

## STUDENT – PARENT HANDBOOK AGREEMENT FORM

One of the most significant overall objectives of IC Catholic Prep is the positive growth and development of the individual student in spirit, mind, and body. Parental involvement is critical in realizing this objective. The Student - Parent Handbook is an effective tool to support your student's personal growth and learning process as students will be expected to abide by its policies throughout the coming year -- both in practice and spirit.

Please read and discuss in detail the handbook contents with your children who attend ICCP. Following your discussion, the student and parents are required to sign the Handbook Agreement below. Detach this page from the Handbook and have your son/daughter return it to the Main Office on the first day of school.

Stephen Davidson, Principal

**We have read the 2020-2021 ICCP Student – Parent Handbook and agree to comply with and support the policies, agreements, procedures, and guidelines contained herein as well as the Diocese of Joliet Acknowledgment Form on PlusPortals and any others announced later. ICCP anticipates that parents will be concerned and cooperative in dealing with any academic and/or behavioral problems that may arise, and expects that this cooperation will be made apparent to the student.**

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Printed Name of Student

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Grade

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Signature of Student

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Date

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Signature of Parent(s)/Guardian(s)

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Date

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Signature of Parent(s)/Guardian(s)

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Date

Check here if you do not want ICCP to release academic and/or medical records upon student request without specific written permission from a parent/guardian.

**Detach this form from the handbook and return the completed form to the Main Office on the first day of school.**





## IC CATHOLIC PREP

### 2020 - 2021 HANDBOOK / PLANNER

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In Case of Emergency, please notify:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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## CONTACT INFORMATION

School Website	www.iccatholicprep.org
Main Office	630-530-3460
Attendance Line (24 Hour)	630-530-3475
Business Office	630-530-3130
Athletic Office	630-530-3465
Athletic Fax	630-279-1365
Athletic Information/Updates	il.8to18.com/ic
Main Office Hours	7:30 a.m.-3:30 p.m.

## ADMINISTRATION/STAFF

President	Mrs. Barb Goworowski
Principal	Mr. Stephen Davidson
Asst. Principal/Dean of Students	Mr. Jack Doyle
Asst. Principal of Academics/Curriculum Director	Ms. Danielle Wagner
Asst. Principal/Director of Admissions & Student Life	Mrs. Nikki Kanzia
Athletic Director	Mr. Michael Fahey
Registrar	Mrs. Aileen Bon
School Counselor	Mrs. Jean Field
Administrative Assistant	Ms. Peg Slavik
Administrative Assistant/Attendance Officer	Mrs. Ellen Polzin
Director of Student Activities	Mr. Jack Doyle
Director of Finance	Mr. Jim Nolan

## CONTACTS

Academic Programming/Course Selection	Ms. Danielle Wagner
Athletic Program	Mr. Michael Fahey
Attendance	Mrs. Ellen Polzin
Campus Ministry	Mr. Donald Moore
College Counselor	Mrs. Jean Field
Counselor, Freshmen-Juniors	Ms. Sindy Ortiz
Disciplinary Policies	Mr. Jack Doyle
PlusPortals	Mrs. Aileen Bon
Graduation/Academic Requirements	Mrs. Jean Field
IHSA Physical Forms/Eligibility	Mr. Michael Fahey
Library/Dyer Center	Mr. Brian Andrusyk
Lockers	Mr. Jack Doyle
Student Insurance Claims	Main Office
Student Schedule Changes	Ms. Danielle Wagner
Super Squad	Mrs. Nikki Kanzia
Textbooks	Mr. Brian Andrusyk
Transcripts/Student Records	Mrs. Aileen Bon
Tuition	Mr. Jim Nolan

## **HISTORICAL INFORMATION**

IC Catholic Prep was founded as Immaculate Conception High School by Msgr. William J. Plunkett in 1936. The first class graduated in 1940. IC Catholic Prep was the first Catholic, co-educational high school in DuPage County. It is still the only parish high school in the Diocese of Joliet. The original location of the high school was on the third floor of the grammar school building. The present high school building was completed in 1953. From the very beginning, the high school was staffed by the Sisters of St. Agnes. Today, lay teachers constitute the staff, but the influence of the Sisters is still a proud part of our heritage.

## **ACCREDITATION**

ICCP is accredited by the NCA Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the SACS Commission on Accreditation and School Improvement, having met the requirements established by the AdvancED Accreditation Commission and Board of Directors. ICCP has fulfilled the requirements for Non-Public Recognition by the Illinois State Board of Education and is recognized by the National Catholic Education Association. In addition, IC Catholic Prep is in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v Doe), and with 23 Illinois Administrative Code Part 425 (addendum Feb. 2019).

## **NON-DISCRIMINATION POLICY**

Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the Official Catholic Directory, published annually. As required by Title IX of the Education Amendments of 1972, IC Catholic Prep does not discriminate on the basis of sex in any of the education programs or activities that it operates, including employment and admission related to such programs and activities.

## **PURPOSE OF STUDENT HANDBOOK**

The Student/Parent Handbook has been prepared to assist your understanding of the policies of our high school. ICCP accepts as part of its own school policies, all school-related policies of the Diocese of Joliet. Although this publication does not contain all the facts, rules, and policies necessary for the operation of IC Catholic Prep, the details most crucial to a student's daily routine have been included. The handbook is subject to revision throughout the academic year. The Handbook should function as a tool for student success. Students may suggest modifications to the handbook through the Student Council or the Dean of Students.

## **PARENTAL RESPONSIBILITIES**

Parents are the primary educators responsible for their children's development. Since ICCP parents entrust their children to the care of the faculty, we realize our function in this partnership is to contribute to the spiritual, academic, cultural, and social growth of each student. However, we also acknowledge our inability to replace parental involvement. Each parent is expected to participate in the ICCP community of faith, education, and socialization. Each parent is encouraged to model and live a Christian life as taught by Jesus Christ. Parents also are encouraged to support the academic aspect of their children's lives.

We realize that high school years are not just a matter of sending your son/daughter to school, paying tuition, and attending graduation. During the four years of their child's education at IC Catholic Prep, parents are urged to be fully involved in the life of the school, to give of themselves when asked, and to support ICCP in a positive way. By working together, ICCP and parents can provide the best educational program for all students.

### **PlusPortals**

PlusPortals is ICCP's web-based classroom-to-home communication system available through the Internet. It allows students and parents to see grades and other information from teachers about classes. All grades are posted from the teacher's electronic gradebooks on a weekly basis. Any computer with Internet access may be used – at home, local public library, or school media center. Teachers will continue to use other means to communicate student progress for families without Internet access.

Parents and students have separate accounts. Parent accounts can be linked to each enrolled student. Student achievement information, such as individual assignment and assessment (class quizzes and tests) scores and current course averages will be available for each class.

Parents and students new to Plus Portals or new to the school need to activate their accounts. An activation code is required to use Plus Portals and to create a screen name and password. During the first week of school, an activation code and instructions will be mailed home for parent use only. Students will receive their activation codes at school.

If you have any questions (not pertaining to the student's classes), please contact the Registrar to assist you. If you have questions about your student's grades, please contact his/her teacher.



# ACADEMICS

## A. GRADUATION REQUIREMENTS

English	4 credits
Theology	4 credits
Mathematics	3 credits
Social Studies	3 credits (World History, United States History, US Government, one semester elective)
Science	3 credits (Biology & additional lab sciences)
Physical Education	1 & 1/2 credits
Health	1/2 credit
Consumer Economics Course	1/2 credit (Consumer Economics & Economics Honors fulfills Requirement).
Computer Applications	1/2 credit
World Language <sup>1</sup>	2 credits (Class of 2023 and beyond)
World Language or Fine Arts <sup>1</sup>	2 credits (Class of 2021-2022)
Electives <sup>2</sup>	2 credits (Class of 2021) 3 credits (Class of 2022) 4 credits (Class of 2023 and beyond)
Total	24 credits (Class of 2021) 25 credits (Class of 2022) 26 credits (Class of 2023 and beyond)

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<sup>1</sup> For the class of 2023 and beyond, the world language and fine arts requirement has been separated. Students must take 2 credits of the same World Language. Fine arts courses may be taken in order to fulfill general elective requirements.

<sup>2</sup> For the Class of 2022, an additional elective credit has been added to the graduation requirements. Students in the class of 2022 must take 3 elective credits and graduate with 25 total credit hours. For the class of 2023 and beyond, 4 elective credits are required in order to graduate with 26 total credit hours.

## NON-CREDIT REQUIREMENTS

Freshman, Sophomore, and Junior retreats are required. Seniors are required to attend either a one-day retreat or a four-day Kairos Retreat.

## **B. GRADING SCALE**

Students receive percentage grades. Quality points will be assigned as below:

97-100	4.25	85-88	3.00	73-76	1.25
93-96	4.00	81-84	2.25	70-72	1.00
89-92	3.25	77-80	2.00	69 or below	0.00

All AP and Honors Course grades are weighted one point higher.

An "I" grade indicates an incomplete. This situation must be rectified within 10 days after the end of the quarter/semester or the grade becomes a 69 or lower.

## **C. GRADE POINT AVERAGE**

All courses taken through the IC Catholic Prep curriculum are calculated into a student's cumulative Grade Point Average (GPA). Transfer credits from other schools, accredited online courses, and/or summer school programs are not included in determining a student's GPA. Grade Point Averages are computed using the weighted value of the grade.

## **D. ACADEMIC CREDIT**

All semester courses earn ½ credit. Full year courses earn 1 credit.

All mathematics and world language courses are continuation courses. Chemistry, Physics, and Human Anatomy courses are also considered continuation courses. In these courses, the material of the second semester is directly dependent upon the knowledge gained in the first semester. If a student fails the first semester of a continuation course and then passes the second semester with a grade of 77 or better, the student will receive one (1) full credit for the course, and will not be required to make up the first semester during summer school.

## **E. HONOR ROLL**

First Honors and Second Honors are determined by Grade Point Averages at the end of each quarter and at the end of each semester.

- ❖ First Honors' Grade Point Average---4.0 and above  
(Cannot include grades below 77)
- ❖ Second Honors' Grade Point Average---3.5 and above

## **F. ACADEMIC LETTER AND AWARD QUALIFICATIONS**

Each student who attains a 3.00 Grade Point Average without a semester grade below 77 in any subject for both semesters within an academic year will receive an ICCP embroidered academic school letter. Students meeting the above criteria for a second, third or fourth time will be given pins to add to the letter.

ICCP does not report Class Rank nor designate a valedictorian/salutatorian for the graduating class. At the time of graduation, the highest achieving students are designated Monsignor Plunkett Scholars by an administrative selection committee. In order to qualify for graduation awards, seniors must be enrolled at ICCP for at least three years. Seniors enrolled for less than three years are eligible for the senior Honor Roll and Academic Letter award since these awards are based on semester Grade Point Averages.

