

ALTHOFF CATHOLIC HIGH SCHOOL

STUDENT-PARENT/GUARDIAN HANDBOOK



2026 – 2027

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BELL SCHEDULES

Althoff Catholic has eight classes and a lunch period. A four-minute passing period allows for student movement between classes. Occasionally, an abbreviated schedule is used to allow for other activities. When the abbreviated schedule is used, all periods are shortened.

MON, TUES, THURS, FRI DAILY SCHEDULES

Gold Cru Schedule (Juniors & Seniors)

1 st Hr:	8:05 – 8:50	45
2 nd Hr:	8:54 – 9:37	43
3 rd Hr:	9:41 – 10:24	43
4 th Hr:	10:28 – 11:11	43
Gold Cru:	11:15 – 11:45	30
5 th Hr:	11:49 – 12:32	43
6 th Hr:	12:36 – 1:19	43
7 th Hr:	1:23 – 2:06	43
8 th Hr:	2:10 – 2:55	45

Blue Cru Schedule (Sophomores & Freshmen)

1 st Hr:	8:05 – 8:50	45
2 nd Hr:	8:54 – 9:37	43
3 rd Hr:	9:41 – 10:24	43
4 th Hr:	10:28 – 11:11	43
5 th Hr:	11:15 – 11:58	43
Blu Cru:	12:02 – 12:32	30
6 th Hr:	12:36 – 1:19	43
7 th Hr:	1:23 – 2:06	43
8 th Hr:	2:10 – 2:55	45

Wednesday Mass Day Schedule

1 st Hr:	8:05 – 8:43	38
2 nd Hr:	8:47 – 9:22	35
3 rd Hr:	9:26 – 10:01	35
Mass:	10:08 – 11:08	60
4 th Hr:	11:15 – 11:50	35
GC/5 th Hr:	11:54 – 12:24	30
5 th Hr/BC:	12:28 – 12:58	30
6 th Hr:	1:02 – 1:37	35
7 th Hr:	1:41 – 2:16	35
8 th Hr:	2:20 – 2:55	35

Half Day Schedule

1 st Hr:	8:05 – 8:32	27
2 nd Hr:	8:36 – 9:01	25
3 rd Hr:	9:05 – 9:30	25
4 th Hr:	9:34 – 10:03	25
5 th Hr:	10:07 – 10:32	25
6 th Hr:	10:36 – 11:01	25
7 th Hr:	11:05 – 11:30	25
8 th Hr:	11:34 – 11:59	25

Pep Rally Schedule

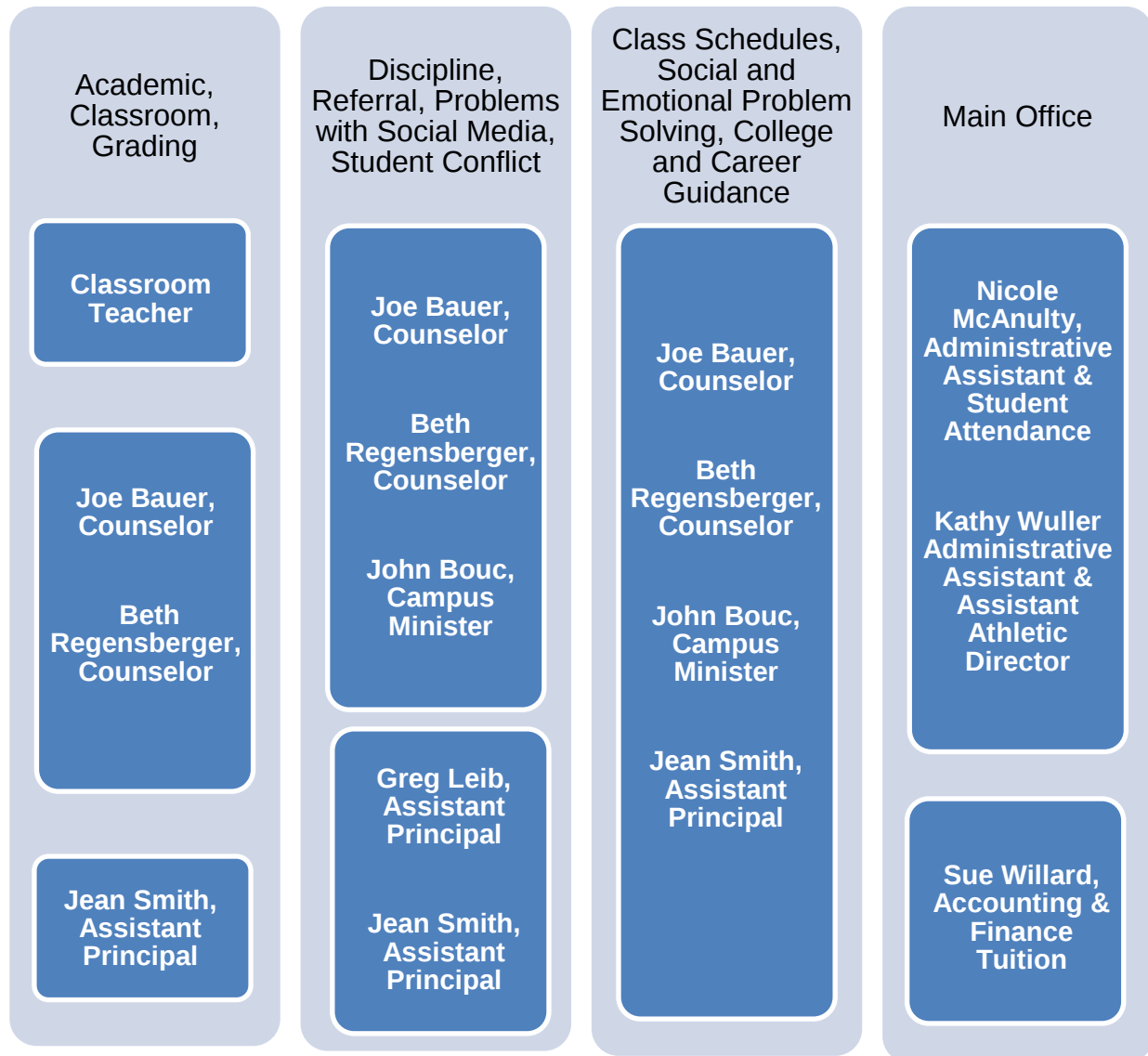
1 st Hr:	8:08 – 8:40	35
2 nd Hr:	8:43 – 9:16	33
3 rd Hr:	9:19 – 9:52	33
4 th Hr:	9:55 – 10:28	33
6 th Hr:	10:31 – 11:04	33
GC/5 th Hr:	11:07 – 11:40	33
5 th Hr/BC:	11:43 – 12:16	33
7 th Hr:	12:19 – 12:52	33
8 th Hr:	12:55 – 1:30	35
Pep Rally	1:35 – 2:55	80

Remote Learning Schedule

1 st Hr:	8:15 – 8:45	30
2 nd Hr:	8:47 – 9:17	30
3 rd Hr:	9:19 – 9:49	30
4 th Hr:	9:51 – 10:21	30
5 th Hr:	10:23 – 10:53	30
6 th Hr:	10:55 – 11:25	30
7 th Hr:	11:27 – 11:57	30
8 th Hr:	11:59 – 12:29	30
Lunch:	12:31 – 1:31	60

Teacher Office Hours: 1:31 – 3:05

Who Should I Contact?



<u>WHO TO CONTACT: ISSUE/TOPIC</u>	<u>FIRST CONTACT</u>	<u>SECOND/THIRD CONTACT</u>
Service Learning Plans/Accommodations	Joe Bauer/Beth Regensberger	Jean Smith
Announcements	Greg Leib	Nicole McAnulty
Aramark	Greg Leib	Susan Morford
Art	Dave Woesthaus	
Athletics	Austin Frazier/Kathy Wuller	Greg Leib
Budget/Purchasing	Susan Morford	Jonathan Birdsong
Building Maintenance	Justin Williamson	Shawn Murphy
College Board	Jean Smith/Beth Regensberger	
Copy Machine	Justin Williamson	Susan Morford
Curriculum	Classroom Teachers	Jean Smith
Discipline	Greg Leib	Jonathan Birdsong
Driver's Education	Adnan Al-Amami	
Enrollment	Reeta P-Skoglund	Jonathan Birdsong
Field Trips	Jean Smith	Jonathan Birdsong
Financial Aid	Sue Willard	
Fundraising Approvals	Connie Edgar Lanaghan	Jonathan Birdsong
Grades/Gradebook	Jean Smith	Jonathan Birdsong
Grading Policy	Jean Smith	Jonathan Birdsong
Intervention Team	Joe Bauer/Beth Regensberger	Jean Smith
Laptops	Stephen Deason with Computype	Jean Smith
Lockers	Nicole McAnulty	Jean Smith
Lunchroom Supervision	Greg Leib/Joe Bauer/Beth Regensberger	Austin Frazier
Marquee	Justin Williamson	Jonathan Birdsong
Master Schedule	Jean Smith	Jonathan Birdsong
Media/Social Media	Reeta P-Skoglund/ Connie Edgar Lanaghan	Jonathan Birdsong
Music	David Justice (Band)	Deacon Doug Boyer
NCAA/NAIA Eligibility	Joe Bauer	Athletic Department
Parking	Greg Leib	Jean Smith
Reimbursements	Mary Fournie	Susan Morford
Safety/Security/Drills	Greg Leib	Jonathan Birdsong
Scheduling Building Activities	Justin Williamson/Jonathan Birdsong	Athletic Department
School Pictures	Jean Smith	Athletic Department
Student Ambassadors	Beth Regensberger	Reeta P-Skoglund
Student Attendance	Nicole McAnulty	Kathy Wuller
Student Support	Joe Bauer/Beth Regensberger	John Bouc
FACTS	Jean Smith	Mary Fournie
Technology	Stephen with Computype	Jean Smith
Testing	Beth Regensberger	Jean Smith
Textbooks	Mike Dori	Jean Smith
Theater	Elaine Laws	Jonathan Birdsong
Transcripts	Joe Bauer/Beth Regensberger	Jean Smith
Transportation	District 201	Austin Frazier
Tuition	Sue Willard	Susan Morford
Website	Reeta P-Skoglund	Mary Fournie
Yearbook	Kristie Ohlemeier/Beth Regensberger	

Chapter 1: Althoff Catholic Guiding Principles

WELCOME



I would like to take this opportunity to welcome our students and families. This handbook contains lots of helpful information regarding school policies, practices, and procedures. The intent is for this handbook to answer some of the most frequently asked questions and pave the way for a successful year.

Our mission at Althoff Catholic High School is to prepare each one of our students to be college and career ready in order to lead successful, faith-filled lives. Families can expect our faculty and staff's best effort to help students succeed. Our hope is to provide a rigorous, yet nurturing faith-filled positive environment. Our expectations for our students are that they are respectful of others, accept the responsibility of working hard, take pride in our school and community, and be engaged.

Students, parents/guardians, and staff must all work together and communicate to help our students meet life's challenges. Together we will do great things.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Birdsong'.

Mr. Jonathan (Skip) Birdsong
Principal



HANDBOOK

All students and parents/guardians are advised to read and become familiar with this handbook (including Appendix A – Athletics.) This handbook is a summary of the school's rules and expectations. These are not a comprehensive statement of school procedures. The Diocese of Belleville's Policy (D.P.) manual is available in the main office, or online through the diocesan website - <https://www.diobelle.org/>

All material in this handbook is subject to change in accordance with the Diocesan policy changes.

HISTORY

In 1699, missionary priests from Quebec founded the oldest, continuous Catholic parish of the United States here in Southwestern Illinois in what is now the Catholic Diocese of Belleville. Catholic followers of Jesus Christ have been raising their families and teaching their children about God in our area for over 300 years! Since 1894, Catholics here established high schools to help teach and prepare their children, including these schools: St. Teresa Academy, Cathedral High School, Academy of Notre Dame, Assumption High School, and Central Catholic High School. Finally, in 1964, Bishop Zuroweste established Althoff Catholic High School, in the name of our second bishop, to help serve these families. Today, inspired by the faith of thousands before us, we boldly proclaim our ongoing mission.

ACCREDITATION/RECOGNITION

Althoff Catholic High School is recognized by the Illinois State Board of Education (ISBE) and accredited by the Diocese of Belleville. Althoff Catholic is a member of the National Catholic Educational Association (NCEA).

MISSION STATEMENT

We are called by Jesus Christ to educate young people, through the Catholic tradition, to lead successful faith-filled lives.

VISION STATEMENT

Althoff Catholic High School will support, challenge, and celebrate our students, faculty, staff, and families of yesterday, today, and tomorrow to ensure a positive impact in our communities. Thus, we are dedicated to continued improvements in curricula, facilities, programs, and technology to attract, retain, and grow our school family in the everlasting light of Christ.

