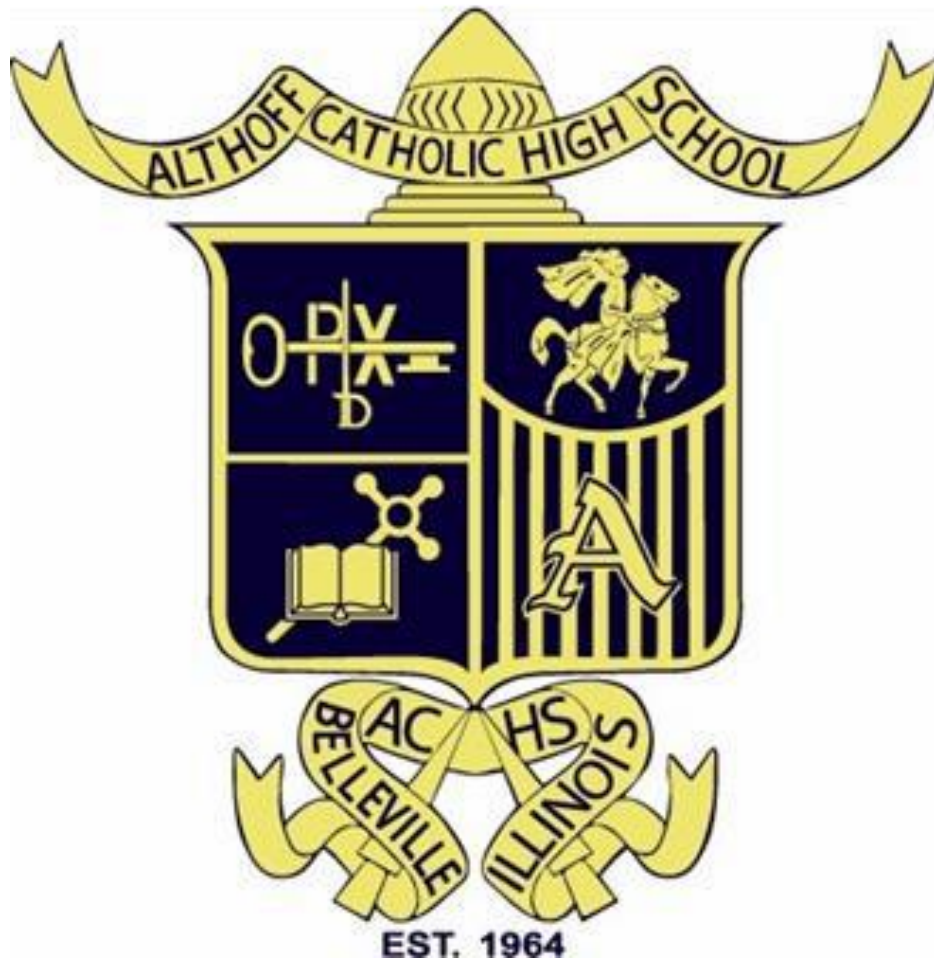


**ALTHOFF CATHOLIC HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2022 – 2023**



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## **BELL SCHEDULES**

Althoff Catholic has eight classes and a lunch period. The exception is on Wednesdays when we attend mass. 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.

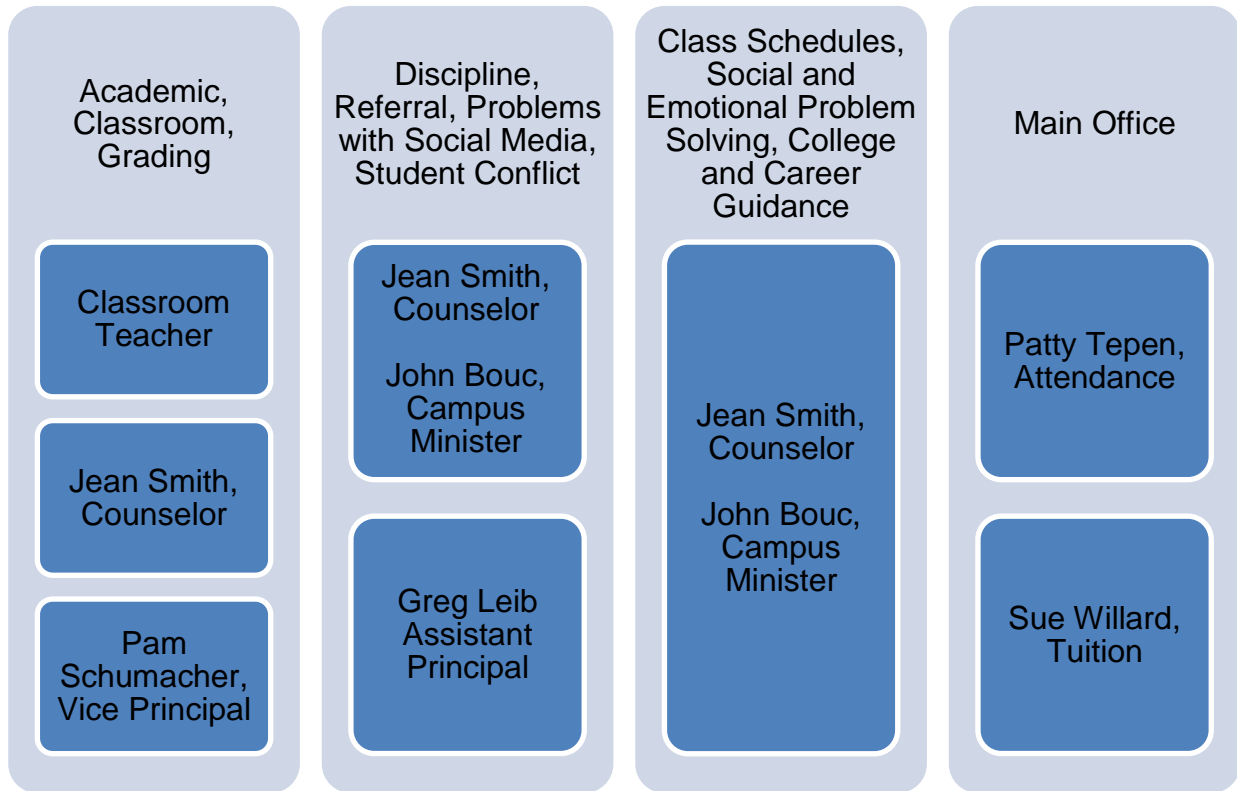
### **MON, TUES, THURS, FRI DAILY SCHEDULES**