## G. HONORS PROGRAM

Students may enroll in Honors/AP level courses based upon their entrance exam scores, previous course work and Department Chairperson/teacher recommendation. Honors/AP level courses are taught at an accelerated pace and carry an additional point to the student's weighted Grade Point Average. Students enrolled in an Honors/AP course must maintain a high level of academic achievement to continue in that department's Honors/AP program. All prerequisites must be met to enroll in an Honors/AP course. No waivers will be allowed for AP courses.

The following courses are offered within the AP/Honors Program:

English I (H)	AP World History	Italian III (H)
English II (H)	AP United States History	Italian IV (H)
AP English Language	AP United States Government	Spanish I (H)
AP English Literature	Economics (H)	Spanish II (H)
		Spanish III (H)
Algebra I (H)	Biology (H)	AP Spanish Language
Geometry (H)	Chemistry (H)	Latin III (H)
Algebra II/Trig (H)	Physics (H)	Latin IV (H)
Pre-Calculus (H)	AP Chemistry	
AP Calculus	AP Biology	

## H. ADVANCED PLACEMENT (AP) COURSES

Advanced Placement (AP) is a program created by the College Board which offers college-level curricula and examinations to high school students. American colleges and universities **may** grant placement and course credit to students who obtain high scores on the examinations. The AP curriculum for each of the various subjects is created for the College Board by a panel of experts and college-level educators in that field of study.

At IC Catholic Prep, students enrolled in an AP course are required to take the AP examination given at the end of the academic school year. AP examination fees must be paid prior to taking the exam. AP courses are designed to prepare students to successfully complete the corresponding College Board AP Examination so that the students may earn college credit. Therefore, AP classes require higher levels of reading, writing, and critical thought. Students must be able to perform at an accelerated pace to accommodate the advanced content of the course. In addition, students are responsible for meeting the deadlines of all summer assignments given by the AP instructor.

Students may not take an AP exam if the AP course is offered at IC Catholic Prep without enrollment in that course.

Students may take an AP exam for a course not offered as part of IC curriculum with approval from the Assistant Principal of Curriculum. Students will be expected to prepare for the exam independently.

## **I. NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is designed to give recognition to students who display outstanding scholarship, character, leadership and service. Once selected, members must continue to demonstrate the qualities of scholarship, character, leadership and service. Consequently, any member who violates a "major infraction" as outlined in the Student/Parent Handbook may be recommended for dismissal. In all cases of impending dismissal, a member shall have a right to a hearing before the NHS Faculty Council. The NHS Faculty Council will make a recommendation to the Principal, who will then make the final decision. (Membership, Section I of the National Honor Society Constitution). (2005)

The first requirement for NHS is a 3.50 cumulative grade point average or higher. A student with a 3.50 cumulative grade point average or higher may apply for membership or renewal. Juniors and seniors who apply will be evaluated on the basis of scholarship, character, leadership and service. Not all students who apply are accepted. No student is accepted automatically.

If any NHS member fails to maintain the required grade point average, or any other standards of the NHS, they will receive a written warning and be placed on probation for one semester in order to correct the deficiency. If the deficiency is not corrected after this period of time, that student will be recommended for dismissal. Again, the NHS Faculty Council shall hear all cases of impending dismissal. The NHS Faculty Council will make a recommendation to the Principal, who will then make the final decision

### PROCESS FOR APPLICATION AND ACCEPTANCE TO THE NATIONAL HONOR SOCIETY:

1. Student will complete the Student Activity Information Form. All information will be verified by the faculty advisor.
2. The Faculty Council will evaluate each student in the areas of scholarship, character, leadership and service on a confidential form.
3. The Faculty Council will make the final evaluation and acceptance of NHS members.
4. Each new member and renewal member will be notified personally of his/her acceptance.
5. Each renewing member will be re-evaluated each year by the NHS Faculty Council.
6. Qualifying students who are not accepted their junior year will again be invited to apply their senior year.

Each member will be inducted into the National Honor Society in the fall of the school year. The Society will have six officers: President, Vice-President, Secretary, Assistant Secretary, Public Relations and Treasurer to be elected annually.

## **J. FINAL EXAM POLICY / EXEMPTION POLICY**

Final exams are given each semester at dates and times assigned by the Administration. Student must take exams as scheduled. Final exams will not be given early under any circumstances.

All freshman are required to take both first and second semester final exams.

Sophomores, Juniors and Seniors who earn a grade of 93 or higher during the first quarter, second quarter, first semester, third quarter, and fourth quarter in a full year course may be granted an exemption from the final examination.

Sophomores, Juniors, and Seniors who have earned a grade of 93 or higher for each of the two preceding quarters in semester courses may also be granted an exemption from the final examination.

Exemptions for sophomores, juniors, and seniors are granted at the discretion of the instructor and must have administrative approval for the student to qualify. In addition to meeting each instructor's exemption policies, all students must meet the following criteria to be exempt from a final examination:

- Student tuition and fee account must be current.
- No unexcused absences/truancies.
- Must not have received more than 5 tardy referrals in the class that a final exam exemption is granted.
- Must not have received an in or out of school suspension.

## **K. STUDENT ATHLETES AND ELIGIBILITY CHECK**

At IC Catholic Prep, students are encouraged to get involved in a variety of clubs and athletic programs. Students must learn how to balance their academic and extracurricular activities while placing their primary focus on their academic success. Student-athletes intending to participate in athletics at the collegiate level must be aware of the core course and minimum GPA requirements for Division I and Division II programs. Detailed information is available on the NCAA Eligibility Center website.

Student Athletes receiving a grade of 69 or below in two or more courses during the weekly eligibility check will be ineligible for a period of one week,

In addition, student-athletes must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work (the equivalent of 5 classes at IC Catholic Prep) for the entire previous semester to be eligible at all during the ensuing semester as described by the Illinois High School Association (IHSA).

## **L. ACADEMIC WARNING, PROBATION, DISMISSAL**

The IC Catholic Prep administration and faculty review the academic progress of all students through weekly grade reports in order to proactively assist students who may be struggling academically. Students and parents/guardians have access to current grades through Plus Portals. The progress report issued at the midpoint of each quarter serves as an academic warning for any student earning a 76 or lower in any course and includes a narrative report. Additionally, a late progress report may be issued two weeks prior to the end of the quarter for any student whose grade has dropped since the midpoint of the quarter and may be in danger of failure for the quarter.

If a student's academic performance raises concern, that student may be asked by the School Counselor or the Assistant Principal of Curriculum to develop a plan of remediation to improve his/her academic performance. Students may be required to attend an afterschool study

program as part of their remediation plan. Parents may be notified by the Assistant Principal of Curriculum to discuss any further action required to assist the student regarding his/her academic standing. Parents are encouraged to contact the instructor, School Counselor or the Assistant Principal of Curriculum, if they have concerns regarding the academic progress of their student(s).

### **Academic Probation**

Academic probation constitutes an official acknowledgment that a student's academic performance reflects a flagrant disregard for the educational aims of IC Catholic Prep. Students may be placed on either a semester or yearlong academic probation contract if they have...

- Three failures during any one semester or two failures for two consecutive semesters,
- Failed to make up recovery credits from the previous academic year
- A cumulative GPA of lower than 2.0
- Failed to respond responsibly to previous academic warnings

Students who have been placed on either a semester or yearlong academic probation contract will be required to attend, with a parent/guardian, a conference with a School Counselor and the Assistant Principal of Curriculum. A student on probation may also be required to attend an afterschool study program for the length of the probation as part of their remediation plan. It is expected that a student on academic probation will exhibit academic improvement within one semester.

### **Academic Dismissal**

Students who fail to demonstrate sufficient academic improvement during their yearlong academic probation or two consecutive semester academic probations may be recommended for academic dismissal. Students who fail MORE than two required credits (four semester courses) in one academic year may not be allowed to return to IC Catholic Prep.

## **M. SUMMER SCHOOL POLICY**

Any student who fails a required course with a grade of 69 or lower **must** attend summer school through an NCAA approved online program or a local school district/Catholic school in order to pass the course. Failure to do so may result in the student being unable to return to IC Catholic Prep for the next academic year. A maximum of two (2) credits may be made up during a summer session. **All courses taken in summer school and/or outside IC Catholic Prep must be approved in advance by the Assistant Principal of Curriculum.** A summer school enrollment form must be submitted to the Assistant Principal of Curriculum and the course must be approved prior to enrollment. Without this approval, summer school courses will not be accepted for credit. In general, summer school courses are only approved for the remediation of failing grades.

All courses required for graduation must be taken during the academic school year unless the student petitions to take a course independently for academic purposes, such as a course

overload. Exceptions to this policy may be considered at the discretion of the Assistant Principal of Curriculum.

Transcripts of approved summer school course work will be placed in the student's permanent record. The student will receive the credit given for the course, but the grade will not become part of the cumulative Grade Point Average. Only courses taken at IC Catholic Prep are counted into the student's cumulative Grade Point Average.

## **N. ACADEMIC INTEGRITY**

Cheating - the act of copying, taking another's assignments, giving another student your assignment, obtaining copies of exams or answers to exams in advance, giving or accepting another student's answers to a test or quiz in advance, etc. - is conduct not in keeping with the Christian tradition of IC Catholic Prep. Plagiarism is presenting the work of another as your own. Plagiarism carries the same consequence as cheating. By its very nature, it violates the values for which we stand as an academic institution. Therefore, it will not be tolerated in any manner. Because of the serious nature of this violation, the following policy will be followed:

All cases of cheating will be documented by the instructor who will give copies of materials to the Assistant Principal of Curriculum and Dean of Students. Students caught cheating may not be eligible for the National Honor Society, class or student council positions, or named a Monsignor Plunkett Distinguished Scholar.

First offense of cheating on a test, quiz, or project: The student will automatically receive a zero for that test, quiz, or project. The zero will count in computing the quarter grade for the course. Parents will be notified of the incident by the instructor via a phone call.

Second offense of cheating on a test, quiz, or project: In the same course, the student may receive a failure for the quarter or semester in that course. Parents will be informed at a conference with administrators. If the cheating offense involves a different course, the incident will be referred to the Assistant Principal of Curriculum and the Dean of Students.

Third offense of cheating on a test, quiz, or project: The Assistant Principal of Curriculum and Dean will review the student's record to make a recommendation to the Principal regarding the potential expulsion of the student.

Students who cheat on homework assignments, by either taking information or willingly giving information, will be subject to the respective teacher's policy on homework cheating. The teacher will maintain records of all instances of homework cheating; copies will be forwarded to the Assistant Principal of Curriculum and the Dean of Students. Repeated instances of cheating on homework in the same class will be referred to the Assistant Principal of Curriculum and Dean of Students for appropriate action, including consequences similar to those outlined above for cheating on tests, quizzes, and projects.

**Turnitin®:** IC Catholic Prep has a license agreement with Turnitin.com. This is an Internet-based computer system that uses a compilation of the Internet, academic database and student submissions to check papers for original writing. The goal is to teach students to express themselves effectively through writing and to avoid both

accidental and intentional plagiarism. In certain courses, students may be required to submit their writing assignments to TURNITIN® during the school year. Turnitin® has taken steps to ensure that student privacy is not violated and is the final arbitrator of the originality of the paper.