VALUES STATEMENT

Rooted in Jesus Christ and Catholic values we aspire to achieve our personal best in all we do.

STATEMENT OF PHILOSOPHY

Althoff Catholic High School has been established to meet the spiritual, educational, and social needs of youth in the Catholic community. Persons of other religious backgrounds are welcomed. We recognize the inherent self-worth and potential of the individual who needs to be nurtured and developed in order to attain his/her God given potential.

Althoff Catholic High School provides an education and faith formation program that fosters a positive self-identity. The school fosters an understanding of the Roman Catholic faith, nurtures an appreciation of our American heritage, places significance on the interdependence of people, and encourages responsible stewardship of the earth. It promotes self-discipline through a school code of conduct that respects the individual. Furthermore, Althoff Catholic High School challenges students to live morally; to extend care and concern to family, parish, and community; to evaluate their personal growth; and to attain the necessary skills to become responsible members of society.

EDUCATIONAL GOALS

- To provide faith formation programs based on Catholic values.
- To promote the teachings of Jesus and the essentials of the Roman Catholic faith.
- To provide a quality academic program which fosters a positive attitude toward life-long learning.
- To develop skills necessary for living and working in a global society.
- To encourage self-discipline in one's behavior and work.
- To promote opportunities for sharing and improving one's talents through social and co-curricular activities.

Chapter 2: Admission Information

ADMISSION/NON-DISCRIMINATION POLICY (D.P. 5111.1)

Althoff Catholic High School admits students of any race, gender, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, gender, national and ethnic origin in administration of our educational policies, admissions, policies, scholarships, local programs, athletic and other school-administered programs.

In order to meet the educational needs of students, however, there are restrictions on the acceptance of students with certain academic/behavioral deficiencies.

Students must live with legal parents/guardians in order to be a student at Althoff Catholic. This precludes students being married while at Althoff Catholic High School.

Age Requirement: In order to enroll at Althoff Catholic High School, students must have completed 8th grade and be on track to graduate before their 20th birthday.

INCOMING FRESHMEN

Students are required to apply on-line as well as pay an application fee in order to be considered for admission.

In December of their 8th grade year, or after, incoming freshmen should take the High School Placement Test that yields both verbal and quantitative ability scores and achievement scores in math, reading, and language. The guidance department and the administration use results of this test to place students in appropriate classes.

Before registration, the students' 7th and 8th grade semester grades are sent to Althoff Catholic High School along with any standardized test results in the student's file. In addition, the principal and 8th grade teachers from the student's grade school are asked to complete a recommendation form on each student based on academic potential, emotional maturity, behavioral appropriateness, and adaptability to Althoff Catholic High School. Registration will not be accepted until the grades, test scores, and recommendations are received by Althoff Catholic High School.

TRANSFER STUDENTS – FRESHMAN, SOPHOMORE, JUNIOR YEAR

Students who wish to transfer into Althoff Catholic must provide:

1. A transcript from the previous school showing they have taken a course of studies similar to the curriculum at Althoff Catholic;
2. Standardized test scores showing a composite score in the 40th percentile or higher;
3. Grades from all previous high school semesters;
4. Two Althoff Catholic recommendation forms to be completed by: the student's former guidance counselor, teacher, principal, or pastor.
5. Attendance and disciplinary records.

Students who do not meet the criteria above may be accepted on probation at the principal's discretion.

TRANSFER STUDENTS – SENIOR YEAR

Transfer students will not normally be accepted for senior year. Exceptions will be made at the principal's discretion. Students who are considered for senior year transfer must provide the same information as listed in the previous section on Transfer Students for freshman, sophomore, and junior years.

PROBATION

Althoff Catholic High School is a diocesan high school and, as such, we feel that all students who wish should be given a chance to attend. However, we are also aware that our school is not large enough to provide a full range of academic opportunities. Most classes are geared to the average or above average student.

If students have a "D" or lower in any two or more classes, fail to do assignments, have attendance/discipline issues, or appear to need special help, they may not be allowed to continue at Althoff Catholic. Decisions to terminate a student's enrollment at Althoff Catholic because of academic difficulties will be made on a case-by-case basis by the administration, guidance counselor, and appropriate teachers.

PROBATION FOR CURRENTLY ENROLLED STUDENTS

Currently enrolled students may be placed on probation for the following reasons:

1. Failure to maintain a "C" (2.0) cumulative average.
2. Repeated failure to do class assignments.
3. Attendance/discipline issues.

All student's records will be reviewed at the end of each semester. Students who fall into one of the categories listed above may be placed on probation. This will be decided on a case-by-case basis and will involve discussion with the student's teachers. If a decision is made to place a student on probation, parent/guardian will be contacted and requested to attend a meeting with a guidance counselor and the administrative personnel.

ENROLLMENT OF STUDENTS WHO HAVE BEEN HOME SCHOOLED

Students who wish to enroll at Althoff Catholic, but have most recently been home schooled, will be accepted on a case-by-case basis at the discretion of the administration. Normally these students will be asked to provide some type of standardized achievement test completed within the last year and a syllabus for each course they took at home.

BUS TRANSPORTATION

Bus transportation to and from school is provided by Belleville School District 201 (*if student lives within Belleville School District 201.*) Contact District 201 for any student needing bus transportation.

Chapter 3: Financial Information

TUITION

Tuition for the **2026-2027** academic year:

Diocesan Catholic Students:

- 1st student in family \$9,100.00
- 2nd student in family \$7,900.00 (\$1,200.00 discount)
- 3rd student in family No Charge

Out of Diocese Catholic Students:

- 1st student in family \$9,600.00
- 2nd student in family \$8,400.00 (\$1,200.00 discount)
- 3rd student in family No Charge

Non-Catholic Students:

- 1st student in family \$10,500.00
- 2nd student in family \$ 9,300.00 (\$1,200.00 discount)
- 3rd student in family No Charge

Parish Assessment: Parishes in the Diocese of Belleville pay an assessment to Althoff Catholic High School. Parents/guardians are to be aware that if the assessment is not forthcoming from the pastor of a student's parish, for whatever reason, then the students from that parish will be charged the Non-Catholic tuition rate. In these situations, parent/guardian will be asked to discuss the matter with their pastor.

CLASS FEES

Students are charged a flat class fee. This charge helps cover course fees, retreat fees, testing fees, internet access and use, student insurance, graduation fees, and some of the eBook costs, etc. The class fee also includes a schoolwide fundraising fee. You have the ability to receive a \$150.00 tuition credit during the cash raffle fundraiser. The class fee is due July 1st each year and will be withdrawn from all FACTS Tuition Management accounts on this date. If you choose to pay your tuition annually or bi-annually, class fees must be received no later than July 1st. Class and general fees are **NONREFUNDABLE**.

Freshmen	\$750.00
Sophomores	\$750.00
Juniors	\$750.00
Seniors	\$750.00

Note: *There are times when students will be charged an additional fee for books. Parents will be notified in a timely manner.*

Other Fees:

\$100.00 - Application fee for new students

\$75.00 - Re-Enrollment fee for continuing students

\$50.00 - Parking permit

\$125.00 - Athletic fee. The fee is per sport with a maximum of \$375.00 per student and a family maximum of \$600.00.

\$2,000.00 - one-time International Student Fee

Driver Education Fee payable to: **MyTutor**.

Applicable only to students enrolled in the Driver's Ed class.

\$25.00 - Returned check fee will be charged for all checks returned.

FACTS

Althoff Catholic has partnered with FACTS Tuition Management Company to manage our tuition payment program. All families must enroll in FACTS. You may choose to pay in one, two, nine, ten, or eleven payments. Payments will be withdrawn on the 1st or the 15th of the month. On the monthly plans, you may choose to make half of the monthly payment on the 1st and half on the 15th.

OUTSTANDING BALANCE

If payments are delinquent at the end of each academic quarter, the student may not participate in any extra-curricular activities or school sponsored activities.

Tuition payments must be current for a student to have access in FACTS to the results of their semester examinations and report cards.

Senior accounts must be paid in full to participate in graduation and receive their diploma.

If a student has an outstanding balance at the end of the school year, the account must be paid in full for a student to remain enrolled for the upcoming school year. Schedules will NOT be issued until accounts are paid in full. Questions concerning these accounts may be directed to the business manager or to the principal. We appreciate your cooperation in this matter.

REFUND POLICY FOR TRANSFERS

If students withdraw from Althoff Catholic and still have a tuition/fees balance, official transcripts will not be released until that balance is paid in full. An unofficial transcript indicating what courses the student is passing or failing will be sent to the receiving school within 10 days of receiving the request. Letter grades and credit for the current semester will not be sent until the balance is paid.

If students transfer mid-semester, tuition will be pro-rated including the day the student officially withdraws. If a family has overpaid, the parent/guardian will be reimbursed within 30 days.

Class and general fees are **NONREFUNDABLE**.

Chapter 4: Dress Code Information

DRESS CODE POLICY

Althoff Catholic High School takes pride in the appearance of its students and expects student and parent/guardian cooperation in the matter of students' dress and grooming. Clothing and accessories which attract undue attention or are in poor taste are not permitted on the Althoff Catholic High School campus. The following dress code has been set to meet the objectives of modesty and neatness in appearance. A neat and clean appearance is required of all students. Tight or revealing clothing of any nature is not appropriate for Althoff Catholic students. Questions regarding neatness, cleanliness, or appropriateness will be decided by the administration.

UNIFORM PURCHASES

All uniform purchases are to be placed through:

Just Me Apparel

232 Old Sulphur Spring Road

Manchester, MO 63021

636-391-3551 | 877-797-7344

<https://www.justmeapparel.com>



Just Me Apparel

TWO UNIFORMS

Althoff Catholic has adopted two uniforms: an everyday uniform consisting of a polo shirt with khaki or navy pants or uniform skirt, and a formal uniform consisting of a monogrammed white oxford shirt and tie with khaki or navy pants or uniform skirt. The formal uniform is worn each Wednesday and at special events.

Shirts and Ties

- The dri-fit polo style shirts in navy, gray, or white with the Althoff Catholic logo are the primary uniform shirts. Tee shirts worn under the polo shirts may not be visible other than at the neckline.
- White dress shirts must be buttoned and tucked in fully.
- Ties are to be tied correctly and pulled tight to the neck at the collar.

Outerwear

- The navy or gray fleece, navy or gray quarter zip sweatshirt, navy or gray pullover, navy cardigan, navy V-neck sweater, navy crew-neck sweatshirt, navy blazer and any shirt with the Althoff Catholic logo from **Just Me Apparel** are permitted. These items are the only items allowed to be worn during the week.

Slacks/Skirts/Capris/Shorts

- Tan or navy dress slacks or shorts, may be worn by male or female students throughout the entire school year. Shorts must fall no more than three inches above the top of the knee cap.
- Althoff Catholic's definition of slacks does not include: jeans, leggings, skinny pants, or sweatpants.

- Pants may not be baggy, have holes, oversized, or cut off and must be worn at waist level. Slacks designed to look like a “jean” style are not considered appropriate attire for students during the school day.
- Belts must be worn.
- Girl’s skirts must be of a modest and school appropriate length (they should fall no more than three inches above the top of the knee cap when standing straight up). Rolling skirts is not allowed and skirts must be buttoned and zipped fully. Any questionable skirt length will be directed to the administration.

Shoes/Socks/Miscellaneous

- Tennis shoes or dress shoes are the only allowed footwear. Shoelaces must be tied. A dress shoe is a shoe with a closed toe and a closed heel. Crocs, moccasins, slippers, sandals or flip-flops are never permissible.
- Socks must be worn. Girls may wear navy or black leggings under their skirts. Sweatpants are NOT allowed.
- Students may NOT wear a head covering of any type.
- ALL students should keep hair neat and clean and should use good taste in choosing a style that is not a distraction in the classroom. Only natural hair colors will be allowed, i.e., no blue, green, orange, etc. Hair may not be in the eyes.
- NO P.E. CLOTHES are allowed in the academic building during the regular school day.
- VISIBLE body piercings are not permitted. Pierced earrings and jewelry should be kept to a minimum and non-distracting.
- Students are not to enter the building without being in complete and proper uniform which means students may not dress in the school restrooms, etc.

FRIDAY UNIFORM: SPIRIT WEAR

Students will be allowed to wear, on Fridays only, a plain blue or gold tee shirt, an Althoff Catholic tee shirt, an Althoff Catholic hoodie, or an Althoff Catholic warm up jacket from a sport. If outerwear is removed, you must still be in uniform. Students need to wear uniform bottoms.

DRESS CODE VIOLATIONS

Staff members will check students for dress code compliance each school day. If a student is found to be in violation of the dress code policy, they will be written a referral which they will be required to sign. After the referral is given, the student must report to the administration and will have the following options:

1. Correct the violation (i.e. unroll the skirt, locate & put on a belt, put on socks, etc.)
2. Call home using a school phone and have someone bring to school the attire needed for dress code compliance.