<b>C1 Schedule</b>			<b>C2 Schedule</b>		
1 <sup>st</sup> Hr:	8:15 – 9:00	45	1 <sup>st</sup> Hr:	8:15 – 9:00	45
2 <sup>nd</sup> Hr:	9:04 – 9:47	43	2 <sup>nd</sup> Hr:	9:04 – 9:47	43
3 <sup>rd</sup> Hr:	9:51 – 10:34	43	3 <sup>rd</sup> Hr:	9:51 – 10:34	43
4 <sup>th</sup> Hr:	10:38 – 11:21	43	4 <sup>th</sup> Hr:	10:38 – 11:21	43
C1:	11:25 – 11:55	30	5 <sup>th</sup> Hr:	11:25 – 12:08	43
5 <sup>th</sup> Hr:	11:59 – 12:42	43	C2:	12:12 – 12:42	30
6 <sup>th</sup> Hr:	12:46 – 1:29	43	6 <sup>th</sup> Hr:	12:46 – 1:29	43
7 <sup>th</sup> Hr:	1:33 – 2:16	43	7 <sup>th</sup> Hr:	1:33 – 2:16	43
8 <sup>th</sup> Hr:	2:20 – 3:05	45	8 <sup>th</sup> Hr:	2:20 – 3:05	45

<b>Late Start Wednesday Schedule</b>			<b>Half Day Schedule</b>		
1 <sup>st</sup> Hr:	9:10 – 9:42	32	1 <sup>st</sup> Hr:	8:15 – 8:41	26
2 <sup>nd</sup> Hr:	9:45 – 10:15	30	2 <sup>nd</sup> Hr:	8:44 – 9:10	26
Mass:	10:20 – 11:10	50	3 <sup>rd</sup> Hr:	9:13 – 9:39	26
3 <sup>rd</sup> Hr:	11:15 – 11:45	30	4 <sup>th</sup> Hr:	9:42 – 10:08	26
C1/5 <sup>th</sup> Hr:	11:48 – 12:18	30	5 <sup>th</sup> Hr:	10:11 – 10:37	26
5 <sup>th</sup> Hr/C2:	12:21 – 12:51	30	6 <sup>th</sup> Hr:	10:40 – 11:06	26
4 <sup>th</sup> Hr:	12:54 – 1:24	30	7 <sup>th</sup> Hr:	11:09 – 11:35	26
6 <sup>th</sup> Hr:	1:27 – 1:57	30	8 <sup>th</sup> Hr:	11:38 – 12:04	26
7 <sup>th</sup> Hr:	2:00 – 2:30	30			
8 <sup>th</sup> Hr:	2:33 – 3:05	32			

<b>Pep Rally Schedule</b>			<b>Remote Learning Schedule</b>		
1 <sup>st</sup> Hr:	8:15 – 8:50	35	1 <sup>st</sup> Hr:	8:15 – 8:45	30
2 <sup>nd</sup> Hr:	8:53 – 9:26	33	2 <sup>nd</sup> Hr:	8:47 – 9:17	30
3 <sup>rd</sup> Hr:	9:29 – 10:02	33	3 <sup>rd</sup> Hr:	9:19 – 9:49	30
4 <sup>th</sup> Hr:	10:05 – 10:38	33	4 <sup>th</sup> Hr:	9:51 – 10:21	30
6 <sup>th</sup> Hr:	10:41 – 11:14	33	5 <sup>th</sup> Hr:	10:23 – 10:53	30
C1/5 <sup>th</sup> Hr:	11:17 – 11:50	33	6 <sup>th</sup> Hr:	10:55 – 11:25	30
5 <sup>th</sup> Hr/C2:	11:53 – 12:26	33	7 <sup>th</sup> Hr:	11:27 – 11:57	30
7 <sup>th</sup> Hr:	12:29 – 1:02	33	8 <sup>th</sup> Hr:	11:59 – 12:29	30
8 <sup>th</sup> Hr:	1:05 – 1:40	35	Lunch:	12:31 – 1:31	60
Pep Rally	1:45 – 3:05	80	Teacher Office Hours:	1:31 – 3:05	