## **O. SCHEDULE CHANGES**

Students will receive their final schedules at the mandatory student orientation day at the beginning of the school year. Because students have a number of opportunities to review their course selections during the registration process and prior to the start of a new academic year, **schedule changes will only be granted for academic reasons.**

Changes in schedules may be requested prior to the first day of the beginning of each semester and are subject to a fee once schedules have been finalized. A \$35.00 fee will be applied for all schedule changes. For AP courses, a \$100.00 fee will be applied. Each change in schedule will be examined individually and must be made within the first ten school days of each semester. After the first ten days of the semester, changes to a student schedule will only be permitted with approval of the Assistant Principal of Curriculum under extenuating circumstances. If the change in schedule is initiated by an instructor or school official, no add/drop fee will be applied to the change. Parents will be notified before a schedule change is made. However, if the student and/or parents initiate the change within the first ten days of the semester a fee will be applied.

### **ADD/DROP PROCEDURE**

Students are required to complete an add/drop form when requesting a schedule change. See Appendix B in the Curriculum Guide. When dropping a class, the student must first discuss his/her concerns with the instructor. Once the instructor has signed the add/drop form and discussed his/her academic concerns, the student must discuss the schedule change with the School Counselor. The School Counselor will sign the add/drop form once the student has been made aware of any concerns regarding graduation requirements and college entrance requirements.

The add/drop form must then be signed by a parent/guardian and submitted to the Assistant Principal of Curriculum for final approval or denial with the appropriate fee. There are many factors involved in making a schedule change, including but not limited to, alternate course availability, graduation requirements, impact of college admissions, a student's overall workload, etc. Parents are encouraged to contact the instructor, School Counselor and/or Assistant Principal of Curriculum with any questions and concerns regarding a schedule change.

### **WITHDRAWAL FROM COURSES**

If a student wishes to withdraw from a NON-REQUIRED course, he/she must first have a discussion with the instructor and complete an add/drop form. A student may withdraw from the course during the first ten days of the semester without penalty. The course may appear on the transcript with a grade of "W" (withdrawal).



Withdrawal from FULL-CREDIT courses at the semester is strongly discouraged and generally is not permitted unless there are extenuating circumstances. Petitions for exceptions to the policy must be made to the Assistant Principal of Curriculum.

If a course withdrawal is requested any time after the first ten school days of the semester, the course name followed by "W" (withdrawal) or "WF" (withdrawal, failure) may appear on the student's transcript.

### **WITHDRAWAL FAILURE**

If a student withdraws or is withdrawn from a class with a "WF" that "F" will be counted during each of the remaining weeks of the semester for "athletic eligibility." Therefore, during an athletic eligibility check, if a student receives a grade of 69% or below in another course throughout that same quarter or semester, the student will be considered ineligible for that week. In addition, senior and Dyer Family Resource Center privileges may be rescinded. Exceptions to any of these or other rules found in the curriculum guide will be made solely at the discretion of the Principal and/or the Assistant Principal of Curriculum.

## **DISCIPLINE**

### **PHILOSOPHY**

As a Catholic college preparatory high school, IC Catholic Prep is committed to assisting students in becoming responsible, self-directed citizens who live and practice Christian values. At the same time, IC Catholic Prep is committed to the development of a faith-filled educational community. Students are called to be a part of this community and the larger communities beyond. Students should be aware that they are representing IC Catholic Prep at all times. Each student has an obligation to his/her fellow students, to the faculty, administration, and his/her parents to uphold the policies of this handbook. Rules and regulations are expectations and guides to assist in maintaining an orderly educational environment, providing for the safety and security of the entire school community. Proper student conduct and discipline are essential in creating an environment that is conducive to growth and learning for all students. The administration of IC Catholic Prep is responsible for the interpretation of all norms and policies dealing with student conduct and discipline.

As a condition of enrollment, students must behave in a manner, both on and off-campus that is consistent with the principles and philosophy of IC Catholic Prep. It is the student's responsibility to understand and conform to these standards.

Students are expected to:

- (1) Conduct oneself in a manner that will guarantee the well-being of other students, and oneself.
- (2) Conduct oneself, either on or off campus, in a manner that will reflect positively on oneself and IC Catholic Prep.
- (3) Act in a respectful manner toward administrators, teachers, staff, and other students.
- (4) Behave in a manner exhibiting respect and appreciation of the property and rights of IC Catholic Prep's neighbors.

- (5) Become informed of and adhere to reasonable rules and regulations established by school administrators and teachers and implemented by school administrators and teachers.
- (6) Pursue the best possible level of academic achievement.
- (7) Refrain from libelous, slanderous remarks and obscenity in verbal and/or written expression.
- (8) Adhere to policies relating to drugs, alcohol and tobacco.
- (9) Be punctual in attending school.
- (10) Refrain from misconduct or behavior that disrupts the educational process.
- (11) Respect the reasonable and necessary exercise of authority by school administrators and staff in maintaining discipline in the school and at school sponsored activities.

**Behavioral Misconduct:** Students who fail to uphold IC Catholic Prep’s Expectations for Student Behavior will be subject to disciplinary consequences. Any conduct or influence detrimental to the reputation of the school or obstructive to the order of the school or other students may result in discipline of the student, up to and including expulsion. Serious infractions may require police intervention.

**Chronic Disciplinary Problem:** When a student’s behavior is frequently brought to the attention of the Dean’s Office by teacher referrals, the Dean of Students will schedule a conference with the student’s parents and the student’s counselor and/or teacher(s).

## **I. DISCIPLINARY PROCEDURES**

### **A. REFERRAL**

A referral is the universal document ICCP uses for processing infractions of the policies in this handbook.

### **B. CONSEQUENCE**

The purpose of a consequence is to initiate a plan for a student failing to act in the spirit and guidelines of this handbook. A disciplinary consequence attempts to provide the student a forum to make improved choices, thus increasing total school success. These consequences include, but are not limited to:

- |                              |                        |                         |
|------------------------------|------------------------|-------------------------|
| 1. Written Assignment        | 4. Loss of Privileges  | 7. Course Withdrawal    |
| 2. Service                   | 5. Parent Notification | 8. Suspension/Expulsion |
| 3. Dean/Student Conferencing | 6. Behavioral Contract | 9. Police Intervention  |

**Students are required to serve a Dean’s consequence on the day of the violation or within a 24-hour time period from when the violation has been processed.** A Dean’s consequence is defined as a 1-hour time period served on Monday through Friday afterschool. Additional penalties, including suspension, may be assigned to students for failure to report to any assigned consequence.

**Students who have received multiple referrals may be required to serve an out-of-school suspension, an in-school suspension on Saturday, and/or be placed on a behavioral contract.**

### **C. MINOR INFRACTIONS**

Minor infractions include, but are not limited to, tardiness, gum chewing, minor classroom off task behavior, uniform violations, jaywalking on school grounds. Minor infractions become major infractions when repeated.

### **D. MAJOR INFRACTIONS**

The following violations are considered major infractions of school policy. A student may be suspended or expelled for gross disobedience or misconduct. Gross disobedience or misconduct shall include one or more of the following offenses, or any other offense specifically set forth in the ICCP Student/Parent Handbook, or in any other directive, bulletin, or memorandum concerning student conduct:

- Excessive tardiness to class and/or school (see Tardy Consequence Chart, p. 27).
- Excessive number of behavioral referrals
- Theft
- Willful damage to school property, such as: vandalism, defacement of school or personal property (including graffiti).
- Obscene language or possession of obscene materials.
- Possession or use of tobacco products, vaping devices, alcohol, narcotics, depressants, stimulants, drug paraphernalia, unauthorized prescription medication or other drugs on or around the school premises.
- Gross disrespect, insubordination, harassment, or verbal abuse of school personnel and/or fellow students.
- Any act that could or might result in the injury of oneself or another, such as:
  - Physical assault, fighting, throwing objects, etc.
  - Possession of weapons or explosives
  - False sounding of fire alarms, or any type of threat which causes evacuation of the school building
  - Extortion or intimidation
  - Any action disruptive to the operation of the school or school activities
  - Any involvement with Satanic activity (this includes advertisement of Satanic music groups or Gothic lettering)
  - Any involvement with gang activity (this includes gang signs, symbols, or attire)
- Cheating/Plagiarism.
- Willful disobedience to administrators, teachers, or school personnel
- Forgery of passes, admits, or other school documents.
- Truancy
- Students can be held responsible for evidence of illegal or inappropriate behavior posted through social media/video-conferencing platforms. Refer to the Internet Policy.
- Police involvement - the extent of school action will depend upon the seriousness of the activity in which police are involved. This includes the regular school year and the summer months.

If a student exhibits inappropriate behavior or violates “a major infraction”, he/she may be removed from offices or titles held (i.e. President, Captain, Representative, etc.). In addition, the student may not be eligible for school character-related awards.

## **E. SATURDAY IN-SCHOOL SUSPENSION**

This form of disciplinary consequence requires the student to be in attendance on Saturday from 8am-12pm in a service capacity determined by the Dean of Students. A student may not participate in practices, athletic contests, and/or extracurricular events during the time of the in-school suspension.

## **F. OUT-OF-SCHOOL SUSPENSION**

This type of suspension will result when school regulations have been violated and it is necessary to remove a student for the good of the student or the school. The length of the suspension will be determined by the Dean of Students depending upon the nature of the offense. During the period of the suspension, a student is not permitted on school property and may not participate in or attend any school activities (home or away). A student is required to complete all class assignments given during the suspension period. Note: A re-admittance meeting with parent/guardian, Dean, and student is required at the conclusion of all suspensions.

## **G. INDIVIDUAL CLASSROOM SUSPENSION**

If it is necessary to remove a student from a specific class, the student will remain out of the class until re-admitted by the Dean. A teacher to parent phone call to discuss the off task behavior is required. A student is required to complete all class assignments given during the suspension period. Note: A re-admittance meeting with the parent/guardian, Dean, and student may be required at the conclusion of all suspensions.

## **H. SOCIAL PROBATION**

A student who violates ICCP rules at school sponsored activities whether home or away may be placed on social probation for the duration of time indicated by the Dean of Students. The student will not be allowed to attend or participate in any school sponsored activities, i.e., games, dances, activities, meetings, etc. A parent conference with the Dean of Students will be held if a student is placed on social probation

## **I. DISCIPLINARY PROBATION**

A student is placed on disciplinary probation if he/she accumulates excessive referrals or has violated a major school regulation or policy (refer to sections I and J of Disciplinary Procedures). Violation of the specific restrictions of disciplinary probation may result in expulsion from school. A parent contact will be made by the Dean of Students to outline specific restrictions when a student is placed on disciplinary probation.