Dress Code Referral Penalties are subject to **PHASE II** consequences. Please see pages 38-39.

Chapter 5: Academic Information

GRADUATION REQUIREMENTS

Students must pass 27 credits for graduation. Senior students must also be currently enrolled in all required coursework for graduation in order to participate in commencement. It is possible for each student to take eight classes per semester, which gives each student the opportunity to pass eight credits per school year. In four years, students can graduate with 32 credit hours. In addition, students are required to complete Freshman Retreat, Sophomore Retreat, Junior Retreat, and Senior Service as a condition for graduation.

The eighth and final semester at Althoff Catholic is a special and unique time in a student's life. Activities for seniors include the Senior Service Project, Senior Parent Breakfast, Baccalaureate, and Graduation. It is a requirement for graduation from Althoff Catholic High School that students be in attendance for the final semester of their senior year at Althoff Catholic.

	ACHS REQUIRES	ILLINOIS REQUIRES	MOST COLLEGES REQUIRE
THEOLOGY	4 credits	0 credit	0 credit
ENGLISH	4 credits	4 credits	4 credits
ALGEBRA 1 OR EQUIVALENT	1 credit	1 credit	1 credit
GEOMETRY	1 credit	1 credit	1 credit
3 RD YEAR OF MATH	1 credit	1 credit	1 credit
2 LAB SCIENCES (PLACED BY COUNSELOR)	2 credits	2 credits	2 credits
SCIENCE	1 credit	0 credit	1 credit
WORLD HISTORY	1 credit	0 credit	1 credit
U.S. HISTORY	1 credit	1 credit	1 credit
CIVICS (<i>Must pass the constitution test</i>)	1 credit	0.5 credit	0.5 credit
PHYSICAL EDUCATION	2-4 credits	4 years	0 credit
CONSUMER EDUCATION	0.5 credit	0.5 credit	0.5 credit
HEALTH	0.5 credit	0.5 credit	0 credit
FINE ART (MUSIC, ART, or WORLD LANGUAGE)	2 credits	2 credits	2 credits

Though it is not an Althoff Catholic graduation requirement, students planning to continue their education at a university or community college are urged to enroll in a minimum of **2 years of world language**, as this is a common admission requirement at many colleges. In order to meet most colleges' requirements, students must take the same language for 2 years. To determine the requirements for a specific college, check the college's website or contact the admission office of that school.

GRADUATION CEREMONY

1. Students who complete 27 credits including the courses specifically required for graduation will take part in the graduation ceremony to receive their diplomas certifying graduation from Althoff Catholic High School.

2. Students who complete the senior year one or less credits short of the credits required for graduation may also participate in the graduation ceremony. Such students will ONLY receive the diploma cover in the ceremony, but may receive their actual diploma upon completion of the required work. Up to one credit of work may be made up in summer school.
3. Students who are more than one credit short of the credits required for graduation may not participate in the graduation ceremony. The diploma will be granted upon completion of the required work.

**Certain circumstances may occur which could result in exclusion from the graduation ceremonies.

TRANSFER CREDIT

Althoff Catholic High School reserves the right to evaluate all credits earned from an outside institution to determine if the course in which the credit was earned is equivalent to a course offered by Althoff.

GRADE LEVEL CLASSIFICATION/RETENTION/PROMOTION

Students also must have earned at least the following number of credits for each grade level classification:

Freshman	0-6
Sophomores	6.5-14
Juniors	14.5-21
Seniors	21.5+

SENIOR SERVICE PROJECT

Through the Service Learning Project, seniors spend three weeks in full-time volunteer service during the spring. Students are placed in people-serving agencies throughout the community and are given an integrated service experience involving direct, person-to-person contact with those in need. This opportunity for service and for personal growth is important to the mission of Althoff Catholic and to the Christian formation of our students. The satisfactory completion of the project is a graduation requirement.

EXEMPTION FROM PHYSICAL EDUCATION

A student may be exempt from P.E. if any of the following conditions are met:

1. A student is participating in band.
2. A student needs a specific course required by a college or university they will be attending. Written documentation will be required from that college/university.
3. A student has a physical disability or an injury that keeps them from participating in P.E. Written documentation will be required from their physician.

COLLEGE CREDIT OPTIONS

ADVANCED PLACEMENT (AP) COURSES

Advanced placement (AP) courses give students the opportunity to earn college credit while still in high school. Students may choose to pay for and take the end-of-course AP exam for any subject offered on the AP College Board website: www.collegeboard.com/ap. High exam scores may enable students to gain admission, credit, and placement into advanced courses once in college. Minimum required exam scores vary by college/university and subject. Specific requirements for colleges and universities can be found on the College Board website.

The AP exam is given to students each spring on an assigned date chosen by College Board. Even if Althoff Catholic does not offer a particular AP course, students still have the option to take the AP exam. The end-of-course exams are rigorous, and if a student chooses to participate in AP courses, they should be prepared to work very hard and put in many hours of outside study time.

PROJECT LEAD THE WAY (PLTW)

PLTW students engage in hands-on activities, projects, and problems that are reflective of real-world challenges. This compelling, real-works approach empowers students to learn essential, in-demand skills validated by the world's leading companies, while also providing an invaluable connection between what students are learning in the classroom today and how it applies to the paths they'll take in the future.

GRADING SCALE

Althoff Catholic High School uses the traditional credit system of grades of A, B, C, D, and F. Grades are computed on a semester basis. Progress reports will be available throughout the year. Report cards will be available in the Family Portal at the end of each semester. Grades are available to be viewed anytime through FACTS.

Semester Course Grade = 80% (coursework) + 20% (final exam)

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%

A grade of "I" (Incomplete) should only be given under special circumstances (e.g. absences due to a serious health problem). A teacher should NOT give a grade of "I" without having first made arrangements with the student as to how and when the course work will be completed. It is recommended that in many cases the student should receive a lower grade, and then when course work is completed the grade can be changed. For example, if missing work earns the student a "D", issue that grade. When the work is made up the grade can be changed to the higher grade. Teachers should keep in mind that an "I" does not calculate into a student's GPA; therefore, receiving a lower grade until the work is COMPLETED may be more of an incentive to the student to make up the work. Unless otherwise advised, the guidance counselor will change an "I" (Incomplete) to an "F" two weeks after the end of each semester.

SEMESTER EXAMS

Semester exams are to be taken by all students. Permission may not be given for students to take early semester exams because of projected absence from the scheduled exam. Students in this case may be expected to take the semester exam on a date agreeable with the course teacher after the scheduled semester exam date. For exceptions, please contact the assistant principal for approval.

SCHEDULE/COURSE CHANGES

Students are strongly encouraged to complete all courses for which they are scheduled. If it is to be in the student's best interest, a student may withdraw from a course upon obtaining approval of a guidance counselor, course teacher, and parents/guardians. A student may withdraw from a class up to five days after the beginning of the semester with no penalty. A student withdrawing in the next three weeks will receive a "W" which will become part of the permanent record. A withdrawal after the first four weeks but before the progress reports will result in a Withdraw Fail (WF) or Withdraw Pass (WP) and be recorded on the transcript. A withdrawal after the progress reports will result in "F" which will be recorded on the transcript and will be averaged in the cumulative GPA. Credit is not given for a withdrawal nor will any course fees be refunded.

FAILURES

First semester failures in all full year classes can be made up if the student receives a "C" or better for the second semester. That is, a student showing proficiency in the course content in the second semester with a grade of "C" or better will receive a "D" for the first semester. If a student also fails the second semester, the course may be made up by repeating the entire course in summer school.

SUMMER SCHOOL

A student may register for a summer school course through Illinois Virtual School (IVSA) online for Health or Consumer Education for full credit. They may also register for credit recovery courses. All of these courses are at the expense of the parent/guardian. Any student interested in taking a summer school course should check with the guidance department for direction.

GPA CALCULATIONS

Two grade point averages will be maintained, a regular grade point average (unweighted) and a weighted grade point average. The unweighted grade point average will be determined in the usual way by multiplying each semester grade in an academic subject by its value (A=4, B=3, C=2, D=1, F=0) and dividing by the number of grades. This is the grade point average that will appear on the report card as the cumulative average.

Honor courses receive an additional 1.00 weight per course, per semester for grades of “C” or better. This is computed and averaged at the semester for the weighted GPA.

Students may only take a certain number of honors courses per semester.

- Freshman – 4
- Sophomore – 4
- Junior – 6
- Senior – 6

CLASS RANK & ACADEMIC HONORS

At Althoff Catholic High School, we believe in recognizing academic achievement in a way that is both meaningful and equitable. While class rank will continue to be calculated for all students and provided on transcripts for college and scholarship purposes, the way we **honor** top academic achievement is transitioning.

Classes of 2026, 2027, and 2028: Valedictorian, Salutatorian, and Cum Laude Recognition

- **Valedictorian and Salutatorian honors** will continue to be awarded. These are based on the **highest and second-highest weighted GPA** in the graduating class after seven semesters.
- The **weighted GPA**, used to determine honors rank, will appear on a student’s transcript and will also be recorded on the student’s permanent academic record.

In addition to these traditional honors, these classes will also be included in the **Cum Laude Recognition System**, allowing more students to be publicly recognized for academic excellence at graduation:

- **Summa Cum Laude (“With Highest Honor”)** – Top 5% of the class
- **Magna Cum Laude (“With Great Honor”)** – Top 15% of the class
- **Cum Laude (“With Honor”)** – Top 35% of the class

This hybrid approach allows us to maintain tradition while moving toward a more inclusive and meaningful recognition system.

Class of 2029 and Beyond: Cum Laude Recognition Only

Beginning with the Class of 2029, Althoff Catholic will no longer name a Valedictorian or Salutatorian. Instead, student academic achievement will be recognized exclusively through the **Cum Laude Recognition System** as outlined above.

This change reflects our commitment to fairness, inclusivity, and alignment with higher education standards, especially given the unique dynamics of a smaller school.

Class Rank (All Students)

Two class ranks will continue to be maintained for all students:

- **Unweighted class rank**, primarily for internal use.
- **Weighted honors class rank**, used for college applications, scholarships, NHS acceptance, and academic recognition.

These ranks will be included on official transcripts and made available to colleges, universities, and scholarship committees upon request.

HONOR ROLL

Althoff Catholic honors outstanding academic work with a semester honor roll. A weighted 3.5 to a 3.799 average for the current semester (not cumulative) merits honors; and a 3.8 average or higher, high honors. During the fourth quarter, an honors assembly is held for all students. Those who have made honor roll from 1st semester will be acknowledged.

HOMEWORK (D.P. 6154)

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce what has already been taught in the classrooms. Homework shall not be used to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment.

LATE ASSIGNMENT POLICY

Assignments must be submitted in a timely manner as they are reflective of the material that is being taught at the time. Turning in assignments when they are due allows the assignments to be graded and returned to the student in a timely manner to allow appropriate feedback on the work completed. In order for work to be graded fairly and to be valid, it must be submitted before corrected assignments are returned to other students, thus, it is imperative that students complete work and submit it on the due date.

Assignments **MUST** be turned in at the time requested by the instructor.

If a student **is absent** from class and missed the previous day, he/she can turn in the assignment **immediately at the beginning of the hour** on the next day he/she returns to that class, without penalty. If the assignment is not turned in on the day the student returns, the assignment will be considered late. Please refer to each teacher's syllabus for their individual homework policy.

TESTING (D.P. 6162.5)

Admission Testing: All students entering Althoff Catholic High School for the first time are given a reliable high school placement test.

Annual Academic Testing Program: All students shall participate in the standardized testing program (PreACT 9, PreACT 10, and PSAT) to be administered during the fall.

Yearly Assessment of Catholic Religious Educational Testing: In order to ensure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs, an evaluation instrument will be administered yearly as determined by the Office of Education for the Diocese of Belleville.

COMMUNICATIONS WITH PARENTS/GUARDIANS (D.P. 5124)

Reporting to Parents/Guardians

Progress Reports will be emailed throughout the year to all students. Current grades are available for viewing anytime through FACTS. Semester report cards will be available in FACTS Family Portal at the end of each semester.

Parent/Guardian Teacher Conferences

Conferences can be arranged by either party through contacting the teacher. If a conference is needed with multiple teachers, arrangements can be made with the guidance counselor and/or the administration at times agreed upon by all parties.

Communication with the Administration

Any parent/guardian or visitor wishing to contact the administration may do so by telephone or email during regular school hours (Monday-Friday 8:00 a.m. - 3:30 p.m.) Appointments may be made for conferences by calling the main office between the hours of 8:00 a.m. – 4:00 p.m.