## Who Should I Contact?





<b>WHO TO CONTACT: ISSUE/TOPIC</b>	<b>FIRST CONTACT</b>	<b>SECOND/THIRD CONTACT</b>
504/Plans/Accommodations	Jean Smith	Sarah Gass
Absence	Patty Tepen	
Announcements	Patty Tepen	Greg Leib
Aramark	Susan Morford	Sarah Gass
Art	Dave Woesthaus	
Athletics	Kathy Wuller	Greg Leib
Budget/Purchasing	Susan Morford	Sarah Gass
Building Maintenance	Michael Crotty	Shawn Murphy
College Board	Jean Smith	Jake Campbell
Copy Machine	Susan Morford	Pam Schumacher
Curriculum	Classroom Teachers	Pam Schumacher
Discipline	Greg Leib/John Bouc	Sarah Gass
Driver's Education	Jakob Schlich	
Enrollment	Reeta P-Skoglund	Sarah Gass
Field Trips	Pam Schumacher	Sarah Gass
Financial Aid	Sue Willard	
Fundraising Approvals	Advancement Office	Sarah Gass
Grades/Gradebook	Pam Schumacher	Sarah Gass
Grading Policy	Pam Schumacher	Sarah Gass
Intervention Team	Jacob Campbell	Jean Smith/John Bouc
Lap Tops	Stephen with Computype	Pam Schumacher
Lockers	Patty Tepen	Jean Smith
Lunchroom Supervision	Greg Leib	Pam Schumacher
Marquee	Susan Morford	
Master Schedule	Jean Smith	Sarah Gass
Media/Social Media	Reeta P-Skoglund	Sarah Gass
Music	Jakob Schlich	
NCAA/NAIA Eligibility	Jean Smith	Kathy Wuller
Newsletter to Parents	Sarah Gass	
Parking	Greg Leib	Patty Tepen
Reimbursements	Sue Willard	Susan Morford
Safety/Security/Drills	Sarah Gass	Greg Leib
Scheduling Building Activities	Kathy Wuller	Susan Morford
School Pictures	Jean Smith	Pam Schumacher
Student Ambassadors	Reeta P-Skoglund	
Student Attendance	Patty Tepen	
Student Support	Jean Smith, Jake Campbell	John Bouc
Teacherease	Jean Smith	Sarah Gass
Technology	Steven with Computype	Pam Schumacher
Testing	Jake Campbell	Jean Smith
Textbooks	Pam Schumacher	Sarah Gass
Theater	Elaine Laws	
Transcripts	Jean Smith	Patty Tepen
Transportation	District 201	Patty Tepen
Tuition	Sue Willard	
Website	Reeta P-Skoglund	
Yearbook	Jean Smith	

# **Chapter 1: ACHS 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 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, and staff must all work together and communicate to help our student meet life's challenges. Together we will do great things.

Sincerely,

Dr. Sarah Gass  
Principal

## **HANDBOOK**

All students and parents are advised to read and become familiar with this handbook and the athletic handbook. These handbooks are a summary of the school's rules and expectations. These are not a comprehensive statement of school procedures. The Diocese of Belleville's Policy manual is available in the main office, or online through the Diocese's website.

All material in this handbook is subject to change in accordance with the Diocesan or School Board 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 the schools: St. Teresa, Cathedral, Notre Dame, Assumption, and Central Catholic. 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**

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

### **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, ACHS 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, scholarship and local programs and 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 guardians/parents in order to be a student at Althoff Catholic. This precludes students being married while at ACHS.

Age Requirement: In order to enroll at ACHS, 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 Entrance Exam that yields both verbal and quantitative ability scores and achievement scores in math, reading and language. The College Placement 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 students' file. In addition, the Principal and 8th grade teachers from the students' 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 ACHS.

### **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 College Placement 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, 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. Evident need of special help - i.e. learning deficiencies, attention deficit disorder, etc.
4. Attendance/Discipline issues

All students' 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, parents will be contacted and requested to attend a meeting with College Placement and 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 is provided by Belleville School District 201. Contact District 201 for any student needing bus transportation.

## **Chapter 3: Financial Information**

### **TUITION**

Tuition for the 2022-2023 academic year:

Diocesan Catholic Students:

- 1st student in family \$8,262.00
- 2nd student in family \$7,062.00 (\$1,200.00 discount)
- 3rd student in family No Charge

Out of Diocese Catholic Students:

- 1st student in family \$8,772.00
- 2nd student in family \$7,572.00 (\$1,200.00 discount)
- 3rd student in family No Charge

Non-Catholic Students:

- 1st student in family \$9,231.00
- 2nd student in family \$8,031.00 (\$1,200.00 discount)
- 3rd student in family No Charge

**Parish Assessment:** Parishes in the Belleville Diocese pay an assessment to Althoff Catholic High School. Parents 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, parents will be asked to discuss the matter with their pastor.