## **J. EXPULSION OR MANDATORY WITHDRAWAL**

Expulsion is the final exclusion of a student from IC Catholic Prep. Expulsion may result from a single offense against major school regulations, repeated acts of minor infractions and/or the repeated display of attitudes contrary to the spirit of the school. The Disciplinary Review Board will convene when a situation could result in the expulsion or mandated withdrawal of a student from ICCP. If a student is expelled, there is no possibility of re-admittance to IC Catholic Prep.

## **K. DISCIPLINARY REVIEW BOARD AND PROCEDURES**

The Disciplinary Review Board will convene when a situation could result in suspension, expulsion, or mandated withdrawal of a student from IC Catholic Prep. The student called

before the Board will be suspended from classes and all activities until the Board convenes, and a decision is rendered. The committee is composed of the Dean of Students (Hearing Officer), three teachers (two are appointed by the Principal), and the third is selected by the student. The Board will meet to provide the student with a "fair hearing" if expulsion is under consideration. In addition, the hearing will provide the administration and Disciplinary Review Board with the details of the situation from all perspectives. The Disciplinary Review Board will make a recommendation to the Principal, who will then make the final decision.

### **Procedures**

a) If there is probable cause to believe a student is guilty of gross disobedience or misconduct, the student will be notified of the alleged offense(s) as soon as possible by the Dean of Students. The student will be given an initial opportunity to respond orally to the charge(s) against him/her. If a student's presence poses a possible continuing danger to persons or property, or an ongoing threat that may disrupt the academic process, the student will be suspended immediately. The parent(s)/guardian(s) will be notified by telephone of the alleged offense(s), and a written copy of the charge(s) will be kept in the student's file.

b) Any situation that may result in suspension from school – A conference between the parent(s) and/or guardian(s) and the Dean of Students will be held as soon as possible to review the charge(s) of gross disobedience or misconduct.

c) Any situation that could result in suspension/expulsion/mandated withdrawal from school – The Disciplinary Review Board will be notified to convene.

d) The student and parent(s)/guardian(s) shall be accorded the following opportunities: examination of written reports and statements (if any) constituting evidence supporting the charges and the presentation of oral and written evidence on behalf of the student.

e) After hearing the evidence, disciplinary sanctions will be imposed, if necessary. Final decisions regarding disciplinary action or expulsion are made by the Principal.

f) After a decision is made the results shall be reported to the parent(s)/guardian(s) and the student by the IC Catholic Prep Administration.

**L. RECIPROCAL REPORTING** It is the intention of IC Catholic Prep to comply with the requirements of the School Code, to report to local authorities, criminal offenses committed by students and to receive from local law enforcement, authorities' reports of criminal offenses committed by students of IC Catholic Prep to the extent permitted by law. School officials are not expected to police off-campus, non-school activities. However, if a potential school policy violation is witnessed by a school official, first hand, the school will review the information based on the validity of the documentation provided.

## **II. ALCOHOL / DRUG POLICY**

As a Catholic high school, dedicated to the education of the whole person, IC Catholic Prep will make every effort to assist students who are involved in the abuse/misuse of alcohol and drugs. While corrective measures will clearly indicate the School's displeasure at the harm the individual is doing both to himself/herself and the institution, our primary concern is for the physical and emotional health of the student. The school will take immediate action to ensure that students involved in the abuse/misuse of alcohol and drugs receive a prompt professional evaluation.

Evidence that a student possesses, uses, purchases, or is under the influence of alcohol/drugs, or in possession of any drug-related paraphernalia, which may include cigarette roiling paper, vape pens or cartridges, and/or accessories, on school property or at any school-related function, will face disciplinary consequences and parent notification.

A first offense for possession or use of alcohol, drugs or drug paraphernalia, including vaping devices, on school property or at any school-related function, will result in a three day suspension and a Behavior Modification Contract signed by the parent/guardian and student. A student may be required to submit to a drug test, at their expense, and, if it is subsequently determined to be necessary, accept further evaluation or professional assistance. While the choice of the specific professional is left to the student's family, the school must approve of the selection in advance. A list of approved agencies will provided to the parent/guardians. A student may not return to school or any school-related functions until the results of the exam have been submitted to the school. Refusal to submit to an evaluation/drug test on the part of the student will result in a Disciplinary Review Board hearing.

A second offense for possession or use of alcohol, drugs or drug paraphernalia will result in a Disciplinary Review Board hearing.

Possession or control of any illegal substance or drug with the intent to sell or distribute in school or at any school-related function will result in expulsion from IC Catholic Prep. A student who is charged with possession with intent to deliver at an off campus non-school related event may be subject to expulsion at the discretion of the school authorities.

### **SMOKING**

Smoking, vaping, or chewing tobacco are forbidden by a student before, during, and after school in every area of the school building and school property. Smoking is not permitted by students on or around school grounds or at any school sponsored event (home or away). Any student observed smoking, vaping or chewing tobacco is subject to suspension from school, as well as additional consequences.

Since smoking, vaping, and chewing tobacco are not permitted, there is no reason for students to be in possession of cigarettes, vaping pens or cartridges, electronic cigarettes, electric chargers, tobacco, cigars, matches, lighters, smoking papers, etc., during the school day. These items are not to be brought on campus including in a student's vehicle, purse, backpack,

lockers, etc. Bringing such materials to campus will result in a major handbook violation. Please refer to Page 19.

### **Immaculate Conception Parish and Schools – Alcohol Policy**

In support of the spiritual development, education, and safety of our children, alcoholic beverages may not be served, sold, or consumed during any school-related events (parent conferences, open houses, athletic contests -- home or away). (Revised 2009)

### **REPORTING DRUG VIOLATIONS TO AUTHORITIES**

ICCP will follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:  
A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or  
A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or  
A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq* .
- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1

### **III. ANTI-BULLYING POLICY** (Revised 2015)

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:  
“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:



1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
  2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
  3. Substantially interfering with the student's or students' academic performance; or
  4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.”
- 105 ILCS 5/27-23.7 (b)

### **Bullying Conduct**

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

#### **Cyber Bullying**

This policy prohibits bullying and intimidation of students through the use of internet and social networking sites on personal computers or personal electronic devices, whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser. Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.

## **IV. PROHIBITED ACTIVITIES**

### **A. BACKPACKS**

Students will only be allowed to carry back packs to school in the morning and from school in the afternoon. Back packs will NOT be allowed during the regular school day and must be kept in lockers or in provided carts on each floor.

### **B. CORPORAL PUNISHMENT**

Corporal punishment or physical assault is prohibited.

### **C. GAMBLING**

Card playing, dice, games of chance and any form of gambling is prohibited.

### **D. HARASSMENT**

Students who engage in any type of harassment will be subject to appropriate discipline, including suspension or expulsion. Harassment by others on behalf of students will not be tolerated and must be reported immediately to school officials. Harassment includes, but is not limited to unwanted touching, name calling, rumor spreading and intimidation, whether physical,



## **E. HAZING**

Hazing or initiation activities for any school-sponsored club or athletic team on or off school property are strictly forbidden. Participation in any events that are in conflict with the philosophy and guidelines of ICCP will result in disciplinary action

## **F. PUBLIC DISPLAY OF AFFECTION**

Public display of affection in school or at school related events is considered inappropriate. Repeated incidents will be referred to the Dean's Office.

## **G. SNOWBALLS**

Since the health and safety of all individuals is one of our primary concerns, snowballs may not be thrown on or around school premises. Violators are subject to disciplinary action.

## **H. ADDRESSING FACULTY AND STAFF**

Students are expected to address members of the faculty, staff, and adults in a respectful manner at all times (i.e. Yes - Father, Sister, Mr., Mrs., Ms., or Coach).

## **I. ADVERTISING ON SCHOOL PREMISES**

Distribution or display of any signs, posters or solicitation must be approved through the Dean's Office.

# **V. ATTENDANCE POLICY AND PROCEDURES**

## **A. SCHOOL DAY ATTENDANCE**

Parents can assist the school by encouraging their son/daughter to attend school regularly; consistent attendance and punctuality are necessary for academic success. In order to assure these possibilities, students attending ICCP may NOT miss more than eight (8) classes during a semester. Students who exceed this number of acceptable days absent or have excessive tardies will be required to attend a parent-student conference with an administrator. The purpose of this meeting is to discuss whether the student will be allowed to remain in the class or withdrawn from the class without credit.

The regular school day begins PROMPTLY at 7:45 a.m. and ends at 2:50 p.m. The regular school day is divided into eight class periods and a 25-minute lunch period. Different bell schedules may be used as needed. The faculty is present from 7:30 a.m. until 3:15 p.m.

## **B. REPORTING AN ABSENCE**

A student who is absent is required to have his/her parent or guardian call the 24-hour school attendance line (630-530-3475) before 8:00 a.m. on the day of the absence or if the student is late to school. **Failure to properly report an absence will result in an unexcused absence.**

Telephone calls from anyone other than a parent or guardian will not be accepted. A phone call must be made each day of an extended absence unless cleared through the Dean's Office. No student will be readmitted to class after an absence or tardy unless a parent or guardian has properly reported an absence. A falsified note or telephone call may result in the suspension of the student from school.

Students must sign in or out through the Main Office when arriving late to school or when leaving the building. Failure to follow this procedure may be considered truancy. Students who are not feeling well or ill **MUST** report to the Main Office, Counseling Office, or Dean's Office PRIOR to contacting their parent or guardian. Students are reminded NOT to use cell phones to notify parents of illness. A parental contact will be made from an administrative office.

Any student who arrives late and/or leaves early and who has an assignment or test due that day **MUST** personally contact teachers to turn in the assignment; and/or take the test/quiz; and/or make specific arrangements with the teacher regarding make-up work.

### C. ATTENDANCE VALUES

Absent	Value
1 Class Period	0.0
2 - 3 Class Periods	0.50 (1/2 day absent)
4 - 8 Class Periods	1.00 (Full day absent)
Suspension	1.00 (Full day absent)
Truancy	1.00 (Full day absent)

### D. ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

In order to attend or participate in any school-sponsored activity, a student must attend for a **minimum of four class periods on the school day of the event.** Homeroom/lunch does not count as one of the four periods.

If a student does not meet the minimum requirements of attendance of four class periods and appears as a spectator or participant at a school-sponsored event without the specific permission of the Dean of Students or Administration, he/she will be subject to disciplinary action.

### E. ABSENCES

According to Section 26.2A of the Illinois School Code, "valid cause for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as approved by the principal or circumstances which cause reasonable concern to the parent for the safety or health of the student."

#### EXCUSED ABSENCES

In cases of excused absences, it is the student's responsibility to make arrangements with teachers concerning work missed. Teachers will provide sufficient opportunity for the student to submit make-up work. Generally, students will be allowed one school day for each excused absence to make-up assignments. Individual teachers will establish deadlines for the completion of work for credit when a student's absence is excused. A pre-arranged absence such as medical, dental, court, etc. must be reported and cleared through the Main Office.