Chapter 6: Student Record Information

MISSING PERSONS

Upon notification by the Illinois State Police of a child's disappearance, any child currently or previously enrolled in our school, shall flag the record of the child in such a manner that whenever a copy of the information regarding the record is requested, the school is alerted that the record is that of a missing person.

The school shall immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school shall remove the flag from the student's record.

STUDENT RECORDS (D.P. 5125)

Schools are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state, and diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

VIEWING STUDENT RECORDS

Parents/guardians and/or students aged 16 and older may see and review, with a staff member of the department that maintains the records, all official records, files or data that pertain to the student. Such requests MUST be made in advance and access to the record shall be provided as early as possible.

To ensure proper interpretation and security of these records, such data may be viewed only with an administrator or staff member present.

Except for matters of fact (spelling of names, addresses, phone numbers, etc.) requests for changes of information will be reviewed by the administration or the guidance department. Parents/guardians or students will be informed of the result of this review. In case of dispute, appeal may be made to the principal.

No outside agency will be allowed to see or obtain copies of student records or transcripts without the written consent of a parent/guardian or student over 16. This will apply to other schools, colleges, prospective employers, insurance agencies, etc. A log is kept on the student's permanent record containing the date and name of any agency to which such information is released.

Should Althoff Catholic at some time close, permanent records will be placed in the care of the Diocese of Belleville.

TRANSFER OF RECORDS/TRANSCRIPTS (D.P. 5119)

Transcripts are copies of the student's permanent record needed for several reasons, including transfer to another school or application to a college. Any official transcripts are sent directly from Althoff Catholic High School to the agency requesting it, assuming the student's account is paid in full. A current student can only apply for an official transcript through Parchment without a charge. A former student can apply for an official transcript through Parchment, however there will be a charge. If a current or former student needs an official, sealed transcript, the student can apply by contacting the main office.

NON-CUSTODIAL PARENT STATEMENT OF RIGHTS

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT HEALTH RECORDS

Student health records are maintained in the main office. The guidance department will give information concerning learning and physical disabilities to the appropriate faculty.



Chapter 7: Student Health Information

PHYSICAL EXAMS/IMMUNIZATIONS (D.P. 5141.3)

All students attending Althoff Catholic are required to be in compliance with the law of the State of Illinois with respect to health examinations and immunizations.

If information of a medical nature changes, the school appreciates knowing since this information is important to the health and education of the student. Parents/guardians are asked to notify the main office before September 1 of any health problems that a student may have so that teachers may be aware of any such situations.

Dental exams are required for freshmen only. Eye exams are required of new students to the State of Illinois.

If the parent/guardian of a student who attends Althoff Catholic High School refuses to vaccinate a student and claims a religious or medical objection, the school shall follow diocesan **Regulation 5141.3** in accordance with the law of the State of Illinois.

COMMUNICABLE DISEASES

Althoff Catholic will follow Illinois Department of Public Health (IDPH) and Diocese of Belleville guidelines regarding handling of communicable diseases.

AIDS

Students with HIV enrolled or seeking enrollment in grade K through 12 shall be permitted to attend school. When a student is infected with the virus, the student's parent/guardian must inform the principal.

Persons involved in the education of HIV-infected children should respect the student's rights to privacy, including maintaining confidential records in accordance with the law. The number of personnel who are aware of the student's condition should be kept at the minimum necessary to assure proper care of the student and to detect situations where the potential for transmission may increase.

MEDICATION DISTRIBUTION PROCEDURES

Students who need to take prescription medicines are required to bring medicine to the office in a labeled bottle with a note from the doctor detailing the dosage and the reason for which it was prescribed. Students may then come to the office at the appropriate time to receive the medicine. All appropriate forms must be completed and returned to the main office.

MEDICAL CANNABIS

Diocesan schools shall allow a parent/guardian or other individual registered with the Department of Public Health as a designated caregiver (who is a registered qualifying patient) to administer a medical cannabis infused product in a manner that, in the opinion of the school, would not create a disruption to the school's educational environment or would cause exposure of the product to other students.

POLICY FOR PREGNANT STUDENTS

Since Althoff Catholic is concerned about the physical and personal well-being as well as the academic progress of students who are pregnant, students are encouraged to contact an administrator, counselor, or faculty member if they wish to discuss any personal matters. Althoff Catholic attempts to help make their days in school as beneficial and pleasant as possible.

It is important that students at Althoff Catholic who are pregnant be identified as soon as possible. This is necessary so that their health can be protected, the school can take necessary precautions in regard to the student, and plans can be made so that the student's academic progress will not be impaired. Faculty or staff members who know of students who are pregnant should notify the administration or guidance department.

When the pregnancy becomes known, the student is to obtain a permit from her physician indicating:

1. That her physical condition is such that she may attend her regularly scheduled classes;
2. The date of delivery so that plans could be made accordingly; and
3. The physician's signature exempting her from active physical education classes for a specified duration of time.

These statements must be submitted to the administration immediately.

For reasons of safety and health, students who are pregnant may not attend classes the quarter in which they are due for delivery. Responsibility for attaining credit during this quarter is up to the student. In some cases, due to an extended absence from school, it must be understood that credit cannot be given if course work is incomplete. The student may return to classes at the beginning of the next quarter or as soon as she has her physician's permission to resume her normal schedule.

In order for the student to continue at Althoff Catholic, a *Parental Indemnification Release Form* must be signed by the parent/guardian of the student. This is required to protect the school from liability in case of possible harm to the student or her unborn child on school property or at school-related activities.

Students are required to pay full tuition even though they may be absent for a part of the school term.

CONCUSSION AND HEAD INJURIES

Students must comply with all protocols, policies, and bylaws of the Illinois High School Association before being allowed to participate in any athletic activities, including practice or competitions. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed.

Chapter 8: Attendance Information

ATTENDANCE

The official school day begins with prayer and the Pledge of Allegiance at 8:05 a.m. The school day concludes at 2:55 p.m. The academic building opens at 7:30 a.m. Students who arrive before 7:55 a.m. should report to the cafeteria or Cru Cave if open. Students are NOT to congregate in the stairwells or in the foyer. Students not participating in extracurricular activities or practicing for a team sport are encouraged not to remain on school property after school is dismissed.

Any student arriving after 8:05 a.m. should first report to the attendance window for a tardy slip. Students are expected to attend every school day for the entire day. Students are not to leave school property without permission from the main office.

At the beginning of each hour, the teacher will indicate (via the computer) the names of students who are absent or tardy. The classroom teacher should handle students who are tardy to class. Repeat offenders should be referred to the appropriate administrator.

ABSENCE

If a student must be absent, the main office MUST be notified by telephone as soon as possible on the morning of the absence stating the reason for the absence. Parents/guardians may also call and leave a voicemail message when the office is closed.

If a student will be absent for several days (vacation, funeral, etc.) the office is to be notified in advance. Absences without a phone call/note are considered truant.

Students who are absent are responsible for completing work missed during that time. Failure to make up required work can result in loss of credit for the grading period. Family vacations that result in absence from school are discouraged, but when students are absent for this reason, they must complete the assigned work.

Students who are absent from school (due to illness) are not to participate in extracurricular activities scheduled for that same day.

The following are a valid cause for absence: A) Illness, including the mental or behavioral health of the student; B) Observance of a religious holiday; C) Death in the immediate family or family emergency; D) Other situations beyond the control of the student, as determined by the school administration; or E) Such other circumstances that cause reasonable concern.

The following procedures will be used to determine the cause of unexcused absences: A) Interviews with the student; B) Interviews with student's parent/guardian; C) Interviews with any school officials who may have information about the reasons for the student's attendance problem.

The following interventions, strategies, and supportive services will be available to truant or chronically truant students to improve their attendance: parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Per Section 26-18 of the School Code, Althoff Catholic collects and reviews chronic absence data and determines what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

TARDY

If a student arrives late to school, they are to report to the attendance window for a tardy slip.

If the student will be tardy due to a doctor/dentist appointment, a phone call from the parent is necessary stating the reason and a **verification slip from the doctor/dentist office is needed** to be admitted into school with an excused absence. Without this verification slip, they are considered truant. This verification slip is also required for students who need to leave for an appointment during the day if they wish to return to classes the same day. If a student is tardy to a (1st - 8th period) class, the teacher will note the tardy. If a student reaches 3 tardies, the student will have to serve the following tardy violations:

Violations:

- After 3 tardies, a letter will be sent home to inform parent/guardian of the situation.
- After 6 tardies, a detention will be served.
- After 9 tardies, a day of in-school suspension will be served.
- After 12 tardies, a day of Saturday detention will be served.
- After 15 tardies, the student will be referred to the principal for final action regarding his/her excessive tardies.

EARLY DISMISSAL

If the student needs to leave school early, it is to be prearranged through the office. Parents/guardians should call the main office when a student has an appointment and requires an early dismissal. The student should come to the attendance window to get a white slip to be excused from class when it is time for their appointment. Only students leaving early for a doctor/dentist appointment will be allowed to return to school the same day with proper verification from the doctor's office. They are required to check back in at the attendance window.

STUDENT ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day are to report to the attendance window to phone a parent/guardian and make arrangement to return home. The school does not provide clinic facilities, nor can it dispense medication of any kind. Teachers cannot dispense medication. On rare occasions if medication must be dispensed, it must be brought to the main office in correctly labeled containers with official documentation. When students leave school because of illness, they are not permitted to return to school that same day. If a student should become ill during class, the teacher should send the student with a pass to the attendance window. The office staff may determine if the parent/guardian should be called and if the student should be sent home.

In case of an emergency, the teacher should immediately notify the main office.

EXTRACURRICULAR ACTIVITIES WHEN MISSING SCHOOL

Students who are absent from school (especially for reasons of illness) are not to participate in extracurricular activities scheduled for that same day.

Student must be in school no later than 11:00 a.m. and remain in school for the entire day in order to participate or to practice in any scheduled activity. They are responsible for all classes and work they miss when absent.

If a student, wanting to participate or practice in an extracurricular activity on a given day, needs to leave during the school day for a doctor's appointment, they must bring a doctor's excuse slip to the attendance window when returning to school that day in order to participate. The principal must approve any exceptions to this rule.

TRUANT

Students who miss 5% of the school year or 9 absences will be considered truant.



Chapter 9: Discipline Information

DISCIPLINE (D.P. 5144)

In order to provide an environment conducive to learning, structure and self-discipline are needed. The discipline policies and procedures in place at Althoff Catholic are meant to encourage this type of environment. We assume that all students are capable of responsible behavior. Should this not be the case, and behaviors occur which are detrimental to the “good” of the rest of the students, those behaviors will be dealt with according to the procedures detailed in this section.

The philosophy of Althoff Catholic is that each student is responsible for his/her behavior. The behavioral expectations are clear as well as the consequences or sanctions for inappropriate behavior. If a student chooses to behave inappropriately, he/she chooses the sanction or consequences for that behavior. The registration of a student is considered an expressed agreement on his/her part and on the part of parent/guardian to comply with all rules, regulations, and policies of Althoff Catholic. The administration reserves the right to discipline a student at any time whose conduct they consider unsatisfactory.

TRANSFER STUDENTS

Althoff Catholic will honor any disciplinary action(s) which have been imposed by the transfer student’s previously attended high school and which have not been satisfied, in whole or in part, before enrollment at Althoff Catholic. These prior disciplinary actions will be deemed disciplinary actions imposed by Althoff Catholic. Failure to disclose on the enrollment application the existence of any pending or completed disciplinary actions imposed by a previously attended high school may result in the imposition of sanctions. Any statement on the enrollment application determined to be false may result in the imposition of sanctions.

CODE OF CATHOLIC/CHRISTIAN CONDUCT COVERING STUDENTS (D.P. 5131)

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student’s enrollment in the school. These principles and expectations apply to students both on campus and off campus and during school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate removal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.

The student's interest in receiving a quality, morally-based education can best be served when students, teachers, and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to remove their child/children when the situation is warranted.

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese of Belleville. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to: suspensions, expulsions, removal from participation in extracurricular activities as determined by the principal, etc.

Examples of off-campus misconduct subject to this policy include but are not limited to the following:

- Alcohol use
- Vaping
- Arson
- Burglary
- Drug possession or inappropriate sharing/sales
- Illegal drug and substance use
- Inappropriate/illegal sharing of prescription medicine
- Fighting
- Illegal firearm possession
- Hazing
- Illegal activity
- Inappropriate internet usage on/off campus
- Physical or sexual harassment
- Psychological or emotional harassment
- Robbery
- Sexual assaults
- Threats of violence
- Racial bullying or hateful expressions of intolerance based on race
- Violent offenses

SEARCH AND SEIZURE (D.P. 5115)

The administration is free to enter a student's locker, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags, or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk, or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and may be returned to the parent/guardian.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and/or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent/guardian will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parent's/guardian's refusal to comply with the request is grounds for immediate expulsion.

