on child abuse as described in Child Protective Laws. Suspected child on child abuse includes a child who is assaulted, sexually harassed, bullied or any other violation that represents abuse anytime, anywhere before, during and after school. The Department of Children and Family Services (DCF) will be contacted in those instances. This is in addition to any school discipline and/or charges filed with the local magistrate. The school is required to cooperate with all investigations.

**FALSE CHARGES:** If after a thorough investigation it is determined that a complaint was made with the knowledge that the facts were false, the filing individual will be subject to severe disciplinary action which may include suspension or expulsion.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment.

Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. In accordance with the Archdiocese of Chicago Office of Catholic Schools policy, bullying by a student or students may result in suspension and/or expulsion from the school.

Christian Service Hours:

Every student must successfully complete each grade level in Religious Studies and perform a minimum of 20 hours of Christian Service during his/her tenure at St. Laurence High School. Seniors need to complete all service hours by April 1.

Emergency Medical Care:

In the event a student shall become ill or injured or otherwise need immediate medical attention, the school nurse or his/her designee shall attempt to contact the student's parent/legal guardian utilizing the information provided on the student's Emergency Procedure Consent Form. If the student's parent/legal guardian cannot be contacted, the school nurse or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact.

In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact. Notwithstanding the foregoing, the school Principal or school nurse or other school personnel may call local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact, if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency care.

Emergency Phone Numbers:

The home phone number of each student should be filed with the school nurse. Moreover, it is mandatory that the Student Emergency Procedure form be completed by the parents and filed with the school nurse. Parents should notify the school of any changes of address or telephone number.

If parents are going to be out of town for any length of time, a note should be sent to the Dean's office prior to their leaving with the name and phone number of the adult who will be responsible for their son/daughter during their absence.

Emergency Procedure Consent Form:

Form is provided annually. It must be completed and returned for each school year. It is essential that the school be notified of any changes of work or home phone numbers throughout the school year.

Family Raffle Fundraiser Guidelines:

Each family (even if you have more than one student enrolled) will receive one ticket book with 30 tickets to be sold to friends and family members. Each ticket costs \$10.00. Families are

allowed to sell extra tickets if interested, and this will give them more opportunities to win, as well as a \$50 voucher for the Spirit Shop with each additional book of 30 tickets sold.

Prizes: There will be 5 \$100.00 drawings each month (May-March). In the month of April, the grand prize drawing of ½ of one year's tuition will be made, along with one \$500 drawing.

The family who sold the winning grand prize ticket will receive a credit for the following year for ½ of one student's tuition. If the winning family has a graduating senior, they will receive that amount in a check. The buyer of the winning grand prize ticket will receive the \$500 prize.

Collection: Collection will be made through the tuition office. The deadline for collection is January 10, 2020. If you choose not to participate or do not meet this deadline, \$300 will be charged to your tuition account. If you only sell part of the book, the difference will be charged to your tuition account. There is an incentive to turn in your tickets early because tickets remain in the drum and rollover to the next month, and if you win a prize one month, your ticket goes back in the drum. If you have any questions or concerns, please contact Trish Cavanaugh at 708-458-6900, ext. 210 or tcavanaugh@stlaurence.com.

#### Health Records Medical Information/Emergency Procedures:

Physical examinations as prescribed by the Department of Public Health, State of Illinois, shall be required of all students prior to their entrance in the 9th grade. Additionally, every student must be immunized in accordance with state regulations and must furnish a complete immunization record.

All transfer students must have their former school forward these records to St. Laurence High School upon entering the school. Noncompliance with the above stated directives may result in the exclusion of the student from classes until the proper health records have been furnished.

In-school medication: Under no circumstances will any medication be given to a student without having on file a signed consent form from his/her parent and physician. These forms can be obtained from the school. All medication (both prescription and non-prescription) with the exception of inhalers must be dispensed through the Nurse's Office. Any student needing to carry medication on his/her person for emergency purposes (i.e. inhaler) must notify the Nurse of this condition and fill out the proper forms.