#### EXTENDED ABSENCES

Students with excessive absences or missing consecutive days of school due to illness may be required to provide documentation to verify the reason for absences. Students hospitalized or confined for communicable diseases must provide a doctor's note and a parent note before returning to class. Students will be required to make up all academic

work within a prescribed time frame determined by the teacher and administration.

### **UNEXCUSED ABSENCES**

Invalid reasons for unexcused absences from individual classes and/or the school day include **oversleeping, excessive transportation problems, going to work with a parent, and completing work for an academic courses.** Please note that a phone call from a parent or guardian for these reasons will not validate the unexcused absence for the student. A Dean's consequence for an unexcused absence will be served. Repeated unexcused absences may result in a student's suspension.

### **TRUANCY FROM SCHOOL**

A student who is absent from class(es) without the consent of either home or the school is considered truant. In the event of truancy, parents or guardian will be contacted by telephone. No credit will be allowed for work missed during the period of truancy. Truancy may result in suspension or expulsion from school. No student will be readmitted until a parent-student conference is held with the Dean of Students.

### **DITCH DAY**

ICCP does not sanction a "ditch day" for seniors or any students. Students who participate in this type of activity will be considered truant and will face disciplinary action. Any senior who participates in such activities will jeopardize their participation in the end of the year activities, such as prom, graduation, etc.

### **F. TARDINESS TO CLASS**

A student is considered tardy if he/she is not in the classroom by the end of the bell. A parent/guardian phone call and/or note are necessary if a student is tardy to school. If a student misses 10 (ten) minutes of a class period they will be marked absent from that period. Invalid reasons for tardiness include **oversleeping, excessive transportation problems, going to work with a parent, completing work for an academic class, or history of excessive unexcused tardies (6).** Please note that a phone call from a parent or guardian for these reasons will not validate the absence/tardy for the student.

#### **Semester Tardy Consequences**

<b>Unexcused Tardy</b>	<b>=</b>	<b>Consequence</b>
1st Tardy	=	Teacher Warning #1
2nd Tardy	=	Teacher Warning #2
3rd Tardy	=	Dean's Consequence
4th Tardy	=	Dean's Consequence, Dean/Parent Formal Communication
5th Tardy	=	Dean's Consequence, Parent/Dean Conference
6th Tardy	=	Saturday In-School Suspension (Major Infraction), loss of potential exam exemptions, report to Dean's Office
7th Tardy	=	Administrative Review, report to Dean's Office, possible removal from class

\*All tardies should be posted on Plus Portals by instructor.

## **G. EXTENDED TRAVEL POLICY**

ICCP does not condone family vacations taken during regular school days. A request form for any extended absence (2 days or more) must be submitted to the Assistant Principal/Dean of Students. All assignments must be made up and submitted to instructors upon the day of the student's return or a date the teacher and student agree upon. Instructors are not obligated to tutor, extend due dates, etc. during this period. Student absences will be recorded according to the Attendance Policy.

Procedures Student Must Follow:

- Obtain an Emergency Travel Acknowledgement Form (Pre-Absence Form) available on Plus Portals.
- Academic teachers must sign the Emergency Travel Acknowledgement Form indicating acknowledgement of the impending absence.
- The signed and completed form will be submitted to the Attendance Officer in the Main Office prior to leaving on the trip.

## **H. COLLEGE DAYS/VISITS**

- Seniors are granted a maximum of two days to visit colleges or vocational schools. Juniors may take one day during the second semester prior to April 1st.
- Students must bring a note to the Attendance Office from his/her parents at least 48 hours in advance of the planned or proposed visit. The note must state the name and location of the college or vocational school.
- Students must secure a college visit form from Plus Portals/Student Forms or the Dean.
- Students must return the college visit form to the Attendance Office with correct documentation from the university.
- A phone call must be made to the Attendance Office the day of the student's absence.
- Visits to local colleges/universities should not require students to be absent from school. These institutions generally schedule visits and open houses during non-school hours and vacation periods.

## **I. SIGN-IN / OUT FROM SCHOOL**

Occasionally, a student may arrive late to school or need to leave before the end of his/her school day (i.e. medical appointments or emergencies). **All students are required to sign in or out in the main office even if they arrive or depart at the change of class.** Medical appointments should be made for Saturdays, holidays, or after-school hours. Please check the school calendar closely.

- A note from a parent which includes the reason for the early dismissal must be brought to the Main Office before 7:45 a.m. on the day the student is to leave early. The student will be given an early dismissal pass indicating the time he/she will need to leave.
- When picking up a student, the parent must sign the student out in the main office.
- Emergency exceptions must be cleared by a parent telephone call to the Dean of Students.

## J. EARLY RELEASE/LATE ARRIVAL

The privilege of early release/late arrival will only be granted to seniors. Seniors who have a scheduled study hall during the first period (A) or last period (K) of the school day may arrive late or leave early under certain conditions as outlined below:

Late Arrival:

- Students must be in good standing academically. (No D's or F's on the midterm and quarterly grade check).
- Students must not have accumulated more than 3 tardies/period absences to their second period class (B) during any one quarter.
- Any student who is not eligible for late arrival must report to their first period study hall.
- All students must be present for any activity (i.e. mass, assembly, etc.) scheduled during first period.

Early Release:

- Students must be in good standing academically. (No D's or F's on the midterm and quarterly grade check).
- Any student who is not eligible for early release must report to their last period study hall.
- All students must be present for any activity (i.e. assembly) scheduled during last period.

Documentation and qualifications for early release/late arrival privileges will be given only to those seniors who may be eligible and will be addressed the first week of each semester.

## VI. UNIFORM POLICY

As a Catholic, college preparatory high school, IC Catholic Prep seeks to develop self-discipline, encourage a positive attitude toward daily endeavors, and instill pride into each student through the dress code.

Students may not alter or change the design of the school uniform in any way. The uniform code is in effect the first day of school through the end of Semester 2 Final Exams. Students who are not in uniform must report to the Dean's Office. Checking for compliance is the responsibility of every faculty member, issuing referrals when warranted.

The Dean of Students has the responsibility of the interpretation of the dress code and follow-up processing of submitted referrals. Failure to comply with the uniform policy may result in disciplinary action.

The authorized uniform company for IC Catholic Prep is:

DENNIS UNIFORM COMPANY

1141 NORTH MAIN STREET

LOMBARD, IL 60148

School Code: G49GL

or on-line at [www.dennisuniform.com](http://www.dennisuniform.com)

Phone: (630) 932-7171

**Fall Dress Code: 1<sup>st</sup> Day of School- October 14<sup>th</sup>** (All Mass Days will follow the Winter Dress Code.)

**Spring Dress Code: April 16<sup>th</sup>- Last Day of Spring Exams**

### BOYS:

Pants:            Grades 9-10    Navy Twill Pleat or Flat-Front  
                      Grades 11-12    Khaki Twill Pleat or Khaki Flat-Front

Shirt: Grades 9-10 Polo, Short Sleeve Pique Knit – Ash W/Logo  
Grades 11-12 Polo, Short Sleeve Jersey Knit – Navy W/Logo  
**A belt is required.**

**GIRLS:**

Skirt: Grades 9-10 Plaid-Center Box Pleat with IC Prep logo  
Grades 11-12 Navy Gabardine Box Pleat with IC Prep logo  
**Appropriate skirt length is to the top of the knee.**

Shirt: Grades 9-12 White Jersey Knit Banded Bottom Polo W/Logo

Pants  
(Optional) Grades 9-12 Navy Flat Front (Grades 9/10)  
Khaki Flat Front (Grades 11/12)

**OPTIONAL CLOTHING FOR BOYS AND GIRLS**

Sweaters: Grades 9-12 Cardigan, Crew neck or V-neck in Heather Grey/Navy.  
Sweatshirt Grades 9-12 Quarter Zip W/Logo in Navy or Grey  
Fleece Pullover Grades 9-12 Quarter Zip W/Logo Navy Microfleece  
Shorts: Grades 9-12 Navy (Grades 9/10), Khaki (Grades 11/12)

**Winter Dress Code: October 15<sup>th</sup>-April 15<sup>th</sup>**

**BOYS:**

Pants: Grades 9-10 Navy Twill Pleat or Flat-Front  
Grades 11-12 Khaki Twill Pleat or Khaki Flat-Front  
**A belt is required.**

Shirt and Tie Grades 9-12 White Oxford shirt with ICCP tie (Bowtie or traditional tie)

**GIRLS:**

Skirt: Grades 9-10 Plaid-Center Box Pleat with IC Prep logo  
Grades 11-12 Navy Gabardine Box Pleat with IC Prep logo  
**Appropriate skirt length is to the top of the knee.**

Shirt: Grades 9-12 White or Blue Oxford shirt

Pants  
(Optional) Grades 9-12 Navy Flat Front (Grades 9/10)  
Khaki Flat Front (Grades 11/12)

**OPTIONAL CLOTHING FOR BOYS AND GIRLS**

Sweaters: Grades 9-12 Cardigan, Crew neck or V-neck in Heather Grey/Navy.  
Sweatshirt Grades 9-12 Quarter Zip W/Logo in Navy or Grey  
Fleece Pullover Grades 9-12 Quarter Zip W/Logo Navy Microfleece  
Pants Grades 9-12 Navy Flat Front (Grades 9/10)  
Khaki Flat Front (Grades 11/12)

### **Walking Shorts Policy**

Walking shorts purchased from the Dennis Uniform Company may be worn from the 1<sup>st</sup> day of school to October 14<sup>th</sup> and from April 16<sup>th</sup> to the last day of final exams. Appropriate length is to the top of the knee. All students must wear socks, ICCP polo, and a belt when wearing the uniform shorts. Students may wear presentable athletic, running or gym shoes **only** with the uniform shorts. Sandals, clogs, platforms and any type of extraordinary footwear (style or color) are not allowed.

### **Shoes**

Students must wear dress shoes with the uniform skirt and long pants. **Brown, tan, or black dress shoes are required.**

When wearing the uniform shorts, presentable athletic, running or gym shoes are acceptable. Sandals, clogs, platforms, slippers, slipper-like shoes and any type of extraordinary footwear (style or color) are not allowed. Extraordinary footwear includes, but is not limited to; shoes with camouflage, stripes, animal print, tie-dyed, checkered, etc. Shoes with laces or straps must be tied/fastened at all times.

### **Socks**

Socks must be worn above the ankle joint. Only solid navy blue, white, grey or black tights may be worn. Long underwear, stretch pants, spandex, leggings or sweatpants are prohibited.

### **Spirit Days**

On all Fridays throughout the year, students are encouraged to wear ICCP spirit shirts with their uniform skirts or pants. Spirit shirts must be tucked in at all times.

### **Knight Up Dress Down Days**

Certain days of the year are designated as KNIGHT UP spirit days to support our teams and special events. On these days, students may follow the dress-down criteria listed below with their Knight Up Shirt.