LAW ENFORCEMENT INTERVIEWS

When a law enforcement authority seeks or is requested by school officials to interview a student at school, all attempts to contact the parent/guardian will be made to obtain permission and to be given the option to be present.

24-HOUR COOLING OFF PERIOD/STUDENT GRIEVANCE PROCEDURE

If at any time a conflict cannot be resolved between a student and an individual, the proper protocol must be followed to proceed with their grievance. A twenty-four-hour cooling off period is required prior to proceeding.

The proper protocol would be to first address the problem with the person involved. If no resolution has been satisfactorily resolved, then a meeting with an assistant principal may be requested. In the event the grievance is still not resolved, a meeting with the principal may be requested.

SUSPENSION AND EXPULSION (D.P. 5114)

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent/guardian and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel.

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent/guardian to discuss the problems and infractions of the student. Accurate records of the time, place, and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Office of Education for the Diocese of Belleville shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension from School

A student may be suspended for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten days. Any suspension shall be reported immediately to the student's parent/guardian along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents/guardians have been reached and expect the child home early. A conference between the parents/guardians and the administration should precede the student's return to class.

Expulsion from School

When all other means have failed and expulsion is being considered, the following procedures shall be followed:

1. The student will be suspended for a period not to exceed ten days.
2. The parent(s)/guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
3. The principal shall meet with the Office of Education for the Diocese of Belleville to review the merits of the expulsion.
4. When a decision for expulsion has been determined, the principal shall review the decision with the Office of Education for the Diocese of Belleville, before an expulsion can be implemented.
5. In the event of an expulsion, the principal or designee will cooperate with the parent/guardian in attempting to plan for the future education of the student in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

DISCIPLINE APPEALS

Students who are dismissed from the school may appeal this decision in writing to the Office of Education for the Diocese of Belleville within ten (10) chronological days of the principal's decision. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.

TYPES OF DISCIPLINE INFRACTIONS

Note: If a student has an unexcused absence for a scheduled before/after-school detention, he/she will be given an in-school suspension. If a student fails to show for a scheduled in-school suspension or a Saturday detention, he/she will be referred to the principal for final action.

DRESS CODE VIOLATIONS

Staff members will check students for dress code compliance each school day. If a student is found to be in violation of the dress code policy, they will be written a referral which they will be required to sign. After the referral is given, the student must report to the administration and will have the following options:

1. Correct the violation, (i.e. unroll the skirt, locate & put on a belt, change socks, etc.).
2. Call home using a school phone and have someone bring to school the attire needed for dress code compliance.
3. If the violation cannot be corrected that day, the student will receive a note from the main office to inform the rest of their teachers and will receive a detention.

Dress Code Referral Penalties are subject to **PHASE II** consequences. Please see pages 38-39 for details.

CELL PHONE/HEADPHONES/SMART WATCH/IPAD

- Phones must remain silenced and out of sight during instructional time unless permitted by a teacher for educational use.
- Personal use is allowed during non-instructional times (lunch, passing periods) in a respectful and non-disruptive manner.
- Inappropriate use (cyberbullying, cheating, unauthorized filming or audio recording, etc.) will be addressed with firm disciplinary action.
- Use of phones to take pictures, audio recordings, or video is prohibited during the school day without prior permission by an administrator or teacher.
- Phones may not be used in place of the school required iPad or Chromebook.
- Phones/pictures/social media may not be used to harass, threaten, humiliate, or intimidate students, employees, or visitors, or be used in a manner that otherwise violates local, state, or federal laws.
- Game playing, gambling, or making purchases of any kind using a phone during the school day is not permitted.

Althoff Catholic is not responsible for the security of any phone/watch or for lost or damaged phones or watches. Violation of the rules regarding phone/watch usage may result in the revocation of permission to bring a phone/watch to school or to school functions.

Violations

Violation of the cell phone/electronic devices policy will be tabulated per semester. Violations will result in the following:

- First violation - the device is to be confiscated, turned into an assistant principal, and the student will serve a 45-minute detention after school on the day of the violation or before school the next school day. The student may claim their phone from an assistant principal at the end of the school day during which the violation occurred.

- Second violation - the device is to be confiscated, turned into an assistant principal, and the student will serve an in-school suspension for a full school day. The parent/guardian will be contacted and the student may claim their phone from an assistant principal at the end of the school day during which the violation occurred.
- Third violation - the device is to be confiscated, turned into an assistant principal, and the student will serve a 3-hour Saturday morning detention. The parent/guardian will be contacted, and phone is to be picked up by a parent/guardian.
- Fourth violation – the device is to be confiscated, turned into an assistant principal, and the student will meet with the principal and serve an out-of-school suspension. The parent/guardian will be contacted, and phone is to be picked up by a parent/guardian.

Failure to report for a Saturday detention and any violations beyond the third within the semester will be handled by the administration.

ACADEMIC DISHONESTY VIOLATIONS

This academic integrity policy covers all assigned work – tests, quizzes, papers, projects – in every classroom.

The policy uses the following definitions:

- *Cheating*: This includes, but is not limited to: the passing of answers on quizzes and tests; copying homework; bringing answers to a quiz or test; seeking or sharing specific information about answers on a test; use of unauthorized notes, including technology; and acts of plagiarism.
- *Plagiarism*: “the act of presenting someone else’s ideas as your own” (Writers Inc.) without correct citations or acknowledgements. In enforcing this policy, two levels of violation are considered, with each level having specific consequences.

Level 1: Violations at this level will be dealt with by the classroom teacher. Students who are caught cheating, or plagiarizing, will receive a zero on the assignment/test/paper. The teacher will notify the parent/guardian and the administration. Level one violations include, but are not limited to:

- copying homework or allowing someone else to copy your homework;
- looking on another’s test or quiz;
- using unauthorized “cheat” sheets;
- letting another student look on your test or quiz;
- using other dishonest methods, including technology, to give or receive information on a test, quiz, or paper;
- giving or receiving test information to or from students in other classes having the same teacher or the same course;
- copying or closely paraphrasing sentences, phrases, or passages from an uncited source for a paper or for research;
- inappropriate use of AI.

Level 2: Violations at this level are considered more serious than Level 1 violations. They are dealt with by the classroom teacher and the administration. The student caught cheating at this level will receive a zero. The teacher will notify the parent/guardian and the administration. Level two violations include, but not limited to:

- repeated offenses of dishonesty;
- inappropriate and excessive use of AI;
- taking papers from the internet, other publications, or other students;
- taking any part of a test to use or to give to others;
- blatant use of other's work presented as one's own.

Disciplinary consequences at this level may include:

- in-school suspension
- out-of-school suspension
- notification of extracurricular advisors and athletic coaches.

LEVELS OF DISCIPLINE

PHASE I: Behavior Handled in the Classroom

Behaviors which are considered Phase I violations are inappropriate behaviors of a minor nature, usually occurring infrequently. It is the teachers' responsibility to document inappropriate behaviors that occur in their classrooms.

Examples of this would include, BUT NOT be limited to:

- eating or drinking in the academic building
- failure to bring appropriate materials to class
- failure to do homework
- disturbance to the educational climate
- disrespect
- profanity

PHASE II: Behavior Handled by Administrators

Behaviors that fall into this category consist of inappropriate behaviors of a minor nature that are repeated with greater frequency. Teachers who feel the student has reached this point will refer that student to the administrator along with appropriate documentation of the student's inappropriate behavior and the attempts made to work with the student to correct the behavior.

Examples of these types of infractions would include, BUT NOT be limited to:

- more than three tardies for a particular class
- dress code violations
- technology violations
- repeated incidents of class disruption or repeated defiance of classroom rules
- severe disrespect
- profanity, obscene, or aggressive language
- truancy
- inappropriate hall or cafeteria behavior
- forgery of signatures, times, dates, grades, addresses, etc.

Consequences for **PHASE II** infractions may include, BUT NOT limited to:

- notification of parent/guardian
- loss of privileges
- lunch detention
- same day or next morning detention
- Saturday suspension
- in-school suspension
- conference with parent/guardian

PHASE III: More Serious Behavior Handled by Administrators

Students with chronic disciplinary problems are placed in **PHASE III** due to an accumulation of referrals in **PHASES I and II**. Students can, however, be placed at this level without going through **PHASE I and PHASE II** if they exhibit unusual or more severe inappropriate behaviors.

Examples of this would include, BUT NOT limited to:

- gross insubordination
- unwanted physical contact
- theft
- threatening the use of violence
- fighting
- bullying or harassment
- smoking/vaping
- hateful expressions of intolerance
- verbal abuse of teachers
- destruction of property

The consequences would involve notification of the student's parent/guardian and the student would be placed on an individualized behavior contract detailing the expectations of the student's behavior. This contract notifies the student and the parents/guardian that the student is actually on **PROBATIONARY STATUS** with the school and is subject to **DISMISSAL** if the inappropriate behaviors do not cease. Suspension may be used at this time if the administrative team feels that this would be of help. A timeline will be included in the behavior contract along with the behavioral expectations of the student. The progress of each student on this type of contract will be reviewed according to the timeline set forth.



PHASE IV: Referral to the Principal

Students will be referred to the principal by another administrator for final action when attempts at other levels have failed to correct the student's behavioral difficulties or when the student's actions warrant immediate placement at this **PHASE**.

Examples of actions severe enough to warrant **PHASE IV** placement include, BUT NOT limited to:

- possession, use, distribution, sale, or being under the influence of alcohol or drugs. This also includes look alike drugs
- carrying of a weapon
- threatening, possession of, or using any weapon or instrument capable of inflicting bodily injury
- threatening the use of violence
- assault of a student or teacher
- fighting
- injury to another student
- arson
- vandalism or destruction of property
- gang activity
- bullying or harassment
- Any student action that interferes with the safe and productive functioning of the school or the student body may be acted upon in a manner deemed appropriate by the administration. This may include calling police or other emergency service personnel.

Students who are placed in this **PHASE** are subject to immediate dismissal from Althoff Catholic High School at the sole discretion of the principal. Students who are dismissed from the school may appeal this decision in writing to the Office of Education for the Diocese of Belleville within ten (10) chronological days of the principal's decision.

HARASSMENT, INTIMIDATION, AND BULLYING (D.P. 5142.2)

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

"Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act that takes place at school, on school property, at any school sponsored function, or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion ancestry, national origin, gender, sexual orientation, gender identity, and expression of a mental, physical, or sensory disability; or
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as those that target race, color, religion, gender, or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students should immediately contact an assistant principal if they feel they are being bullied or harassed.

The best discipline is self-imposed, and it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions, up to and including, suspension or expulsion. In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation, and bullying and respond in a manner that does not stigmatize victims.

SUBSTANCE ABUSE OFFENSES (D.P. 5114.1)

The Office of Education for the Diocese of Belleville recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time, the Office of Education for the Diocese of Belleville recognizes their obligation to the parent/guardian and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

Students who use, possess, distribute, sell, or are under the influence of alcohol, unlawful drugs, controlled substances, mood altering chemicals, or hallucinogens during school time, on school premises, or off the school grounds will be immediately suspended or subject to expulsion. This includes the misuse of medications prescribed by the student's physician. Such students are also subject to additional educational programs and obligations determined by Althoff Catholic.

1. The administration shall notify law enforcement immediately.
2. The administration shall notify the parent/guardian and request an immediate conference.
3. The administration shall suspend the student for the violation of Althoff Catholic rules.
4. Students who distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, or items that purport to any of the foregoing to other students or persons during school time, on school premises or during school-sponsored activities, whether on or off the school grounds are subject to immediate EXPULSION and will be referred to law enforcement authorities.
5. In order for the student to be readmitted to Althoff Catholic educational programs, the administration may require an evaluation be performed by a certified drug and alcohol counselor and the results of the evaluation sent to the school. Payment for the evaluation is the responsibility of the parents/guardians. The student and parents/guardians must agree to fulfill the recommendation of the evaluator and submit necessary reports to the principal.

POSSESSION OF A WEAPON (D.P. 5142)

Students who engage in serious violent behavior and/or in possession of a weapon are subject to a variety of penalties. The principal of the school will take immediate action upon learning that a serious act of violence or a possession of a weapon has occurred. This action includes, but is not limited to, immediate suspension of the student into the custody of a parent/guardian. When a student is suspended, a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. These penalties may include not only a multiple-day suspension but also expulsion. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school.

Weapons include firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices, or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocket knife may not be carried to school, even if there is no intent to use it in a harmful manner.

Expulsion or suspension will be levied on any student who is found to be in possession of a weapon to, from, or within the school; or to, from, or at any school activity.

Any student determined to be in possession of a weapon/firearm, or who committed a crime against any person/s, will be reported to the police.