### **CLASS FEE**

Students are charged a flat class fee that varies by grade level. This fee 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 tuition credit during the Crusader Cash Corral 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: \$690.00
- Sophomores \$690.00
- Juniors \$740.00 (Includes fees for overnight retreat)
- Seniors \$740.00 (Includes graduation fees)

### **Other Fees:**

- \$100 Application fee for new students
- \$75 Re-Enrollment fee for continuing students
- \$40 Parking Permit
- \$100 Athletic Fee. The fee is per sport with a max of \$300, family max \$500
- \$2,000 one-time international student fee

Driver Education Fee payable to MyTutor.

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

Returned Check Charge: a \$25 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 take semester examinations in December and May.

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 parents 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 ACHS 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>

### **TWO UNIFORMS**

Althoff Catholic has adopted two uniforms: an everyday uniform consisting of a polo shirt with khaki pants or uniform skirt, and a formal uniform consisting of a monogrammed white oxford shirt and tie with khaki 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 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.
- Shirts (both polos and white dress shirts) must be buttoned and tucked in fully.
- Sleeves on the long-sleeve, white oxford dress shirt, must be worn buttoned at the wrist.
- Ties are to be tied correctly and pulled tight to the neck at the collar.

### **Outerwear**

- The navy fleece, navy cardigan, navy V-neck sweater or a navy crew-neck sweatshirt all with the Althoff Catholic uniform logo are the only sanctioned outerwear. These apparel items must be purchased from the authorized Althoff Catholic vendor.
- A uniform polo shirt is required under the outerwear and may not be visible other than at the neckline.
- No outerwear is to be worn over the white dress uniform shirt.
- OUTERWEAR of any type, including hoodies, jackets and coats, may not be worn during the school day. This includes ACHS extracurricular "team" jackets, etc.

### **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 fall no more than three inches above the top of the knee cap. Rolling skirts is not allowed and skirts must be buttoned and zipped fully. Any questionable skirt length will be directed to 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, boots, moccasins, slippers, sandals or flip-flops are never permissible.
- Matching socks of solid color white, black or navy must be worn. Girls may wear navy leggings under their skirts.
- 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.
- No tattoos may be visible.
- 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. An Althoff Catholic tee shirt must be worn under the Althoff Catholic hoodie or Althoff Catholic warm up jacket. Students need to wear uniform bottoms. Outerwear is not allowed.

#### **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 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 student cannot achieve dress code compliance, they will be assigned to ISS for the remainder of the day with their class work delivered to them.

Dress Code Referral Penalties per semester:

- Upon receipt of a 3<sup>rd</sup> referral, the offending student must serve an early-morning or after-school detention.
- Upon receipt of the 6<sup>th</sup> referral, the offending student must serve a full school day in the in-school suspension (ISS) room.
- Upon receipt of the 9<sup>th</sup> referral, the offending student must serve a Saturday detention for 3 hours.
- For every referral above the 9<sup>th</sup> in a semester, the student will be referred to the Principal for final action.

**\*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.**

# 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 credits	0 credits
ENGLISH	4 credits	4 credits	4 credits
ALGEBRA 1 OR EQUIVALENT	1 credit	1 credit	1 credit
GEOMETRY	1 credit	1 credit	1 credit
ALGEBRA II	1 credit	1 credit	1 credit
BIOLOGY	1 credit	1 credit	1 credit
CHEMISTRY	1 credit	1 credit	1 credit
SCIENCE	1 credit	0 credits	1 credit
WORLD HISTORY	1 credit	1 credit	1 credit
U.S. HISTORY	1 credit	1 credit	1 credit
CIVICS (Must pass the constitution test)	1 credit	0.5 credit	0.5 credit
PHYSICAL EDUCATION	2 credits	4 years	0 credits
CONSUMER EDUCATION	0.5 credit	0.5 credit	0.5 credit
HEALTH	0.5 credit	0.5 credit	0 credits
FINE ART (MUSIC,ART, or FOREIGN LANGUAGE)	2 credits	2 credits	2 credits
ELECTIVES	5 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 foreign language**, as this is a common admission requirement at many colleges. To determine the requirements for a specific college, check the college's website or contact the admission office of that school.

## **GRADUATION CEREMONY**

The School Board of Althoff Catholic High School approved the following policy.

1. Students who complete 27 credits including the courses specifically required for graduation take part in the graduation ceremonies 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 ceremonies. 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 ceremonies, since only one credit of work may be made up in summer school. 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**

Seniors are not required to take P.E. as long as they have fulfilled their graduation credits. 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**

### **SAINT LOUIS UNIVERSITY 1818 COURSES**

Althoff Catholic partners with Saint Louis University (SLU) to bring college credit courses to students while still in high school through the Advanced College Credit (1818) program. The 1818 courses are challenging, but carry extra GPA weight just like an honors course. Students will receive college credit if (1) they receive a grade of a “C” or higher in the course, (2) they have a 3.0 *unweighted* cumulative grade point average, and (3) they pay an additional fee directly to Saint Louis University. If the student accomplishes these three items they will receive a transcript from Saint Louis University which will reflect the grade earned in the course at Althoff Catholic. Students may **NOT** waiver into the 1818 courses. These courses may or may not be accepted by the college or university a student ultimately attends. A student should contact any potential college or university prior to registering with Saint Louis University to determine the school’s policy on acceptance of dual credit course work.