On dress-down days, student will not be required to wear the regular school uniform if they adhere to the following guidelines:

- No yoga pants, spandex, Lycra, or tear-away sweat pants
- No low-cut, sleeveless or bare-midriff shirts
- No altered shirts (torn, cut, etc.)
- No inappropriate or offensive advertising or sayings
- No sandals or flip flops. Socks must be worn.
- No ripped jeans or jeans with holes.
- No tight fitting clothing.
- Shorts of appropriate length may be worn from the first day of school to October 14<sup>th</sup> and from April 16<sup>th</sup> to the last day of final exams.

## **Student ID & Lanyards**

Ensuring the safety and security for all staff and students is our top priority each and every day. Wearing of ID badges provides a professional and secure setting.

One student identification badge and lanyard will be provided at no cost to every student.

**EVERY** student must wear his or her ID badge **AT ALL TIMES** while on school grounds. It is crucial that we are able to identify everyone on campus

### **The following guidelines must be adhered to when wearing ID badges:**

- a) ID badges must be worn on an ICCP issued breakaway lanyard hanging from the neck.
- b) School IDs cannot be worn on a shirt sleeve, pants, outside of pockets, under a shirt, coat, jacket, or at the bottom of their shirt.
- c) The ID badge must be presented to any school staff member or person of authority upon request.
- d) The front and back of the ID badge cannot be altered (i.e. no stickers, markings, other photos, etc.). Defacing or altering an ID badge is prohibited.
- e) Wearing another student's ID badge is prohibited.
- f) Lost, stolen, altered, damaged and defaced ID badges must be replaced **IMMEDIATELY**.
- g) Badges can be replaced in the Main Office.
- h) Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.

**Teachers will do an ID check at the beginning of each class daily. There will be a \$7.00 fee to replace a lost badge and a \$3.00 fee to replace lost lanyards.**

Students will be issued a warning and a temporary replacement sticker by their teacher when not displaying their student ID. Continued violations will be referred to the Dean of Students for a consequence.

## **General Uniform Notes**

**ICCP Student dress/decorum should be representative of a professional student and meet the high expectations outlined in this section:**

- Uniform shirts must be worn under the Quarter Zip Sweatshirt and Quarter Zip Fleece Pullover.
- Uniform shirts (unless banded bottom) and spirit wear shirts must be tucked in at all times.
- Uniform skirts must be hemmed to the appropriate length (to the top of the knee). Stapled and pinned hems are not permitted. Failure to comply with skirt length requirement in a Dean's conference.
- T-shirts or long-sleeve t-shirts may be worn underneath the uniform shirt, however, short sleeves may not extend past the uniform shirt sleeves. All shirts worn underneath the uniform shirt must be white, navy, grey, or black and must be tucked in. **No inappropriate designs, advertising, logos, trims, or imprints.** Additionally, clothing which displays obscenities, gang or cult symbols, sexual connotations, drugs, alcohol or violence is prohibited.



- Extraordinary fashion accessories, clothing and jewelry that are distracting or are not specifically stated as part of the school uniform are not to be worn during the school day. Such items include but are not limited to, studded collars/bracelets, adornment with safety pins, rubber/elastic bands, chains, chain wallets and gloves. This also includes tongue, eye, nose or any other body piercing. Students with any piercings may not use any form of a visible spacer during the school day.
- Male students are forbidden to wear earrings or studs.
- Male students are to be clean shaven at all times.
- Hair will be neatly trimmed, maintained, and of natural color. No designs of any sort are permitted. (Examples: no lines, numbers, Mohawks, fauxhawks, mullets, extreme fades, etc.) Boy's hair length, including braids, may not exceed the eye brow or extend past the collar. Pony tails or buns for boys are prohibited. Checking for compliance is the responsibility of all faculty. The administration has the responsibility of the interpretation of our dress code and follow up processing of disciplinary referrals.
- Hats are not to be worn in the high school building at any time. Hats must be removed before entering the building.
- Students and athletes are not permitted to wear bandannas at any time.
- Coats or jackets may not be worn in the classroom during the school day unless authorized by the Administration.
- Tattoos are not acceptable and may not be visible during the course of the school day, or at athletic or school social events. Writing of any sort is not permitted on the body or uniform

## DAILY OPERATING PROCEDURES

### A. EMERGENCY SCHOOL CLOSING / SCHOOL REACH NOTIFICATION SYSTEM

The School Reach notification system (automated phone calls) will be used to alert families of school closings, reminders, and other important announcements. Announcements concerning an emergency school closing will be also be posted on the school website, Facebook, Twitter, and Instagram. **PLEASE DO NOT CALL THE SCHOOL.** Check the home page or <http://www.emergencyclosingcenter.com/ecc/home.jsp> for closing or delayed start information.

### B. CLOSED CAMPUS

IC Catholic Prep has a closed campus. Our school is bounded on the:

North: Arthur Street	East: York Road
South: IC Church property	West: Cottage Hill Avenue

No student is permitted to leave the high school premises during the school day without the express permission of his/her parents/guardian and the Administration. Students found to be in violation of this policy will be considered truant.

### C. VISITORS TO SCHOOL

In accordance with Illinois Revised Statute Chapter 720 ILCS 5/21-3 (Criminal Trespass to Land) only authorized personnel and presently enrolled students are permitted to enter. **All Visitors** are directed to apply for a Visitor's Permit at the school office. Unauthorized persons

on school premises will be reported to the local police.

All visitors to ICCP, whether parents, relatives, alumni, or friends should gain access to the school building via the main entrance on Cottage Hill Avenue. Entryways are equipped with video and buzzer systems for greeting visitors. Visitors must report to the main office to sign in and receive a visitor's permit. At the conclusion of their visit, visitors are required to sign out and return their visitor's permit.

Do not feel offended when a faculty member or an administrator requests that you obtain a Visitor's Permit from the Main Office. It is only with the cooperation of all school community members that we can insure the safety of our students and staff.

#### **D. DROP-OFF / PICKUP OF STUDENTS**

Drop-off: If you are dropping off your student in front of the school heading NORTH, you must proceed NORTH. Likewise, if you are heading SOUTH, you must proceed SOUTH. In other words, there are absolutely NO U-TURNS allowed on Cottage Hill.

Pickup during the school day: When you must come in to sign your student out, do not leave your car unattended in front of the school. You will be ticketed. Please park behind the building or in a designated parking space.

#### **E. DELIVERIES TO STUDENTS**

Flowers/gifts will not be delivered to students during the school day. Forgotten lunches, practice jerseys, homework, projects, etc...MUST be delivered through the Main Office.

#### **F. TELEPHONE MESSAGES**

Parents should NOT expect the school office to deliver routine messages to students. Only emergency messages will be delivered through an administrator.

#### **G. PARKING**

Student Parking: ICCP reserves the right to grant or deny a student permission to drive a car to school. ICCP, Immaculate Conception Parish, and the Diocese of Joliet assume no liability for damage or theft to vehicles.

Students who drive to school must submit a parking permit application to the Main Office. Students who begin driving to school after the start of the school year must check with the Main Office regarding availability of spaces before a parking permit application is submitted.

The cost of a parking permit will be determined each school year and Seniors will be given priority, followed by Juniors. The parking decal must be displayed in the rear window at all times. Students must park in their assigned parking spaces in the south end of the York Street lot. In the event of overflow, ICCP also rents a select number of parking spaces from the First Congregational Church, located just east of the York Street lot at the corner of Kenilworth and Church streets. Parking spaces in this lot are not numbered and available on a first-come, first-served basis. Students in violation of parking regulations will be subject to a \$25 fine and/or disciplinary action. Violations include, but are not limited to, driving a car that does not have a

sticker and parking in an unauthorized space.

PLEASE NOTE: The north section of the parking lot is reserved for the IC Grade School staff and Parish visitors. ICCP Staff will also have assigned spaces in the York Street lot. Students are NOT permitted to park in these sections. Parking in the First United Methodist and St. Peter's lots is prohibited at all times and a towing service will tow unauthorized vehicles.

All students when coming to and from the parking lot are required to cross at the corner of York/Arthur. All students must be extremely careful and courteous when crossing.

Students may not congregate in the student parking lot before, during or after school hours.

NOTE: Students driving recklessly or irresponsibly before, during, or after the school day may lose driving privileges and will be subject to suspension until a decision is made relative to expulsion.

### **VEHICLE SEARCH**

When there is reasonable concern for the safety and welfare of student and staff or reliable information that a car contains illegal items, the ICCP administration reserves the right to search cars on school/parish property.

## **H. CLASS TRIPS**

IC Catholic Prep assumes no sponsorship or legal responsibility for class trips planned by students at any time during the school year or during the summer. If a trip is school sponsored, parents are notified in writing and expected to sign a permission slip.

## **I. AFTER-SCHOOL EMPLOYMENT**

It is the policy of IC Catholic Prep that a student's primary responsibility is to his/her academic studies. At no time does the necessity to work take priority over the need to devote sufficient time and effort to one's studies. Students are required to meet all their obligations at school before going to work. No schedule changes will be made to allow for early dismissal.

## **J. CELLPHONES**

Students frequently use their smartphones/cellphones for academic purposes. Students may carry their cellphones with them during the day for these purposes. Additionally, cell phones may be used during the lunch periods and in study halls as long as it does not disturb the academic environment. Ear buds are prohibited in the hallways during the change of class.

Smartphones/electronic devices may not be used anywhere on campus in a manner that disrupts the school environment or invades an individual's privacy. Please review the Technology Use Policy.

Student use of their cellphone in the classroom is monitored through teacher discretion. After a teacher's warning, consequences for phone violations are as followed:

- 1) Teacher Referral to the Dean of Students, Dean's Warning
- 2) Confiscation of phone by the teacher, Student retrieval of the cellphone from the Dean of Students at the end of the day, Dean's Consequence

- 3) Confiscation of phone by the teacher, Parent retrieval of the cellphone from the Dean of Students, Indefinite suspension of cellphone use

## **K. HALLWAYS**

Students are expected to use the shortest route possible when going from any classroom, study hall, etc., to the Media Center or Counseling Office. Passing through Costello Hall when in use is prohibited. Running is not permitted at any time. Avoid making loud noises, yelling or shouting in the hallways. The hallway should not be used as a storage area. Place all belongings in your locker or a nearby classroom. Any student in violation will be subject to a fine and/or disciplinary action. Please throw all waste into the trash cans to keep the halls clean.

## **L. LOCKERS**

Each student is assigned a locker at the beginning of the school year and is expected to keep that assignment. Students are responsible for keeping lockers neat and in good order. Lockers are subject to inspection at any time by the school. The school assumes no liability for missing articles, but any missing articles should be reported to the Dean of Students.

**LOCKERS MUST BE LOCKED AT ALL TIMES.** Students who lodge foreign objects in the locker mechanism to keep the locker from locking and students who do not lock their lockers are subject to referral. Broken locks/lockers or missing items must be reported to the Dean of Students immediately. **Only school issued locks can be used.**

Any student causing destruction/defacement (graffiti) to school property (locks, lockers, etc.,) will be responsible for repair or replacement costs and be subject to further disciplinary action. If necessary, replacement locks (\$6.00) must be purchased in the Dean's Office.