Students found in possession of any medication (prescription or non-prescription) may be subject to disciplinary action.

#### Hitchhiking:

Hitchhiking to or from school is not permitted by state law. Students will be given detention.

#### Illinois High School Association Athletic Eligibility Rules NCAA BYLAW 5-1-(j) College Freshman Eligibility Requirements NCAA Bylaw 5-1-(j) affects ALL

High School athletes eligible for NCAA Division 1 athletic scholarships or those who plan to participate in any Division 1 or Division II athletic programs as a non-scholarship athlete (walk-on).

The rule has two (2) basic requirements both of which must be met. Athletes must achieve a minimum 700 combined score on the SAT verbal and math sections or a minimum of 15

composite score on the ACT. Achieve a 2.0 GPA on a 4.0 scale in a core curriculum of at least eleven (11) academic courses.

For Division II, these courses are to be met. English Courses:

Three (3) full years or six (6) semesters of course work in Grammar, Non-Remedial Vocabulary Development, Composition, Literature, Analytical Reading, and Oral Communication.

Three (3) units required. Mathematics Courses: Two (2) full years or four(4) semesters of course work in Mathematics, Geometry, Algebra, Trigonometry, Statistics and Calculus Two(2) units required.

Social Science Courses: Two (2) full years or four (4) semesters of course work in History, Social Studies, Economics, Geography, Psychology, Sociology, Government, Political Science or Anthropology. Two (2) units required.

Natural/Physical Science Courses: Two (2) full years or four (4) semesters of course work in Biology, Chemistry, Physics, Environmental Science, Botany, Geology (one (1) full year of Science must be a lab science course offering). Two (2) units required\*

\*Additional English, Mathematics and/ or Natural Physical Science, 3 years Additional Academic Coursework in other areas: English, Math, Social Science, Natural/Physical Science, Foreign Language, Computer Science, Speech, Non-doctrinal Religion or Philosophy. Four (4) unites required. Vocational, Personal Service, Remedial, Special Education of Compensatory Courses do not fulfill core course requirements.

An athlete who does not meet these requirements may still receive financial aid if the athlete has an overall GPA or 2.0 or higher on a 4.0 scale but that athlete is ineligible the freshman year (cannot even practice) AND will forfeit one of the four permitted seasons of competition. But with all athletes who are interested in participating in NCAA schools, you should continually check the website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) for updates.

#### In-school Illness:

If a student becomes ill during the school hours, he/she should report to the Nurse's Office. A parent/legal guardian will be called if the nurse feels, after her assessment of the student's condition, that it is necessary for the student to be sent home. The student will only be released with permission of a parent/legal guardian and must be picked up and signed out through the Front Office. If in an emergency situation the parent/legal guardian of a student cannot be reached, 911 will be called. For this reason, and EMERGENCY PROCEDURE FORM will be sent out yearly and it is essential that notification of any changes regarding home and work phone numbers, be made as needed.

#### Lockers:

All lockers are the property of St. Laurence High School. The Dean assigns a locker to each student for his/her temporary storage of outer clothing, electronic devices, books and other school items. (For sanitary reasons, food or gym clothing is not to be stored overnight in a locker.) Every assigned locker must have a gold lock which is purchased in the STL Spirit Shop.

Gym lockers are at a premium, students are assigned a locker for their use only during their particular P.E. class. This locker must be carefully locked at all times. All school lockers

(including athletic lockers) are subject to inspection by the Administration. Only Red combinations locks may be used in the gym locker room on lockers and may be purchased in the Spirit Shop.

The responsibility of locker security resides with the student who must always make sure that his/her locker is properly closed and fastened with a lock and that his/her key remains his/her own confidential property. The school assumes no liability for theft from lockers; however, any missing articles should be reported to the Dean's office immediately.

Items placed in lockers with no lock, no STL approved lock or left unattended will be confiscated. Items may be picked up in the dean's office. A detention will be issued for failing to follow directions.