### **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](http://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 exam 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 mailed at the end of each semester. Grades are available to be viewed anytime through Teacherease.

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 will not be given for students to take early semester exams because of projected absence from the scheduled exam. Students in this case will be expected to take the semester exam on a date agreeable with the course teacher after the scheduled semester exam date. With regard to Physical Education, Art, or Music Class, the exam will be represented by the knowledge the student learned throughout the semester.

### **SCHEDULE/COURSE CHANGES**

Students are strongly encouraged to complete all courses for which they register. 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. 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.

### **SUMMER SCHOOL**

A student can register for a summer school course at a public school with an approval card signed by an Althoff Catholic College Placement counselor. Any student interested in taking a summer school course should check with the College Placement 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 normal 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 at the top of the report card as the cumulative average.

Honor courses receive a 1.87 credit 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.

- o Freshman – 4
- o Sophomore – 4
- o Junior – 5
- o Senior – 6

\*Subject to change based on course load and periods in the day.

### **CLASS RANK**

Two class ranks will also be maintained. The honors rank will be weighted and will be used to determine class valedictorians and salutatorians. Since the weighted grade point average must be calculated separately, it will appear on the report card on a label that is placed on the bottom of the report. It is also posted on the student’s permanent record.

### **VALEDICTORIAN**

To be considered valedictorian, the student must have the highest honors weighted GPA in the class for the first 33 semester courses at the honors level. 33 semester courses at the honors level will be considered after seven semesters.

### **HONOR ROLL/HONOR GRADUATES**

Althoff Catholic honors outstanding academic work with a semester honor roll. A 3.4 to a 3.799 average for the semester 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 role will be acknowledged. Seniors in the top 10% of the class (based on high grade point average) at the end of seven and one-half semesters are designated honor graduates.

### **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 arrives late, any homework due that day from a missed class must be turned in by 3:20 pm the same day, either to the teacher or to the main office. If a student **is absent** from class and provides an admittance slip from the main office for his/her absence from the previous missed day, then he/she can turn in the assignment **immediately at the beginning of the hour** the class period meets 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. If a student is absent more than one day, he/she is to receive a day for day acceptance (2 days out/2 additional days to submit after returning from an absence.

- If the assignment is turned in within one day past the due date, the student may not receive a grade higher than a 50%.
- If the assignment is turned in two days or more past the due date, the student will receive a grade of 0%.

If a student **has not been absent** from class, and an assignment was due and not turned in on time, the student will be given one day to turn in the assignment immediately at the beginning of the hour that the class period meets with the following consequences:

- If the assignment is turned in within one day of the due date, the student may not receive a grade higher than a 50%.
- If the assignment is turned in two days or more of the due date, the student will receive a grade of 0%.

This policy applies to all students.

### **TESTING (D.P. 6162.5)**

Admission Testing: All students entering ACHS 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 (ACT, SAT, etc) 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.

### **COMMUNICATION WITH PARENTS (D.P. 5124)**

#### **REPORTING TO PARENTS**

Progress Reports will be emailed throughout the year to all students. Current grades are available to be seen anytime through Teacherease. Semester report cards will be mailed home at the end of each semester.

#### **PARENT/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 ADMINISTRATION**

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

## **Chapter 6: Student Record Information**

### **MISSING PERSONS**

Upon notification by the Illinois State Police of a child's disappearance, any child currently or was 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 College Placement Department. Parents 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 apply for a transcript through Parchment. If a student needs an official, sealed transcript, the student can apply by filling

### **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 College Placement Office 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.

Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend Althoff Catholic must be immunized regardless of religious affiliation. An exemption may be granted on the basis of medical reasons if verified by a medical doctor in written documentation.

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 freshman only. Eye exams are required of new students to the state of Illinois.

### **COMMUNICABLE DISEASES**

Althoff Catholic will follow IDPH and Diocese of Belleville guidelines regarding handling of communicable diseases.

### **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 in the Main Office.

### **MEDICAL CANNABIS**

A parent or guardian or other individual may not administer a medical cannabis infused product under this section in a manner that, in the opinion of the school, would create a disruption to the schools educational environment or would cause exposure of the product to other students

### **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 or 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.

Diocesan high schools shall not accept students who are transferring from another school in order to avoid a student with AIDS.

### **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 profitable 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. Faculty, also, should use natural occasions to inform students of the school policy on pregnant students. They should encourage the students to contact their guidance counselor to work out considerations for their courses in progress.

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 parents/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 must 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 8:15 a.m. The school day concludes at 3:05 p.m. The academic building opens at 7:30 a.m. Students who arrive before 7:30 a.m. should report to the Early Bird Classroom. 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 3:05 p.m.

Any student arriving after 8:15 a.m. should first report to the Main Office 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 message on our answering machine when the office is closed. Students who are absent from school without permission are deemed truant and are not allowed to make up work while they are absent.