If signs are affixed to the lockers (i.e. birthdays, athletic events), they must be affixed with masking tape (available in the Dean's Office or Main Office). Decorations may be affixed to the front of the locker and ceramic wall surfaces only. They may not impede traffic flow. Confetti is not permitted in the school building.

## **M. CAFETERIA PROCEDURES**

When using the cafeteria, all students are expected to:

- Deposit all waste in the containers provided.
- Leave eating area clean.
- Consume all food and drink only in the cafeteria.
- Cooperate with the faculty moderator when he/she makes requests to maintain order and cleanliness.
- Sit six at a table to avoid congestion.
- Remain in the cafeteria for the entire lunch period.
- Birthday cakes/pies are not permitted during the student lunch hours.
- Students/parents are not permitted to bring in outside food from local restaurants for their lunch period.

## **N. LOST AND FOUND**

Students who have found articles or wish to claim a lost article should inquire in the Dean's Office or the Main Office. Students who have lost articles in the gymnasium area should first check with their teacher, then the Dean's Office or Main Office.

## **O. PHYSICAL EDUCATION PROCEDURES**

Each student purchases a gym uniform and lock from the PE Department. Gym uniforms will be marked and are expected to be kept clean. Gym lockers must be kept locked at all times. The school is not responsible for any loss suffered through the student's failure to put valuables in his/her assigned locker and lock it.

All students are required to participate in physical education classes. Temporary excuses from the class must be in writing from a parent/guardian or physician citing the reason for and duration of the excuse. All permanent excuses from the class for physical reasons must be certified by a written statement from a physician and presented to the Assistant Principal of Curriculum. A medical waiver may be granted in these cases.

## **P. SENIOR LOUNGE**

Senior students in study halls during periods that do not overlap lunch periods may be granted "Senior Lounge" privileges. During their study hall time, they are permitted to go to the cafeteria/Costello Hall to study and/or talk quietly. They may purchase food and beverages. The following procedures must be followed:

- Students report to study hall in the Dyer Center for attendance.
- Official passes to go to various areas of campus must be delivered to the study hall teacher **before** leaving.
- Loss of Senior Lounge privileges will occur for those students who have a grade of 76 or below at the midterm or final grade of each quarter. Senior Lounge privileges will be reinstated **only** at the next grade review juncture (midterm, quarter or semester grades).

## **Q. STUDENT-TEACHER CONFERENCES**

Teachers reserve the right to require that a student meet with them for either academic or disciplinary reasons. These conferences will generally take place after the end of the school day (2:50 p.m.). Unless otherwise specified, they will begin at 2:50 p.m. and end no later than 3:15 p.m. In all cases, these conferences will take place on school days, and the student will receive at least a 24-hour notice.

## **R. TRANSCRIPTS**

IC Catholic Prep will not release any transcript without the written consent of a parent or guardian for any student under the age of 18 unless the parent/guardian has indicated their permission on the handbook agreement form. Students 18 and older may request transcripts with their own signature. Each senior is allowed one free transcript. There is a cost for each additional transcript. Final transcripts will not be released until all outstanding financial accounts have been paid in full.

## **S. TRANSPORTATION**

Students who reside in District 205 and live 1-1/2 miles or more from school are eligible for free public school transportation. Metra and Pace provide a student discount when a school I.D. is

shown. Parents may also request a student verification letter from the main office if Metra and/or Pace require a letter for reduced fare ticket purchases. Bus service is available and determined on a yearly basis based upon interest in enrollment.

### **SCHOOL BUS / ACTIVITY BUS RULES**

- The driver is in full charge of the bus and students. Students must obey the driver, promptly and willingly. All passengers must wear a seat belt.
- Music, loud talking, boisterous behavior or the use of profanity is prohibited.
- Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the windows.
- No student shall open a window on the bus without first getting permission from the driver.
- No student shall at any time extend head, hands, or arms out of the windows whether the bus is in motion or standing still.
- Students must see that they have nothing in their possession that may cause injury to another.
- Each student must observe that his/her books and personal belongings are kept out of the aisles.
- No student shall sit in the driver's seat, nor shall any student sit to the immediate right of the driver causing interference.
- Students are to remain seated while the bus is in motion and are not to proceed on or off the bus until the bus comes to a full stop.
- Students must cross the street ONLY IN FRONT of the bus after consent of the driver.
- Students must not stand or play in the roadway or on other people's property while waiting for the bus.
- Any damage to the bus is to be reported to the driver immediately (offenders will be responsible for cost).

School rules and policies of the Student/Parent Handbook apply to all riders. Complaints from the driver pertaining to any violation will be processed with a disciplinary referral.

### **T. WORK PERMITS**

Work permit applications may be obtained from the Main Office or downloaded from Plus Portals (Student Information/Forms). Once the application is completed, return it to the main office with the following as required by state law: A student under the age of 16 must present a birth certificate and notification from the prospective employer stating the kind of work and number of hours per week required.

## **STUDENT SERVICES**

### **A. BOOK STORE / TEXTBOOKS**

The school uses an on-line bookstore for the purchase of textbooks. Students may be eligible to receive selected textbooks loaned by the State of Illinois. These "State Books" will be issued in August and must be returned and inspected during the final week of the semester of their use. Since the life expectancy of such textbooks is five years, students are to keep the books assigned to them free of permanent writing, torn pages, punctures, etc. Fines or the cost of

replacement will be assigned for damaged books. Students who fail to return State Books during the designated time must pay for the full cost of the books.

## **B. DYER FAMILY RESOURCE CENTER (LIBRARY)**

The school library assists students by providing materials that will enrich his/her curricular and extracurricular interests through access to library resources including a student computer lab. It is the responsibility of the student to become informed of and cooperate with the rules and procedures of the library. Failure to do so may result in the loss of library privileges.

A student must have an I.D. to enter the library. The library does charge a fine for overdue materials (\$0.10 per school day per item). Any student who has not paid all library fines and returned all overdue materials by the end of each semester will not receive an exam pass or his/her grades. **NOTE:** The library is a place for quiet work and individual study.

## **C. CAMPUS MINISTRY**

The on-going religious development of all members of the IC Catholic Prep faith community is very important. The school takes great pride in its resources for helping both students and staff to grow spiritually.

In the area of curriculum, all students are required to successfully complete the Theology Department course of studies. In the area of spiritual formation, the following services are provided:

- All-School Liturgies are celebrated on Holy Days of Obligation when school is in session and at other appropriate times during the year. Attendance at all-school liturgies is mandatory and considered part of the school day.
- Small Group Liturgies/Prayer Services are celebrated in each theology class. These celebrations are planned by the class with their teacher and a priest.
- A Retreat at LaSalle Manor in Plano is a graduation requirement that is fulfilled during the junior year. This two-day retreat is conducted by the staff of LaSalle Manor. The cost for this retreat is included in the fee list for the junior year.
- The optional Retreat for seniors is Kairos, a three-day retreat which is held off campus. Seniors who choose not to attend the Kairos Retreat will be required to attend a one-day mandatory retreat.
- The Sacrament of Reconciliation, Spiritual Direction and Spiritual Counseling are available for all students and staff. Priests from Immaculate Conception Parish and surrounding parishes are available and they are most generous in giving time and talent for this ministry.

Students at IC Catholic Prep and their families are encouraged to be as active as possible in their home parishes/churches and parish/church sponsored activities. It is the school's belief that the family and the home parish/church are the most important sources for a person's spiritual growth and formation. The school's services in these areas are meant to supplement the spiritual formation that family and church provide.



### **Days of Recollection/Retreat**

Days of Recollection for freshmen and sophomores will be conducted by the Theology Department. Attendance at these services is required.

### **Christian Service**

“And the king will say to them in reply, ‘Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.’” (Matthew 25: 37-40)

The faculty and staff of IC Catholic Prep have always been committed to fostering our student’s talents, gifts, and energies to participate more fully in God’s Kingdom. We encourage our students to become agents of social change by serving the most vulnerable of our world community in the model of our patroness, Mary the Immaculate Conception and her Son, Jesus Christ.

To enable our students to learn more about our call to put Two Feet of Love in Action, the ICCP Theology Department embeds service learning within its curriculum across all grade levels to apply the content they have learned in the classroom to real-life situations within their communities. Students are then challenged to engage in reflection, discussion, and classroom projects to process their experiences.

Ideally, these experiences will root IC Catholic Prep students to a lifelong commitment to putting the Gospel into action through social justice and charitable works. During their time at ICCP, these opportunities will be provided by both the ICCP Theology and Campus Ministry Departments through partnerships with Busse Woods, Chicago Jesuit Academy, DuPage PADS, Franciscan Outreach, Habitat for Humanity, Hessed House, Loyola University Hospital, Special Olympics, and St. Mary’s of Red Lake Mission.

**Students who wish to document their service learning experiences with the Campus Ministry Department so they can apply for merit-based scholarships during the college admission process their senior year may do so at the discretion of Campus Ministry.**

### **D. COUNSELING PROGRAM**

The Counseling Department is open to students at any time during the school day for academic, personal, or vocational counseling. Conferences are usually arranged by appointment.

- **Testing:**  
The ICCP testing program is supervised by the Counseling Department and at times the Assistant Principal of Curriculum. The testing program includes: high school placement tests, career, college, vocational tests, interest and aptitude tests, and college entrance examinations.
- **On-Campus Representatives:**  
College and career representatives are scheduled to visit the school during the school day. All visits are normally announced at least 48 hours in advance.
- **Curriculum:**  
See the Curriculum Guide for more complete information on the Curriculum of ICCP, including: requirements for graduation, AP courses, honors programs, course load, grading scale, honor roll, academic failure policy, etc.
- **Student Health and Well-Being:**



From time to time, students encounter a variety of serious health issues which require the intervention of medical/health professionals. ICCP will work in concert with the plans and guidelines established by these professionals with the objective of maintaining student success.

## **E. HEALTH / MEDICATION**

No student will be allowed to enter IC Catholic Prep without a physical examination. All freshmen are required by State Law to have a physical examination.

Students who become ill or are injured should report to the main office or the Dean's office. A student will not be sent home without first contacting the parents, guardian, or designated person in the case of an emergency. All parents and students must fill out and update an Emergency Medical Information Form each year.

ICCP keeps over the counter medication (ibuprofen, acetaminophen) on hand for designated school personnel to administer on an "as needed" basis after receiving parental permission. Each dose of medication is documented with student name, date, time, dosage, and the signature of the person administering or supervising the student in self-administration.

Notification of any unusual health condition or use of a prescription drug medicine must be reported to the main office.

The administration of medication or the supervision of self-medication to students during regular school hours is discouraged, unless necessary to maintain the student in school. Any student requiring medication during school hours must have on file a written authorization form signed by the student's parents or guardian, as well as a physician's authorization and permission for administration of medication. The school incurs no liability in case an injury occurs while helping a child.

A designated administrator or staff member will either administer the medication in accordance with the physician's instructions or supervise self-medication in accordance with the physician's authorization of medication.