HARASSMENT, THREATS, THEFT, ARSON, ASSAULT, AND BATTERY

Students who engage in acts of harassment, threats, theft, arson, assault, and battery are also subject to a variety of disciplinary measures. These measures may include, but are not limited to, warnings, probation, and multiple-day in or out of school suspensions, expulsions, and restitution.

The principal shall determine when an act of harassment, threats, theft, arson, and assault and battery (fighting) reaches a level of seriousness that would engage the disciplinary response mentioned above. These determinations would include: cost, damage, level of injury, types of theft. The school shall recover damages from the parent/guardian of any minor, or from any person who has initiated or taken part in such acts.

THREATS OF VIOLENCE (D.P. 5142.1)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal, visual, or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

Chapter 10: Extra-Curricular Information

ACADEMIC ELIGIBILITY

Students who are involved in any extra-curricular activities (athletics, speech, music, etc.) must be academically eligible to participate each week. Eligibility is based on the number of classes you are enrolled in.

1. If you have 8 classes, you must be passing 6 of them. This means if you have 3 “Fs”, you are ineligible.
2. If you have 7 classes, you must be passing 5 of them. This means if you are failing 3 of them you will be ineligible.

Coaches/moderators will be notified of students who are failing any courses(s). Academic eligibility will be determined every Thursday. If a student is ineligible, they will not be able to participate in a sporting event from Sunday to Saturday.

EXTRA-CURRICULAR ACTIVITY POLICY

Philosophy

Althoff Catholic High School administrators, coaches, and moderators believe that extra-curricular competition is a privilege. Each student who chooses to be a member of a team, squad, or activity should conduct themselves as responsible representatives of Althoff Catholic.

Code of Conduct

The Althoff Catholic High School administration and athletic department will, in regard to conduct, follow the Diocese of Belleville’s Policy 5131 and 5131.1. The disciplinary code of the school and all penalties shall apply to conduct on and off school grounds and from the time a student enrolls at Althoff Catholic until the time they graduate or transfer.

Extra-Curricular Drug, Alcohol, and Tobacco Use

The Extra-Curricular Drug and Alcohol Policy provides a uniform policy for all extracurricular activities, including sports teams, clubs, club sports, student government, theater, performing or competition band(s) or any other sport, club, or activity. These sanctions are in addition to any disciplinary action that may be taken by the school.

Offenses that would be covered under this policy are the possession or use of any illegal drug or paraphernalia, alcohol, tobacco or tobacco products, vaping, and abuse of prescription drugs on or off campus, at school and non-school sponsored events, in or out of season. If a student is observed by a school staff member or if a school staff member is made aware of a violated offense by a reliable source and it is substantiated, the following will take place:

FIRST OFFENSE

1. The student is suspended from the activity or athletic team for 2/9 of the total events or games of that activity/team (some adjustments may be necessary to the 2/9 rule depending on activity at the discretion of the administration). If there are not enough games or activities remaining in the schedule, it will be carried over to the next activity or team the student joins in which the student participated in the previous school year. The student may not join any new activity or team with the purpose of fulfilling their suspension.
2. For drug use, the student may be required to submit to drug testing every month for a period of six months and random testing for an additional six months (all at the expense of the family). An indication of increased or continued usage will bring about immediate suspension from the activity or team for 365 calendar days.
3. Any violation of these regulations by the student in question will result in their immediate suspension from any team, activity, or club for 365 days.

SECOND OFFENSE

The student will be immediately dismissed from any team, activity, or club for a minimum of 365 days and possibly be dismissed from school.

Policy at Althoff Catholic:

If any mandated reporter suspects any involvement or participation of any illegal activity by any student at school or any school function, the following is required:

- Detain the student(s).
- Immediately contact the administration.
- Retain any evidence existing.
- Be available to document observations.



Chapter 11: Student Services Information

GUIDANCE DEPARTMENT

The Althoff Catholic guidance department is an integral part of the total school program. Offices are located across from the main office on the first floor. Counselors aid the students in the decisions to be made and the responsibilities to be met during and after high school.

Counselors schedule interviews with students throughout the year, but students are also encouraged to request an interview when it would be helpful.

Services offered by the Althoff Catholic guidance department include the following:

1. Providing college and technical school information. Arranging college representatives to visit Althoff Catholic during the year on school days. Visits of representatives from various colleges and universities are announced in advance.
2. Counseling. Available either individually or in group sessions according to the specific need of the student. When necessary or helpful, counselors refer the student to some other appropriate agency.
3. Course recommendations. Based on the student's ability, performance, and career plans, the counselor will help the student plan a schedule of courses to be taken.
4. Orientation. Group or individual sessions are provided to acquaint new students with the school and its program of study.
5. Standardized testing. Standardized achievement testing is provided yearly for freshmen, sophomores, & juniors. All freshmen take the PreACT9 test. All sophomores take the PreACT10 test. All juniors take the PSAT test. The guidance counselors can provide testing in the area of career planning. The counselor also provides information and interpretation to students regarding the ACT test, which may be taken by juniors and seniors planning to attend college. Althoff Catholic is a national test center for the administration of the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and of the American College Testing Program (ACT).

CAMPUS MINISTRY

Campus Ministry is an important part of Althoff Catholic. Among other services, Campus Ministry coordinates the following: morning prayer, all school liturgies, retreat programs, all school service projects, St. Vincent de Paul Soup Bus, and Service Learning Project.

ADVANCEMENT AND ENROLLMENT OFFICES

The Advancement Office coordinates programs to enhance the educational, spiritual, and overall school experience for our students. Its goal is to generate the resources needed to cultivate an exceptional education program and to provide a safe, caring, and respectful atmosphere.

The work of the offices includes, but is not limited to: Gala Benefit Dinner, Golf Tournament, Corporate Partnerships, Cash Raffle, Annual Fund Drive, Capital Campaign, Fundraising, Alumni Association, Marketing, Recruitment and Retention, Summer Camps, Spend-a-Day Program, Parents & Friends' Club, Social Media, and the Website.

SUPPORT SERVICES

The steps below demonstrate the process for students' needs regarding support services such as counseling and social work.

1. The student shall communicate with the onsite counselors about the issue at hand.
2. In conjunction with administration, the counselors will decide to handle the situation or recommend further assistance.
3. School personnel will communicate with the parent/guardian of the student to discuss the situation.
4. If deemed necessary, the school will suggest parent/guardian find additional counseling for the student.
5. The school will suggest contacting local clergy based on recommendations from administration and counselors.

REPORTING CHILD ABUSE – MANDATED REPORTERS (DP 5141.4)

The Illinois Abused and Neglected Child Act has designated those of us in education as partners in the fight against child abuse and neglect. In this role, we are responsible for reporting any suspected incident of child abuse or neglect to the State Department of Children and Family Services.

School personnel in both public and private schools are specifically listed as Legally Mandated Reporters of suspected child abuse or neglect. This includes administrators, teachers, counselors, etc. It means that we do not have a choice of whether or not to report child abuse; it means we are required to make such a report at any time we have reasonable cause to believe that a child known to us in our professional or official capacities may be either abused or neglected.

The law provides that someone who fails to do so is subject to appropriate sanctions. In the case of school personnel, the Regional Superintendent and the State Superintendent have the Authority to suspend certificates for up to one year and the State Superintendent has the authority to revoke a certificate.

School personnel making a good faith report of suspected child abuse or neglect are immune from any liability, civil or criminal, as a result of such a report.

24-HOUR TOLL-FREE SERVICE

Department of Children and Family Services (DCFS) Hot Line: (800) 252-2873

Use the hot-line number to report abuse or neglect immediately. A written confirmation, stating the essential facts must also be mailed to DCFS within 48 hours of the Hotline call. Forms are available in the principal's office.

Chapter 12: Miscellaneous Information

ANNOUNCEMENTS

Students will be informed of all announcements. Announcements are read over the PA daily. All announcements are submitted by creating a communication ticket. Please specify date/s to be read. All announcements must be approved by the staff or faculty.

ASBESTOS COMPLIANCE

Althoff Catholic High School follows all the standards and regulations set forth by the Illinois Department of the Environment and the Department of Public Health. All documentation can be found in the principal's office.

ASSEMBLIES AND PUBLIC FUNCTIONS

Each student is expected to behave respectfully, courteously, and responsibly at both school assemblies and school-sponsored public functions. Failure to act in this way results in disciplinary action that can include exclusion from future activities. Parents/guardians are expected to pick up students no later than 30-minutes after a function has ended.

BULLETIN BOARDS

Items of interest to the students and staff of Althoff Catholic are exhibited *only* on the bulletin boards, not on the walls. Students and faculty wishing to post items on bulletin boards must get the authorization of one of the administrators before putting anything up.

COMPUTER LAB

No food or drinks are allowed in any of the computer labs. Students are not to alter the setup of Windows, other programs, etc. on any computer in the labs. Sanctions may include losing the privilege to access the labs and being dropped from the course.

DRIVER EDUCATION

The driver education program at Althoff Catholic provides two options: 1) The State-run program is through BTHS-West as part of their Driver Education program. The instructor is a BTHS teacher and the teacher and administration of BTHS-West make decisions pertaining to Driver Education. Althoff Catholic provides access for the students to participate, but is NOT able to regulate the policies or times pertaining to this program. Information is available in the Althoff Catholic main office. 2) My Tutor Driving School offers a private program at Althoff Catholic which is integrated into the daily schedule. For more information contact the guidance department.

FIELD TRIPS (D.P. 6153)

Field trips shall be allowed only when they have an educational purpose. No student will be allowed to go on the field trip without the signed permission of a parent/guardian on the school field trip form. Parent/guardian telephone calls will not be accepted in place of the signed form. Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements. Students are responsible for making up any missed assignments, etc.

GAMBLING

Gambling is NOT allowed on campus.

INTERNET ACCESS (D.P. 1341)

The student and a parent/guardian must sign the Internet Authorization and Code of Conduct form (used throughout the Diocese of Belleville) before a student is allowed to access the Internet at Althoff Catholic.

IPADS AND ELECTRONIC DEVICES

Althoff Catholic is an iPad and Chromebook campus and students use these devices to work on and complete school assignments and research. These devices must not be used for illegal or unethical activities such as cheating on assignments or tests. All students will be required to sign a consent form prior to utilizing an iPad or Chromebook on campus. A complete policy regarding electronic devices and their use at Althoff Catholic will be provided at the beginning of the academic year. Violations of the policy will lead to disciplinary actions.

LOCKERS

Lockers are assigned to students and students are expected to act responsibly in the protection of their belongings. Lockers remain the property of Althoff Catholic High School, and it is the student's responsibility to keep it clean and free from damage. The school reserves the right to enter lockers when it is deemed necessary. Locker combinations are not to be shared. Students are not allowed to share lockers. If a student is found to be using a locker other than the one assigned to him/her, a \$5.00 fine will be assessed. A subsequent offense will result in disciplinary action.

LOST AND FOUND

The lost and found area is in the main office. Students also may want to check the athletic office for items lost. Students are encouraged to place their name in/on all books, notebooks, calculators, and electronic devices. Do not bring large amounts of money to school and avoid wearing expensive jewelry.

LUNCH PERIODS

Each student contributes to the cleanliness of the cafeteria by returning trays and dishes to the dishwasher area and by placing trash in the proper containers. Food and beverages are restricted to the cafeteria. **Students may not call local businesses or use delivery services for food to be delivered to Althoff Catholic.** They also may not go their car to retrieve their lunch unless they go through the main office.

Students are not allowed to leave the premises for lunch nor is it appropriate for food or soda from fast food establishments to be brought into the building. Nor is it appropriate for food to be delivered or dropped off. Water is the only appropriate drink in the academic building. Students may not use the kitchen facilities to heat or refrigerate food as microwaves are available in the cafeteria during lunch periods.

MAIN OFFICE HOURS

The main office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. (except on school holidays). Summer hours are Monday through Thursday from 8:00 a.m. – 2:00 p.m. The office is closed on Fridays during the summer months.

PARENT'S ORGANIZATION

The **Althoff Catholic Parents and Friends' Club** is a valuable part of the community at Althoff Catholic. Their support provides financial assistance for events like senior breakfast, back to school BBQ, and after prom activities to name just a few. In addition to events, they also provide for essential items of need such as building improvements and other enhancements that improve the educational experience of our students. The club meets each month, and all parents/guardians are encouraged to join them by signing up to work on committees that assist our students and the community at large.

PARKING LOT

All vehicles parked on Althoff Catholic's parking lot must be registered through the main office. A registration permit will be offered first to juniors and seniors. Parking assignments will first be available for purchase at the Back to School Night in August. During the school year, as students become eligible to drive, the student should register the vehicle in the main office. Permits will be sold on a space available basis. Students parked illegally or repeatedly not displaying the permit may be subject to a \$10.00 fine. Students are asked not to park in places reserved for buses and the fire lanes. Students are not to visit their cars during the school day without permission from a teacher or an administrator and must exit the building through the **main office**. Under no conditions should cars be parked on any grass areas on the Althoff Catholic campus. Students who choose to park on the Althoff Catholic campus realize it is a private lot. Althoff Catholic High School is not liable for cars damaged on the parking lot. The administration reserves the right to search vehicles on this lot when they deem necessary.