Upon returning to school, the student must present to the Main Office a note signed by the parent/guardian. 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.

### **TARDY**

If a student arrives late to school (not in their first hour classroom at 8:15) they are to report to the office 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 (1<sup>st</sup> - 8<sup>th</sup> 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 parents 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. Students are to bring a note from the parent to the Main Office that morning for an early dismissal slip. If the student is driving themselves, a phone call from the parent/guardian is also required before being allowed to be dismissed. 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 through the main office.

**STUDENT ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day are to report to the Main Office to phone parent/guardian and make arrangements 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 Main Office. The office staff will determine if the parents/guardian should be called and if the students 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 40 minutes after the start of school and remain in school for the entire day, in order to participate or to practice in any scheduled activity.

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, student must bring a doctor's excuse slip to the office 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 (unexcused) 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 parents/guardians to comply with all rules, regulations, and policies of Althoff Catholic. The administration reserves the right to discipline at any time a student 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 withdrawal 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 attend 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 withdraw 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. 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.

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 returned to the parents.

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 will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' 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 HR 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 the Vice 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(s) or guardian(s) 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, and be known to the student and student's parent(s) or guardian(s).

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(s) or guardian(s) 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 general 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 Director of Education for the diocese 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 by the principal 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(s) or guardian(s) along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. A conference between the parents and principal 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) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
3. The principal shall meet with the Director of Education to review the merits of the expulsion.
4. When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, before an expulsion can be implemented.
5. Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
6. In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil 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 Althoff Catholic School Board 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 Administration and will have the following options:

4. Correct the violation. (i.e. unroll the skirt, locate & put on a belt, change socks, etc.).
5. Call home using a school phone and have someone bring to school the attire needed for dress code compliance.
6. If student cannot achieve dress code compliance, they will be assigned to ISS for the remainder of the day with their class work delivered to them.

Dress Code Referral Penalties per semester:

- Upon receipt of a 3<sup>rd</sup> referral, the offending student must serve an early-morning or after-school detention.
- Upon receipt of the 6<sup>th</sup> referral, the offending student must serve a full school day in the in-school suspension (ISS) room.
- Upon receipt of the 9<sup>th</sup> referral, the offending student must serve a Saturday detention for 3 hours.
- For every referral above the 9<sup>th</sup> in a semester, the student will be referred to the Principal for final action.

## **CELL PHONE/HEADPHONES/SMART WATCH/IPAD VIOLATIONS**

Upon entering the school building, all cell phones, smart watches, airpods/headphones, video games, and musical devices not left in a vehicle must be turned off and placed in the student's locker or bookbag. No student shall use these devices during the school day (8:15 a.m. - 3:05 p.m.). Any device not stored in the student's car/locker/bookbag can be confiscated and will be returned to the student as specified below. Additional disciplinary actions may occur.

Without prior permission by an administrator during the school day, the use of phones to take pictures, audio recordings, or video is prohibited.

Phones may not be used in place of the school required iPad.

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

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 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;

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;
- 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
- repeated incidents of class disruption or repeated defiance of classroom rules
- disrespect
- profanity, obscene, or aggressive language
- chronic absence or tardiness
- truancy
- inappropriate hall or cafeteria behavior
- forgery of signatures, times, dates, grades, addresses, etc

Consequences for Phase II difficulties may include, BUT NOT be limited to:

- notification of parents
- loss of privileges
- same day or next morning detention
- Saturday suspension
- in-school suspension

### **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 be 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 parents/guardians 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/guardians 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 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 ARE NOT limited to:

- possession, use, distribution, sale, or being under the influence of alcohol or drugs. This also includes look a like 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 at the sole discretion of the Principal. Students who are dismissed from the school may appeal this decision in writing to the Althoff Catholic School Board 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 or 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 person or damage to his 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 the targets 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 the 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 Diocesan Board of Education 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 Board recognizes their obligation to the parents or guardians 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 parents/guardians 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.
6. The parents/guardians and student, upon the student's re-admittance into school, may be required to become involved with the Family Assistance Program available through District 201. The program includes an assessment and six (6) consecutive sessions held at Belleville Township High School.

### **POSSESSION OF 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 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 devise 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 parents or guardians 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 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 participate in any extracurricular activities (athletics, speech, music, etc.) must have – at a minimum – if the student has eight classes (40 hours) the student must be passing six classes (30 hours); if the student has seven classes (35 hours) and a study hall or early dismissal the student must be passing five classes (25 hours). Coaches/moderators will be notified of students failing any course(s).

Academic Eligibility will be pulled on every Friday. If a student is ineligible, they will not be able to participate in a sporting event from Sunday to Sunday.

## 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.

### STATEMENT OF PURPOSE

1. To encourage the growth of responsible citizenship among our students.
2. To emphasize the school's concern for the health of students in areas of safety while participating in activities.
3. To promote equity and sense of order and discipline among students.
4. To confirm and support existing state laws which restrict the use of mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard bearers among their peers.
6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

### CODE OF CONDUCT

The Althoff Catholic High School administration and athletic department will, in regard to conduct, follow the Diocesan Board of Education 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. The student must participate and complete the Family Assistance Program.
3. 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.
4. 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 administration.
  - Retain any evidence existing.
  - Be available to document observations.