All student-athletes will be assigned a locker or changing area for his or her sport in season. Students will change in those areas. Student-athletes who change in other areas, such as classrooms, restrooms, in his or her car, etc. will be given detention for failure to comply.

The school discourages students bringing expensive electronic equipment to school. The wearing of expensive clothing to school is also discouraged. If a student chooses to bring these articles, he/she does so at his/her OWN RISK. St. Laurence will NOT BE HELD RESPONSIBLE for lost and/or stolen articles.

#### Lost Items:

Classrooms should be checked first for misplaced Ipads, books, keys, locks, eye glasses, or articles of clothing. Lost and found items will be held in the Dean's Office.

#### Parents and School Records:

In cases where the parents are divorced or separated, the school presumes that both parents have access to the student and his/her records. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Mailings and student information are directed to the custodial parent. If the noncustodial parent wishes to receive the same information, a request should be made to Mrs. Murphy in the Tuition Office ext. 217.

#### Parents' Organizations:

Parental involvement in the school is encouraged (required for financial aid recipients) through membership in the Mothers' Club and Fathers' Club. These are active organizations that have contributed much to St. Laurence over the years through fund-raising and service programs. The Mothers' Club and Fathers' Club meet regularly.

#### Parent-Teacher Conferences:

Parent-Teacher Conferences are scheduled during the second quarter. Second semester conferences are by appointment only with the student's teacher(s). Parents should take advantage of the conference as an attempt to help remedy any negative situation before the end of the semester.

#### Parking:

Students may receive permission from the Dean to park vehicles on the school property, provided they have their parent's written consent. Seniors will have first preference due to the limited number of parking spaces available.

Once a student driver arrives on campus and parks the car in his or her assigned spot, he/she and the passengers are to exit the car and enter the school building. Similarly, once a student driver leaves the school building at the end of classes, the student is to get into his/her car and exit the parking lot. **NO ONE IS TO REMAIN IN A PARKED CAR FOR ANY REASON.**

Any vehicle driven on campus is subject to inspection by school authorities. Students must register with the Dean's office the license plate numbers of all vehicles they might drive on campus, either to school or a school activity.

A permit, which must be displayed on the rear view mirror of the car, will be given to each student after they have registered. The parking permit fee is \$100. A student who chooses to park in the St. Laurence lot does so at his/her own risk. The school will not accept responsibility for damages/theft of vehicles or of property in vehicles.

All vehicles without a parking permit or those parked in an unassigned area or any reserved spot, will be subject to impounding at the owner's risk and expense. Parking on campus is a privilege which may be revoked if abused. **THE SPEED LIMIT IS 5 MPH ON CAMPUS AND IS STRICTLY ENFORCED**

Pick-up/drop off students:

In the morning, students should be dropped off at the Foyer (North) doors in the main parking lot between 6:00-9:00 AM. Students arriving after 9:00 AM, should be dropped off at the main office doors.

Students being picked up after school should be picked up on 77th street, Central Avenue, or outside the B and D wings. Parents should not wait for students in the main parking lot. The main parking lot is for student drivers and school buses.

Prayers and Retreats:

St. Laurence High School is a Catholic high school and is reflective of the Church and its teachings and practices. It assumes that the free choice of a Catholic institution indicates a desire to defer to the Catholic religious program of the school. Therefore, all students, Catholic or not, are required to take and pass the regular theology classes, pray at all religious functions, attend retreats and perform Christian Service.

Each class period of the day begins with prayer.

Retreats are held for freshmen and sophomores on campus. An optional KAIROS retreat program is available to juniors and seniors. While retreat leaders respect the confidentiality that students place in them, there are certain behaviors that these leaders may not keep confidential. This includes information revealing that students are committing acts or plan to commit acts that hurt themselves or others.

Semester/Final Exam Testing Policy

For students who will be going on vacation and requesting to take finals/semester exams early, our policy is to have students take their exams after the scheduled exam time. Arrangements should be made with teachers.

School Telephone:

Students who stay after dismissal for any unexpected reasons are directed to phone home shortly after the regular dismissal hour.