PEST CONTROL

Althoff Catholic High School has contracted with a local pest control company to apply general pest control applications to our school facilities throughout the school year.

TELEPHONES AND TELEPHONE MESSAGES

Students are allowed to use an office phone only to call a parent/guardian. Except in emergencies, messages cannot be delivered to students until the end of the school day.

VISITORS

All parents/guardians and volunteers are asked to sign in at the office. No one should go directly to a classroom. Class interruptions are to be avoided if at all possible. It is for this reason we ask that all messages or forgotten items for the students be brought to the school office. These will be delivered by the office personnel to the students. Please mark such items clearly with the first and last names and the grade the student is in. We ask that parent/guardians use discretion in bringing forgotten items to school. If you would like to speak with a teacher concerning your child's welfare, please make an appointment with the teacher. Expecting to have an unscheduled conference with a teacher or an administrator is not encouraged (this includes before and after school). All visitors should check in at the main office before meeting the teacher or other school representative.

All visitors must report to the main office and obtain a visitor tag and sign the visitor log, located in the main office. All visitor tags must be returned to the main office.

VOLUNTEER REQUIREMENTS

The Diocese of Belleville, along with Althoff Catholic is deeply committed to protecting children. Therefore, all volunteers are required to be compliant with the Diocese of Belleville's Child Protection Policy. The goals of this program are to reiterate and strengthen educative and screening procedures toward preventing child abuse; to identify and observe reporting requirements; to address the spiritual, physical, and emotional care of the abused child and the family; and to address other actions to be taken when child abuse is alleged. If at any time any type of abuse is suspected, please alert the principal or an assistant principal.

Child Protection Requirements

Employee Child Protection Requirements

- Completed Application for Employment/Educators submitted to the Child Protection Location Coordinator.
- Completed Child Protection Authorization Form for Applicants of Employment
- CANTS – Child Abuse and Neglect Tracking System via Department of Children and Family Services (DCFS) Portal; updated every other year.
- Fingerprint Background Screening with Accurate Biometrics.
- Training via Virtus Online: Initial Training, Mandated Reporter Training, and Annual Refresher Course thereafter.

Volunteer Child Protection Requirements

- Completed Application for Volunteer Services submitted to the Child Protection Location Coordinator.
- Completed Child Protection Authorization Form for Volunteers
- CANTS – Child Abuse and Neglect Tracking System via Department of Children and Family Services (DCFS) Portal; updated every other year.
- Criminal Background Check via S2Verify or Accurate Biometrics (dependent on role.)
- Training via Virtus Online; Initial Training and Annual Refresher Course thereafter.

WEATHER

When school must be cancelled because of inclement weather, a message will be sent out through our All Call System. The information is also broadcast on the following television stations: KTVI (2), KMOV (4), KSDK (5), and KPLR (11). Usually the announcement is made by 7:00 a.m. Please inform the main office as to your preference of phone number or numbers you wish to receive all-calls.



ALTHOFF CATHOLIC HIGH SCHOOL FIELD TRIP PARTICIPATION FORM

Dear Parent/Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Althoff Catholic High School. A brief description of the activity follows:

Curriculum Goal: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: \$ _____ Dress: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student. No student may participate in a field trip without a signed participation form. Telephone calls by the parent/guardian may NOT substitute for a signed participation form.

.....

I hereby request participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property or for bodily injury to others, caused by the above-named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully understand and consent to its terms.

Parent/Guardian Signature

Address

Emergency Phone Number

Date of Field Trip _____

Class _____

Destination _____

Curriculum Goal _____

Return bottom portion of form by _____





Diocese of Belleville
Office of Education

MEDICAL INFORMATION AND CONSENT FORM

School Name and City _____

Participant's Name _____ Birth Date _____

Parent/Guardian Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Emergency Contact (*if parent/guardian cannot be reached*):

Name _____ Phone _____

Physician's Name _____ Phone _____

MEDICAL INFORMATION

1. Does the participant take medications regularly? ____ Yes ____ No

If yes, describe: _____

2. Does the participant have any allergies or chronic illnesses? ____ Yes ____ No

If yes, describe: _____

3. Is the participant allergic to any drugs or medications? ____ Yes ____ No

If yes, describe: _____

4. Is the participant covered by medical insurance? ____ Yes ____ No

If yes, describe: _____

In the event that my child, _____ requires emergency medical treatment due to illness or injury, I hereby give my consent to the following:

1. personnel supervising my child arrange for emergency medical care at an appropriate facility;
2. medical personnel at the medical facility to render necessary treatment to my child.

I further acknowledge and agree that I will assume responsibility for payment of all expenses associated with the medical care above described.

Parent/Guardian _____

Date _____

APPENDIX A

ATHLETICS





Althoff Catholic High School
5401 West Main St.
Belleville, IL 62226
(618) 235-1100

ROLE	NAME	E-MAIL	EXTENSION
Principal	Mr. Jonathan (Skip) Birdsong	jbirdsong@althoffcatholic.org	Ext. 188
Assistant Principal	Mr. Greg Leib	gleib@althoffcatholic.org	Ext. 104
Assistant Principal	Mrs. Jean Smith	jsmith@althoffcatholic.org	Ext. 133
Athletic Director	Mr. Austin Frazier	afrazier@althoffcatholic.org	Ext. 112
Assistant Athletic Director	Mrs. Kathy Wuller	kwuller@althoffcatholic.org	Ext. 122
Director of Buildings and Grounds	Mr. Justin Williamson	jwilliamson@althoffcatholic.org	Ext. 116

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Welcome

Participation on an athletic team can be a rewarding and meaningful educational experience that enhances a child's secondary education. It is important that students realize the time demands, responsibility, dedication, and sacrifice required when making this kind of commitment. The following information defines the interscholastic policies and procedures for all students participating in our high school athletic program. The Athletic Department hopes that this handbook provides coaches, parents/guardians, and students with a better understanding of our philosophy, goals, and policies.

The Althoff Catholic High School Philosophy

Althoff Catholic High School administrators, coaches, and moderators believe that extra-curricular competition is a privilege. Each student who chooses to be a member of a team, squad, or activity should conduct themselves as a responsible representative of Althoff Catholic.

Governing Body

Althoff Catholic High School is a member of the Illinois High School Association (IHSA), whose whole purpose is to organize, regulate, and promote interscholastic athletics for secondary schools in Illinois. As an IHSA school, Althoff Catholic abides by the minimum standards set forth by this organization. Please note that these are minimal standards and our policies may enforce stricter standards. All students involved in interscholastic athletics are required to adhere to all IHSA regulations, including regulations regarding athletic eligibility. The key provisions regarding IHSA Rules are included in this handbook. Any questions regarding a student's eligibility must be directed to the athletic director or principal.

Transportation

Althoff Catholic provides transportation for students to and from contests that are out of the immediate area. When transportation is provided by the school, students are required to use that transportation. As the "guardian" during these trips, the athletic staff must account for the whereabouts of all students and ensure their safety. It is expected that our student-athletes will conduct themselves appropriately while on school-provided transportation. If a student is to ride home with a parent/guardian after the contest, coaches must make sure to use a sign out sheet to document this.

Uniforms & Equipment

Students are responsible for and expected to maintain proper care of all uniforms and equipment issued to them. Students are responsible for payment of any lost, stolen, or damaged items. Each item not returned will be assessed at a rate comparable to the current replacement cost. All equipment is to be returned at the completion of the season. Grades will be withheld for those who do not return or pay for lost/damaged equipment. Additionally, those student-athletes will not be allowed to participate in another sport. Student-athletes are not to wear practice or game uniforms at any time other than those allowed by specified team regulations. Coaches will not be compensated until all athletes have turned in their uniforms or paid for any lost or damaged goods.

Physical Exam

A valid IHSA sports physical examination must be on file in the main office on or before the first day of try-outs/practice of the athlete's specific sport season. Student-athletes will not be allowed to practice or try-out until a valid physical is on file.

Pre-Season Meeting

It is expected that all participants and their parents/guardians attend a mandatory meeting prior to the season's activities begin. If unable to attend, the student and his/her parents/guardians would have to meet with the proper moderator at the convenience of the moderator. This meeting will take place before the student may participate. This meeting lays out expectations for the athletes as well as the parents/guardians.

Expectations of Coaches

The coaches will maintain a professional role and be positive role models in personal management, appearance, ethics, and behavior by:

- Develop and communicate clear and specific goals for the team and individual players throughout tryouts and the season.
- Maintain open and honest communication with students, parents/guardians, other coaches, and the administration.
- Model and teach skills necessary to succeed in athletics and life.
- Support student academic expectations, responsibilities, and achievements.
- Provide an atmosphere of teamwork and collaboration among coaches, players, and families.
- Model good sportsmanship at all times.
- Create and maintain a safe, healthy environment for student-athletes.
- Maintain compliance with all components of the Diocesan Child Protection Policy.
- Infuse team activities with prayer, Christian fellowship, and respect for others.
- Focus on building leadership, self-discipline, and academic success alongside athletic success.
- Treat each student-athlete with respect and consistency.
- Enhance the overall educational experience of students through participation in extra-curricular activities.

Expectations of Parents/Guardians

The parents will demonstrate good sportsmanship and communicate fairly and openly with coaches by:

- 24-Hour Rule: Parents are to wait a period of 24 hours to discuss an issue with a coach. During this waiting time the athletic director is to be contacted concerning the physical and emotional well-being of their student.
- Communicating openly, honestly, and with respect.
- Following an appropriate chain of communication:
 - Student-athlete and coach
 - Parent/guardian and coach
 - Parent/guardian and athletic director
 - Parent/guardian and principal
- Providing support for coaches and officials to foster a positive, enjoyable experience for all student-athletes.
- Realizing the game is for students and not for the adults.
- Recognizing that student participation in athletics is a privilege.
- Refraining from coaching their student from the stands or the sidelines.
- Supporting their student in planning how to meet their academic responsibilities given the demands of training and practice.
- Being a role model for other parents by remaining positive at sporting events.

Expectations of Students

The student-athletes of Althoff Catholic will be committed to the school athletic program on and off-season by:

- Following the rules set by the school and the coaches.
- Participating enthusiastically and developing a positive attitude.
- Making appropriate personal sacrifices for the good of the team.
- Recognizing that student's participation in athletics is a privilege.
- Maintaining high academic standards.
- Being committed to skill development in their sports.
- Being coachable and open to constructive feedback.
- Behaving with integrity.
- Accepting responsibility as a role model to others.
- Supporting other sports, activities, and school organizations.
- Playing with dignity and grace, regardless of winning or losing.



Procedure to Follow if You Have a Concern

Participation in athletics should be an enjoyable experience for all parties involved; whether they are students, coaches, or parents. There is no doubt that participation tends to be emotionally charged and handling these emotions constructively can be an excellent learning experience. In most cases, athletic competition is extremely positive and complements the educational experience enjoyed by students at Althoff Catholic. Occasionally, conflicts between coaches and students arise. These conflicts must be addressed and resolved immediately so that the many benefits of athletic involvement may continue to contribute to the emotional and physical growth of our athletes.

If, at any time, a student-athlete or parent/guardian desires to lodge a complaint or discuss an alleged conflict, the following protocol should be observed:

- After observing the 24-Hour Rule, contact the immediate coach involved through the athletic office.
- If the conflict is not suitably resolved, contact the head coach of the program.
- If the conflict is not suitably resolved, contact the athletic director.
- If the conflict is not suitably resolved, contact the principal.

Grade Checks & Eligibility

Althoff Catholic High School conducts weekly grade checks as required by the Illinois High School Association (IHSA). The grade check is done every Thursday. Athletes who are doing below average work or are exhibiting poor effort in class will have their privilege of leaving early for athletic contests revoked. In addition, poor academic performance will result in decreased athletic participation. If an athlete is failing more than two courses, they are declared ineligible from that Sunday to the following Saturday. The athlete can continue to practice, but cannot participate or travel with the team in any interscholastic contests. Grade checks are made known to the head coach to ensure their knowledge of the situation. It is the responsibility of the individual coaches to follow through with these above mentioned practices.

Fundraising

Individual team fundraising is allowed. All sports are required to participate in the beginning of the year fundraiser for the school. After that, individual sports will be allowed to provide their own individual fundraisers after approval from the athletic office.