# **Chapter 11: Student Services Information**

## **COLLEGE PLACEMENT**

The Althoff Catholic College Placement 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 College Placement Department include the following:

1. College and technical school information. Available in general and individual catalogs and through representatives who 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 College Placement counselors can provide testing in the area of career planning. The counselor also provides information and interpretation to students regarding the ACT test, which is 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 include, but is not limited to: Gala, Golf Tournament, Benefit Dinner, and Crusader Cash Corral Raffle; Annual Fund Drive, Capital Campaign, Fundraising, Alumni Association, Marketing, Recruitment, Summer Camps, Spend-a-Day Program, Parents & Friends' Club, maintaining Facebook, Twitter, 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. Administration will communicate with the parent(s)/guardian(s) of the student to discuss the situation.
4. If deemed necessary, the school will suggest parents 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)**

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 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 should be sent to the Main Office first thing in the morning. Please specify date(s) to be read. Announcements will be read a maximum of three days. 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 ACHS are exhibited on the bulletin boards in the cafeteria and in the main corridor. Students wishing to post items on a bulletin board must get the authorization of one of the administrators. Posting of fliers, signs, posters, etc. anywhere in the building must have office approval.

### **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 can include losing the privilege to access the labs and being dropped from the course.

### **DRIVER EDUCATION**

The driver education program at ACHS 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 Counselor.

### **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 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 Belleville Diocese) before a student is allowed to access the Internet at Althoff Catholic.

## **IPADS & ELECTRONIC DEVICES**

Althoff Catholic is an iPad campus and students use iPads 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 on campus. A complete policy regarding iPads 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 iPads. 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 FOR FOOD DELIVERIES TO ALTHOFF CATHOLIC (i.e., Pizza Hut, etc.).

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). The office is closed on Fridays during the summer months. Summer hours are from 8:00 – 2:00 p.m.

### **PARENT ORGANIZATION**

The **Althoff Catholic Parents & Friends' Association** meets each month. All parents are encouraged to join them and to sign up to work on committees that assist our school with fundraisers and events held for the students and the community.

### **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 may be picked up in the Main Office prior to the first day of school. 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 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. Under no conditions should cars be parked on any grass areas on the Althoff Catholic campus. Students, who choose to park here, 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 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 parents 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 is not encouraged (this includes before and after school). No parents or other visitors are to go directly to a classroom for any reason without stopping by the main office, and having their visit confirmed with the teacher beforehand.

All visitors must report to the 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 complete training in accordance with the Diocese of Belleville 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. At any time any type of abuse is suspected, please alert the administration.

### **Child Protection Requirements**

#### **Employee Child Protection Requirements**

- Completed Application for Employment/Educators submitted to Office of Child Protection
- Submit a copy of the proper license for the position to be held.
- CANTS – Child Abuse and Neglect Tracking System form updated every other year
- Fingerprint Background Screening with Accurate Biometrics
- Verification of attendance at an Initial Child Protection Training Meeting and/or Refresher Course

#### **Volunteer Child Protection Requirements**

- Completed Application for Volunteer Services submitted to Office of Child Protection
- CANTS – Child Abuse and Neglect Tracking System form updated every other year
- Fingerprint Background Screening with Accurate Biometrics
- Verification of attendance at an Initial Child Protection Training Meeting and/or Refresher Course

## **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 or Legal 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 & Time of Departure: \_\_\_\_\_  
Date & Anticipated Time of Return: \_\_\_\_\_  
Method of Transportation: \_\_\_\_\_  
Student Cost: \_\_\_\_\_ Dress: \_\_\_\_\_

If you would like your student 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 or legal guardian may not substitute for a signed participation form.

-----  
I, hereby request participation by my student, \_\_\_\_\_, in the event described above. I understand that this event will take place away from school grounds and that my student 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 student, whether by accident or intent.

In the event that my student 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 or Legal Guardian Signature

\_\_\_\_\_  
Address

Emergency Phone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_  
Cell: \_\_\_\_\_

Date of field trip: \_\_\_\_\_ Class: \_\_\_\_\_ Destination: \_\_\_\_\_

**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: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell 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: \_\_\_\_\_

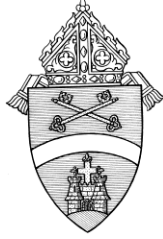
If yes, describe: \_\_\_\_\_

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 to arrange for emergency medical care at an appropriate medical 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: \_\_\_\_\_



**Diocesan Board of Education  
Diocese of Belleville**

Policy 6153

**Instructional Services – Field Trips (D.P. 6153)**

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent 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 established by the parish catechetical program/school.