School Work Permit:

Students under sixteen who have the promise of a job may obtain permission to apply for a work permit through the main office.

Spirit Shop:

The Viking Spirit Shop is located in the north foyer across from the cafeteria, has an extensive selection of design sportswear, casual wear, school polo shirts, and various other school related items. The Spirit Shop is open on Tuesday and Thursday morning before school.

Standardized Testing Program:

In addition to the standardized examination given to 8th graders for program placement in freshman year, each student is given a series of standardized tests throughout his/her tenure at St. Laurence. Including a 10 week ACT preparation class in which students will take the 4 ACT practice tests.

Student Activities:

Student activities are divided into the co-curricular and the extracurricular. These are further divided into religious, cultural, athletic, and various other activities. Students are encouraged to participate in extracurricular activities, not only because such participation will develop intellectual, athletic and artistic talents, but also because the effort to excel and compete as an individual or as a member of a team builds personal pride and gives the student the opportunity to test his/her abilities and talents in genuinely challenging situations.

Students involved in activities generally feel more at home in the school and take a serious attitude toward their studies. Co-curricular activities are engaged in during the school day. Some occasionally may continue after school.

The co-curricular religious activities available to students are: regularly scheduled Masses, an opportunity for the Sacrament of Reconciliation, retreat, and religious vocation counseling.

A co-curricular cultural activity available to students is Instrumental Music. The purpose of the St. Laurence High School Band is to give the members applied knowledge of music and to perform for school functions. Public performances include concerts, parades, and half-time shows at the football games, contests and a yearly concert tour.

Extracurricular activities are engaged outside of school hours. Students remain after school daily to participate in one of these various school activities. Students must be present for half of their classes in order to practice with the team or participate in a school activity on that day. Various other activities are pursued during the after school hours. Among them are: Drama, Yearbook, Math Team, Scholastic Bowl Team, Student Council, National Honor Society, Liturgical Planning Committee, Chess Team, Bass Fishing Club, Comedy/Improv Club, Ski Club, Sports Media Club, Lab Assistant Program, Rock Climbing, Spanish Club and Science Club.

Interscholastic athletic activities engaged in on all levels of competition are football, basketball, wrestling, cross-country, track and field, golf, bowling, hockey, soccer, tennis, volleyball, softball, baseball and lacrosse. No student is required to participate in any one of these sports in order to try out for another.

The Illinois Board of Education medical form and parental permission must be certified before the student will be allowed to try out, practice, or be on a team. To be eligible to participate in inter-scholastic competition and practice, a student must be achieving a passing grade in four subjects. As a member school, all St. Laurence athletes should be well acquainted with the I.H.S.A. eligibility rules. IHSA and NCAA rules are posted in the STL Athletic Handbook.

#### Student Council:

Student Council exists to help promote faculty-student cooperation to aid in student government, and to further the welfare of the school in general. The council is the official student representative body and is the medium through which all individual student requests and suggestions are brought to the attention of the Administration.

The St. Laurence Student Council is composed of a Student-body President, Vice President, Secretary, Treasurer, Parliamentarian and Public Relations. In addition, class-councils for each year are elected. Student Council meetings are held weekly. In addition, special meetings may be called throughout the year.

#### Student Photos and school rings:

Throughout the school year, photographs are taken of students as relating to school matters such as, but not limited to, honors received, academic achievements, school activities and organizations, newsworthy accomplishments and marketing. These photos are sent to newspapers (for publication) and the STL web page. If you do not wish photos of your son/daughter to be used in any of the aforementioned ways, you must notify the school in writing by September 1st..

Also, the school photographer and the school ring (Herff-Jones) will mail out reminders of their services throughout the year. If you do not want your address to be given to the companies, you must notify the school in writing by September 1st .

#### Team of Teams:

The mission of the Team of Teams Program is to provide St. Laurence students with an opportunity to be involved through teamwork in accomplishing goals they would have not been able to do on their own; to create stronger bonds and a sense of unity; to promote cooperation and friendly competition; and to motivate each other for success.