Keys

The athletic office will provide keys to any coach or assistant coach that needs one. If you have lost a key, please let us know so it can be deactivated. The cost of a replacement key is \$5.00. No key is to be handed off from one coach to another. **Doors should NEVER be propped open for security reasons. All doors are to be secured at the beginning and end of a practice by the coach.**

Diocese of Belleville Child Protection Policy

The Diocese of Belleville, along with Althoff Catholic, is deeply committed to protecting children. Therefore, all volunteers are required to be compliant with the Diocese of Belleville's Child Protection Policy. The goals of this program are to reiterate and strengthen educative and screening procedures toward preventing child abuse; to identify and observe reporting requirements; to address the spiritual, physical, and emotional care of the abused child and the family; and to address other actions to be taken when child abuse is alleged. If at any time any type of abuse is suspected, please alert the principal and the assistant principals.

The Illinois Abused and Neglected Child Act has designated those of us in education as partners in the fight against child neglect, harassment, or bullying. In this role, we are responsible for reporting any suspected incident of child neglect, harassment, or bullying to the State of Illinois Department of Children and Family Services.

School personnel in both public and private schools are specifically listed as Legally Mandated Reporters of suspected child abuse or neglect. This includes administrators, teachers, counselors, coaches, etc. It means that we do not have a choice of whether or not to report child abuse; it means we are required to make such a report at any time we have reasonable cause to believe that a child known to us in our professional or official capacities may be either abused or neglected. School personnel who make a good faith report of suspected child abuse or neglect are immune from any liability, civil or criminal, as a result of such a report.

Department of Children and Family Services (DCFS) Hot Line: (800) 252-2871

Use the hot line number to report incidents of neglect.

If any mandated reporter suspects any involvement or participation of any illegal activity by any student at school or a school function, the following is required:

- Detain the student(s).
- Immediately contact the principal and athletic director.
- Retain any evidence.
- Be available to document observations.

Child Protection Requirements

Employee Child Protection Requirements

- Completed Application for Employment/Educators submitted to the Child Protection Location Coordinator.
- Completed Child Protection Authorization Form for Applicants of Employment.
- CANTS – Child Abuse and Neglect Tracking System via Department of Children and Family Services (DCFS) Portal; updated every other year.
- Fingerprint Background Screening with Accurate Biometrics.
- Training via Virtus Online: Initial Training, Mandated Reporter Training, and Annual Refresher Course thereafter.

Volunteer Child Protection Requirements

- Completed Application for Volunteer Services submitted to the Child Protection Location Coordinator.
- Completed Child Protection Authorization Form for Volunteers.
- CANTS – Child Abuse and Neglect Tracking System via Department of Children and Family Services (DCFS) Portal; updated every other year.
- Criminal Background Check via S2Verify or Accurate Biometrics (dependent on role.)
- Training via Virtus Online; Initial Training and Annual Refresher Course thereafter.

The Diocesan Child Protection Policy and additional information can be found at:

<https://www.diobelle.org/education/child-protection>

Absenteeism & Truancy

While athletics plays an integral role in the education program, the phrase “student-athlete” indicates that a student’s academic responsibilities have priority over his/her athletic responsibilities. Moreover, an athlete must serve as a model student. Thus, regular attendance to both school and practice is mandatory.

Students are expected to attend school daily, arrive promptly in advance of published start times, and attend all classes. We understand occasionally a student will be late to school due to a doctor/dentist appointment, illness, etc. We encourage students to minimize or better yet, avoid being tardy to school.

Students with early morning doctor/dentists’ appointments wanting to participate in an extracurricular event that day must present a doctor/dentist **excuse slip** to the student attendance window. Students arriving late to school **without** a doctor/dentist excuse slip and wanting to participate in an extracurricular event on a given day, must be in school by 11:00 a.m.

Athletic Honors and Awards

To be considered for a team award presented by the coach, athletes must:

- Display upright conduct and a spirit of fair play at all times.
- Exhibit respect for school personnel, coaches, games officials, and opponents.
- Not violate the Drug & Alcohol Policy.
- Return all uniforms and equipment at the completion of the season.
- Meet criteria established by the coach.
- Finish the season as a member in good standing on his/her team, which includes being academically eligible.

Varsity Letter

Receiving a varsity letter for programs that are composed of a varsity team is an honor. Student-athletes who have demonstrated excellence in performance and the commitment and sacrifice appropriate for membership on a varsity team, will receive their letter at the end of the season. If awards are not handed out by the coach, students can come to the athletic office themselves to accept the awards. For any questions or issues, please contact the athletic office.



Code of Conduct

The Althoff Catholic High School administration and athletic department follow Diocesan Policies 5131 and 5131.1 in regard to conduct. The disciplinary code of the school and all penalties shall apply to conduct on and off school grounds and from the time a student enrolls at Althoff Catholic until they graduate or transfer.

Extra-Curricular Drug, Alcohol and Tobacco Use

The Extra-Curricular Drug and Alcohol Policy provides a uniform policy for all extracurricular activities, including sports teams, clubs, club sports, student government, theatre, performing or competition band or any other sport, club, or activity. These sanctions are in addition to any disciplinary action that may be taken by the school.

Offenses

Offenses that would be covered under this policy are the possession or use of any illegal drug or paraphernalia, alcohol, tobacco or tobacco products, and abuse of prescription drugs on or off campus, at school and non-school sponsored events, in or out of season.

First Offense

1. The student is suspended from the activity or athletic team for 2/9 of the total events or games of that activity/team (some adjustments may be necessary to the 2/9 rule depending on activity at the discretion of the administration). If there are not enough games or activities remaining in the schedule, it will be carried over to the next activity or team the student joins in which the student participated in the previous school year. The student may not join any new activity or team with the purpose of fulfilling their suspension.
2. For drug use, the student may be required to submit to drug testing every month for a period of six months and random testing for an additional six months (all at the expense of the family). An indication of increased or continued usage will bring out immediate suspension from the activity or team for the 365 calendar days.
3. Any violation of these regulations by the student in question will result in their immediate suspension from any team, activity, or club for 365 days.

Second Offense

The student will be immediately dismissed from any team, activity, or club for a minimum of 365 days and possibly be dismissed from school.

Decisions Regarding Discipline of Athletes

The principal and/or the athletic director will make the initial determination as to what school policies and/or procedures have been violated and the sanctions which will occur.



Penalties (2/9) Rule

This rule is based on the number of games played in a season. Suspension is subject to change if the number of games played changes.

SPORT	NUMBER OF GAMES	SUSPENSION
Baseball	35	7
Basketball—Boys & Girls	31	6
Bowling—Boys & Girls	25	5
Cheer/Dance	6	2
Cross Country Team—Boys & Girls	15	3
Football	9	2
Golf—Boys & Girls	18	4
Scholar Bowl—Boys & Girls	27	5
Soccer—Boys & Girls	25	5
Softball	35	7
Swimming—Boys & Girls	17	4
Tennis—Boys & Girls	20	4
Track—Boys & Girls	18	4
Volleyball—Boys & Girls	35	7
Wrestling—Boys & Girls	25	5

Illinois High School Association (IHSA)

Questions regarding the IHSA rules and eligibility can be found at:

<https://www.ihsa.org/site-index>

Final Message

We urge you to support Althoff Catholic athletics by:

- Attending sporting events and helping spectators maintain sportsmanlike attitudes.
- Lending positive support to our teams and coaches and showing respect to officials.
- Encouraging all players without regard to their role on the team.



Concussion Information Sheet

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

Symptoms may include one or more of the following:

- | | |
|--|--|
| <ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns | <ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment |
|--|--|

Signs observed by teammates, parents and coaches include:

- | |
|---|
| <ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to hit• Can’t recall events after hit• Seizures or convulsions• Any change in typical behavior or personality• Loses consciousness |
|---|



IHSA Sports Medicine Acknowledgement & Consent Form

Concussion Information Sheet (Cont.)

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

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Youth Sports Concussion Safety Act requires athletes to complete the Return to Play (RTP) protocols for their school prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

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

For current and up-to-date information on concussions you can go to:
<http://www.cdc.gov/ConcussionInYouthSports/>



IHSA Performance-Enhancing Substance Policy

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Policy. A full copy of the policy and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for policy implementation in the IHSA Schools Center.

As a prerequisite to participation in IHSA athletic activities, we have reviewed the policy agree that I/our student will not use performance-enhancing substances as defined by the policy. We understand that failure to follow the policy could result in penalties being assigned to me/our student either by the my/our student's school or the IHSA.

IHSA PES Policy

<http://www.ihsa.org/documents/sportsMedicine/2017-18/2017-18 PES policy.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/current/IHSA Banned Drugs.pdf>



IHSA Sports Medicine Acknowledgement & Consent Form

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IHSA Sports Medicine Acknowledgement & Consent Form

Acknowledgement and Consent

Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Substance Policy.

STUDENT

Student Name (Print): _____ Grade (9-12) _____

Student Signature: _____ Date: _____

PARENT or LEGAL GUARDIAN

Name (Print): _____

Signature: _____ Date: _____

Relationship to student: _____

Consent to Self Administer Asthma Medication

Illinois Public Act 098-0795 provides new directions for schools concerning the self-carry and self-administration of asthma medication by students. In order for students to carry and self-administer asthma medication, parents or guardians must provide schools with the following:

- Written authorization from a student's parents or guardians to allow the student to self-carry and self-administer the medication.
- The prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

A full copy of the law can be found at <http://www.ilga.gov/legislation/publicacts/98/PDF/098-0795.pdf>.



CONSENT

I understand that HSHS Holy Family Hospital, Inc., St. Joseph's Hospital, of the Hospital Sisters of the Third Order of St. Francis, St. Joseph's Hospital, Breese, of the Hospital Sisters of the Third Order of St. Francis or other affiliates of Hospital Sisters Health System (collectively, "Hospital"), when requested, from time to time, will provide staff to offer sports medicine services to the student athletes during practices, meets, and games. I understand Hospital staff are not employed, controlled, or supervised by my school.

I hereby request and authorize Hospital staff to provide and perform such medical care, therapy, tests, procedures, or other services considered advisable for my health and wellbeing during my training for and participation in my school's athletics. I acknowledge that no guarantees have been made as to the result of treatments or examinations performed by Hospital staff and that unforeseen results may occur.

In the event of an injury or accident to me during participation in an athletic activity, I acknowledge that Hospital staff or school officials, as appropriate, are authorized to seek immediate medical attention, including ambulance services and assistance to the nearest medical facility.

I have read this authorization, fully understanding its contents, and agree to be bound by its terms. I acknowledge and represent I am 18 years of age or older and have the right to contract in my own name that I am legally authorized to sign for the student athlete named below.

Student-Athlete Printed Name

School

Signature

Relationship to Student Athlete

Date of Signature

Please return signed forms to the school. If you have any questions or concerns, please call the HSHS Athletes Advantage Sports Medicine program at (618) 526-5437



AUTHORIZATION

I hereby authorize HSHS Holy Family Hospital, Inc., St. Joseph's Hospital, of the Hospital Sisters of the Third Order of St. Francis, St. Joseph's Hospital, Breese, of the Hospital Sisters of the Third Order of St. Francis or other affiliates of Hospital Sisters Health System, and the members of its staff (collectively, "Hospital") as follows (please check all that apply before signing the form):

- ☐ To release all information concerning my health care, injury, rehabilitation, treatment, and health status during my training for and participation in my school's athletics to my parents or guardians, coaches, and school personnel. I understand such information will be used to advise such persons of my health or injury status for further medical treatment and restrictions on my ability to participate in athletics.

This authorization will expire six (6) years after the date below or sooner by my revocation. I understand I may revoke this authorization at any time. Revocation must be made in writing and sent to St. Joseph's Hospital 9515 Holy Cross Lane, Breese, IL 62230, Attention: Sports Medicine. Revocation will not affect any action Hospital took in reliance on this authorization prior to its revocation.

I will receive no compensation for authorization for the release of this information. Hospital will not condition treatment, payment, enrollment, or eligibility for benefits on the execution of this authorization form. The information used or disclosed may be subject to redisclosure by the person or entity receiving such information and thus is no longer protected by the federal privacy regulations.

I have read this authorization, fully understand its contents, and agree to be bound by its terms. I acknowledge and represent I am 18 years of age or older and have the right to contract in my own name that I am legally authorized to sign for the student athlete named below.

Student-Athlete Printed Name

School

Signature

Relationship to Student Athlete

Date of Signature

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Student-Parent/Guardian Handbook
Acknowledgement and Agreement
2026-2027

Together we all share common goals. This handbook will help you understand the challenges facing us in achieving our goals. Working together we will all achieve more with a coordinated effort. This handbook is a first step to coordinating our efforts around the common goals we all aspire to achieve. Our accomplishments will be a source of pride, enriching our school community.

As a member of Althoff Catholic High School, I have read, understand, and agree to adhere to the policies and procedures stated in the handbook, including Appendix A - Athletics.

Student Name: Printed

Student Signature

Parent/Guardian Name: Printed

Parent/Guardian Signature

Parent/Guardian Name: Printed

Parent/Guardian Signature

Date