**Adopted: March 28, 1994**  
**Revised: January 17, 2006**

**The Most Reverend Edward K. Braxton  
Bishop of Belleville**

## INSTRUCTION | Regulation 6153

### Instructional Services - Field Trips

The Diocese of Belleville recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals to approve field trips during normal school hours on a single school day. However, if out-of-state field trips (over 100 miles), or any field trips to foreign countries are planned, these must have the ultimate approval of the Office of Education and local school board. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more certificated employee of the school. For field trips other than interscholastic athletic field trips, the following supervision requirements should be maintained: for every ten students, there should be one adult.
2. Complete the proper forms and Child Protection Training. These forms and training are as follows:
  - Application for volunteer service
  - Child Abuse and Neglect Tracking System (CANTS) form
  - Attendance at Initial Child Protection Training
  - Background check for those who have resided in Illinois less than 5 years.
3. Supervision is both mental and physical. Be sure your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.
4. Voluntary release forms completed by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip.
5. Permission in a written form from each student's parent or legal guardian.
6. Field trips should have an educational or programmatic purpose. Eighth grade "rite of passage" types of trips to amusement parks do not fall into this category of educational trips.
7. Inclusion of a proper first aid kit and fire extinguisher.
8. Proper insurance for students, personnel and equipment.
9. A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.

Finally, to insure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A thorough discussion should be held regarding the purpose or purposes, as well as, the goal or goals of the trip. Additionally, an advance visit should be made to the site of the field trip by the teacher so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized

Bus transportation is the most desirable method to be utilized for any field trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question (see form attached).

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed Driver Information Sheet on each vehicle used must be submitted to the principal prior to the field trip.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.

#### FIELD TRIP RULES FOR VOLUNTEERS/CHAPERONES

1. All school/program rules are in force, unless the administrator has explicitly stated otherwise.
2. Volunteers/chaperones are to stay with their assigned groups.
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.
4. If your own child is on the trip, he or she must not be treated any differently than any other child.
5. We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety.  
— Mary Angela Shaughnessy, SCN, J.D., Ph.D.

#### VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer you have the right to:

1. be welcomed as a valued member of the community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information and orientation;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the administration agree.

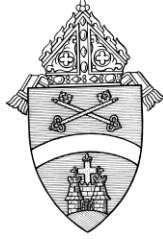
As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administrator values your service, but not always be able to honor your preferences for days, times and places of service;
5. keeping young people under your supervision safe and appropriately occupied;



6. notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff and administrators;
9. upholding school and/or program rules;
10. keeping confidential information that you have gained during your volunteer service that is private to students and/or their families;
11. promptly making known the confidences of young persons that involve issues of health, life and/or safety.

**Approved: April 6, 2010**  
**Office of Education**  
**Diocese of Belleville**



**Diocesan Board of Education  
Diocese of Belleville**

Policy 6153.1

**INSTRUCTION**

**Instructional Services – Field Trips – Sleeping and Overnight Arrangements**

Any parish or school activity that includes an overnight stay for youth age 18 and under, must comply with the following rules:

1. Male and female leaders/chaperons are required to have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
2. Male and female students/children will not share the same sleeping facilities.
3. No students/children may stay in the same sleeping facilities of an adult, other than his/her parents or guardian.
4. All leaders/chaperons must be at least 21 years of age and have completed all requirements according to the Child Protection Policy.
5. The ratio of students/children to adult chaperons should be one adult to every ten students. With very small children, one adult for every seven or eight children might be considered.

**Adopted: July 6, 1999  
Diocesan Board of Education  
Diocese of Belleville**

COMMUNITY RELATIONS

Authorization for Internet Access

In order to access and use the school's Internet and other related technologies (the "Network"); each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").
2. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space, printing supplies, etc.;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a

discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.

4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
  - d. Do not use the Network in any way that would disrupt its use by other Users.
  - e. Consider all communications and information accessible via the Network to be private property.
5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.
6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.
7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.
8. Indemnification. The User shall indemnify the school/parish/diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.
10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while enrolled or employed by the school/parish.

**Acknowledgment and Agreement**

I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

\_\_\_\_\_

Date

\_\_\_\_\_

User Signature

\_\_\_\_\_

Parent/Guardian Signature

**Adopted: April 11, 1997**  
**Revised: March 28, 2002**  
**Diocesan Board of Education**  
**Diocese of Belleville**

## COMMUNITY RELATIONS

## Internet Code of Conduct

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following Code of Conduct has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this Code of Conduct.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not without authorization:
  - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
  - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
  - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
  - d. Download copyrighted material for other than personal use.
  - e. Download or transmit material protected by trade secrets.
  - f. Use the network for private financial or commercial gain.
  - g. Use resources wastefully, such as file space.
  - h. Gain or seek unauthorized access to resources or entities.
  - i. Use another user's account or password.
  - j. Post material authored or created by another without his/her consent.
  - k. Post anonymous messages.
  - l. Use the Network for commercial or private advertising.
  - m. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
  - n. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or any other weapons.

- o. Use the Network while access privileges are suspended or revoked.
- p. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- q. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

**Approved: April 11, 1997**  
**Diocesan Board of Education**  
**Diocese of Belleville**



**Student Parent Handbook Acknowledgement and Agreement**  
2022-2023

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 this handbook.

\_\_\_\_\_  
Student Name: Signature

\_\_\_\_\_  
Student Name: Printed

\_\_\_\_\_  
Parent Name: Signature

\_\_\_\_\_  
Parent Name: Printed

\_\_\_\_\_  
Date