Teams will consist of students of all years selected at random with a faculty/staff mentor. Teams will meet for one week during each quarter (9 weeks) to accomplish the mission of the program. Teams will have opportunities to compete in challenges, projects, competitions and develop service and advocacy programs. Teams who go above and beyond will be honored at the end of the school year.

#### Transfer-In:

Students who transfer into St. Laurence once a semester has begun will be required to pay the entire semester's tuition and fees.

#### Transfer-Out:

If a student transfers from St. Laurence before the start of the second semester, he/she will only be charged for half of the base tuition and half of the applicable fees. If a student transfers out during the second semester, he/she will be charged the full tuition and fees. An official transcript will be forwarded to another school once all financial obligations have been met and the



student's I.D. card has been returned. A transfer out exit process will begin with the Admissions Director.

Transportation:

Transportation to and from school is the responsibility of the student. Student absence because of lack of convenient transportation is usually an unexcused absence. Students should not use UBER, LIFT or other transportation services to travel to or from school without the written permission of a parent/guardian.

TUITION AND FEES 2019-2020:

BASE TUITION IS \$10550.00.

PARENTS HAVE THE OPTION OF CHOOSING A TUITION PAYMENT PLAN:

- Plan 1: Full tuition payment made by July 1st (3% tuition credit)
- Plan 2: Tuition payments made in twelve (12) monthly payments (May-April) using FACTS Management.

Mandatory Fees: Non-Refundable Registration Fee.....	\$280.00
Graduation Fee.....	\$125.00
Optional Fees: Yearbook .....	\$75.00*
Schedule Change .....	\$100.00 payable at time of change
Testing (Advanced Placement).....	\$94.00 subject to change
Senior Transcripts.....	\$5.00 *may be waived by written request before September 30th.
Mother's Club Fee.....	\$25.00
Father's Club Fee.....	\$25.00

PLEASE NOTE: STUDENTS WHO ARE IN ARREARS WITH TUITION AND/OR FEES ARE SUBJECT TO SUSPENSION. PAYMENTS MUST BE MADE WITH CASH, MONEY ORDER OR CREDIT CARD IN ORDER TO REMOVE A STUDENT FROM SUSPENSION. NO PERSONAL CHECKS WILL BE ACCEPTED AT THAT TIME.

Seniors who are in arrears with tuition and/or fees may not:

- Attend the Senior Prom
- Receive or send an official transcript
- Receive Graduation Cap, Gown and tickets
- Attend the Graduation Ceremony
- Receive a Diploma

Juniors who are in arrears with tuition/fees may not attend the Junior Prom.

Students who are in arrears with tuition/fees may not attend a school trip (i.e. Band Trip, or Service Trip).

Yearbook:

The Valhallan, the school yearbook, is a student publication. It is never to be construed as an official record of the school year. The photographs of individuals or teams, activities, and clubs are arranged through the voluntary cooperation of the students themselves. Any errors or omissions are unintentional and are not the responsibility of St. Laurence High School or the Valhallan staff. A student may opt-out of this privilege of being featured in the yearbook.



### SHIELD Bell Schedule

	<b>S</b>	<b>H</b>	<b>I</b>	<b>E</b>	<b>L</b>	<b>D</b>
<b>08:30-09:17</b>	Period A	Period B	Period C	Period E	Period F	Period G
<b>09:20-10:07</b>	Period B	Period C	Period E	Period F	Period G	Period A
<b>10:10-10:57</b>	Period C	Period E	Period F	Period G	Period A	Period B
<b>11:00-11:47</b>	Period E	Period F	Period G	Period A	Period B	Period C
<b>11:50-01:20 (Lunch)</b>	Period D	Period D	Period D	Period D	Period D	Period D
<b>01:23-02:10</b>	Period F	Period G	Period A	Period B	Period C	Period E
<b>02:13-03:00</b>	Period G	Period A	Period B	Period C	Period E	Period F