All medications must be delivered to the main office as soon as a student enters the building and prior to attending class. A student may keep prescribed medication in his or her possession only when a physician has verified that a student must possess the medication for emergency reasons.

## **F. STUDENT ACCIDENT INSURANCE / CLAIMS**

Sometime during the school year, your child may be accidentally injured at a school-related activity. If this happens, the student accident plan may assist you with out-of-pocket expenses. This plan also includes the catastrophic insurance coverage required by law (105 ILCS/5/22-15) for students participating in IHSA sanctioned athletic events. The student accident plan covers all students at ICCP and is included in the Special Area Fee paid at orientation.

The Christian Brothers Student Accident Plan acts as a supplement to your medical insurance. They are not an insurance company but they do provide low-cost coverage in addition to your family's medical plan(s). Parents should always take their child to their primary care physician or medical provider. If the parents choose to go outside of their healthcare network, even at the referral of school personnel, medical payments will be denied by their carrier and the Student Accident Plan.

Once the injury is documented, the school office will provide the form necessary to submit a claim to the Christian Brothers Student Accident Plan. All communication regarding your claim should be directed to the Student Accident Plan. Do not contact the school concerning your claim as the school is unable to provide the proper professional assistance you may need. Full and complete details of the program are on file in the main office of the school.

### **G. RELEASE OF STUDENT RECORDS**

In compliance with the Illinois School Student Records Act, parents have the right to inspect their student's records (i.e. medical, academic and transcripts). The records will be made available, within 10 school days of a request by the parent/guardian.

### **H. SCHOOL DANCES**

Dances are intended for the enjoyment of ICCP students. They are, in fact, an internal program of the high school. The following expectations exist for all students:

- All dances must be coordinated through the Dean of Students at least two weeks in advance.
- All dances (unless specifically stated) are restricted to ICCP students.
- Students may not be admitted to a dance if they arrive after the posted entry time.
- A student who leaves the building unescorted by a faculty member during the dance may not return to the dance.
- Any student found to be in possession of/or using any drug/alcohol, or who, by his/her behavior gives evidence of being under the influence of any drug, will only be allowed to go home with his/her parent(s)/guardian(s). The student will be subject to the school discipline procedures.
- Administration will make all decisions regarding appropriate appearance. If dressed inappropriately, students will not be allowed to enter the dance.
- ICCP forbids sexually explicit dancing such as, grinding, freaking, juking, and or any other type of dancing which may be perceived as vulgar or provocative. Consequences for violation of this policy: signature on the handbook agreement form constitutes the first warning, second violation – sit out: third violation – removal from dance, no refund, and parents will be notified. (revised 2011)

## **GENERAL POLICIES**

### **TUITION AND FEES POLICY**

IC Catholic Prep has contracted with SMART Tuition Management Services for tuition payment/collection. The SMART Tuition Plan is mandatory for all ICCP families. Please read the following tuition policy information carefully.

- Any outstanding obligation (i.e., from prior year) must be paid prior to the beginning of the following school year in August.
- The total tuition for a year is divided into ten equal monthly payments to SMART which begin in August and end in May.
- Very Important: In the event that any account becomes past due, the student(s) will be suspended from attending classes and participation in all school activities until the account is made current.
- Students whose tuition and fee accounts are PAST DUE will not receive exam passes for first or second semester final exams and will not be given approval for an exemption from a final examination. (rev 2014)
- All mandatory student fundraiser monies are due at the time the fund-raising event ends.
- Tuition refund policy: If a student withdraws during the school year, his/her tuition will be pro-rated based on the date of withdrawal and any additional payment will be due or any excess payment will be refunded after the withdrawal process is complete.
- Official transcripts will not be released until all financial obligations are paid in full.

## **INTERNET ACCESS AND RELATED TECHNOLOGY USE POLICY** (revised Nov. 2018)

The Catholic Schools Office of the Diocese of Joliet and IC Catholic Prep hereinafter (the "School") support the use of technology in the instructional program through internet capable devices, digital equipment, and electronic communication and associated technology services collectively referred to as ("**Technology Resources**") as a means to facilitate learning and teaching in a digital world.

### **DEFINITIONS:**

**User** includes anyone, including employees, students and guests using the School's Technology Resources, including but not limited to devices, wired or wireless network, Internet, email, and other forms of technology services and products.

**Network** is any and all wired and wireless technology networks, cellular networks, commercial, community, or homebased wireless networks accessible to students.

**Equipment** refers to computers, notebooks, tablets, cellular phones, smartphone devices, iPads, kindles, e-readers, as well as portable storage devices.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, moral and ethical decision-making and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

The School recognizes that students have widespread access to both technology and the

internet, therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Agreement (AUA),

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

## TERMS AND CONDITIONS

### 1. **Acceptable Use**

The Diocese and School will make reasonable efforts to ensure that all Technology Resources are used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

#### **Responsibility**

School administrators, teachers, staff, and volunteers work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that promote Catholic values and that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as **primary educators** of their children and the need for them to be involved in instructing and monitoring their children as to what material is and is not acceptable for access and communication at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of all digital users in School and on the Internet.

The School Administration or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

### 2. **Code of Conduct**

Expectations for conduct Grades Pre-K-3, and 4-8 are defined with the expectation for age appropriate behavior when using technology resources.

### 3. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, or unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication should immediately bring this to the attention of a teacher or administrator.

### 4. **Internet Filtering/CIPA**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act (CIPA)** to protect minors and all users.

5. **Privacy**

The user does not have any right of privacy or ownership whatsoever regarding their use of the School's property, network, Internet access or files including email and all school provided accounts. Consequently, all communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network to access, review, copy and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to use of personal devices as well as school owned equipment.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. **Consequences for Inappropriate Use**

The School network user shall be responsible for damages due to the misuse of technology equipment, systems, and software.

Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

7. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

8. **Personal Electronic or Cellular Devices**  
Students may not carry personally **owned devices** with them during school hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other mobile devices.
9. **Indemnification**  
The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.
10. **Financial Obligations**  
The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.
11. **Limitation of Liability**  
The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

## **DIOCESE OF JOLIET VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT**

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the school website shall not be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.

- A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development

IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

V. Forms of release for videotaping, photographing of students **are not required** from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
3. Stock videotape footage or generic pictures. (ie. yearbook individual and group pictures) are being obtained in public places (ie, hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

### **PARENT/GUARDIAN OBJECTION**

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions that may involve the use of students' names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent permissions as stated in the Videotaping and/or Photographing of Students Agreement. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do



so by requesting an Opt out form from the School office, completing the form and returning it to the Principal of the school to be kept on file there.

*Your student and parent signatures on the Handbook Agreement Form indicate that both the student and parent/guardian have received and read the Diocese of Joliet Videotaping and/or Photographing of Students Agreement.*

## **DIocese OF JOLIET POLICY REGARDING SEXUAL ABUSE OF MINORS (Feb. 2013)**

### **I. INTRODUCTION**

On June 14, 2002, the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People*. On December 8, 2002, the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors* were approved by Pope John Paul II. In June of 2005, the *Charter* and the *Norms* were revised, and in 2011, the *Charter* was revised in order to re-affirm the deep commitment of the Church to create a safe environment for children and youth.

The Diocese of Joliet first promulgated a policy regarding sexual abuse of minors on June 14, 1990. Revisions were made in September 1993, in June 1997, in June 2003 and July 2008. As with the previous edition, this policy is intended to be in conformity with provisions from the *Charter for the Protection of Children and Young People* and from the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors*.

This policy is designed to ensure appropriate responses to allegations of sexual abuse of minors and vulnerable adults by clergy, seminarians, religious, employees and volunteers. It addresses preventing sexual abuse through education and screening, reporting abuse, providing pastoral assistance to persons affected by abuse and the processing of allegations. A copy of this policy is to be given to all clergy and seminarians as well as to all employees and volunteers who will sign an acknowledgement of its receipt. The policy is also to be published on the diocesan website.

### **II. DEFINITIONS**

#### **A. Sexual Abuse**

Sexual abuse is any sexual conduct with a minor or a vulnerable adult which is either unlawful and/or contrary to the moral teaching of the Church, which is engaged in by an adult employee/volunteer of the Diocese or a parish. It also includes the acquisition, possession, or distribution of pornographic images of minors for the purposes of sexual gratification, by whatever means or the use of whatever technology.

#### **B. Ministerial Relationship**

A ministerial relationship is established between persons when care or services are given. Persons in a ministerial relationship with others include clergy, seminarians, diaconal candidates and religious, as well as employees and volunteers.

#### **C. Employee**

An employee is a person who is compensated for services to a diocesan agency, parish or school.



#### **D. Volunteer**

A volunteer is a person who functions without compensation in any role within a diocesan agency, parish or school.

#### **E. Minor**

A person who has not reached his or her 18th birthday is defined as a minor.

#### **F. Vulnerable Adult**

A vulnerable adult is one who habitually lacks the use of reason (Canon 99) or who, because of mental or physical disability is incapable of protecting himself/herself from sexual abuse.

#### **G. Director of Child and Youth Protection**

The Director of Child and Youth Protection, also known as the Director, is appointed by Bishop to oversee the workings of the Diocesan Office of Child and Youth Protection.

### **III. POLICIES**

#### **A. Healing and Reconciliation**

##### **1. Ministry to Victims**

The Victim Assistance Coordinator, appointed by the Bishop, is to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused as minors or vulnerable adults. Such care will serve to nurture healing and reconciliation.

The Diocese of Joliet is to assist the healing process of the abused. For this reason, it seeks to treat all allegations of sexual abuse with a prompt, direct, thorough and confidential pastoral response. Appropriate assistance is offered to victims in accord with recommendations of the Review Board. This may include counseling, spiritual direction, support groups or other social services.

##### **2. Ministry to the Accused**

Appropriate steps are to be taken to protect the reputation of the accused during an investigation of sexual abuse. The accused will be encouraged to retain the assistance of civil and/or canonical counsel. When the preliminary investigation of a complaint so indicates, a priest/deacon may be referred for appropriate medical and psychological evaluation, as long as this does not interfere with the investigation by civil authorities.

When an accusation has been unfounded, the diocese provides pastoral assistance, including psychological counseling to a person who was wrongly accused. All efforts are made to restore the good name of the person falsely accused (*USCCB Norms 13*).

##### **3. Ministry to Communities**

In faith communities in which the sexual abuse occurred or where a priest/deacon has been removed, a meeting is held between a representative of the Pastoral Response Team and representatives of the affected community. If requested, the Pastoral Response Team offers pastoral assistance (spiritual and psychological) to the affected faith community.

Pastoral Response Team membership includes the Bishop or his representative, and may include the following individuals or their delegates: Superintendent of Schools, Director of Religious Education, pastor/head of institution, religious superior, as well as experts in trauma response/intervention services.

## **B. Prevention**

### **1. Education**

To foster a safe environment for children and vulnerable adults the Diocese is to have in place educational programs which include information about sexual abuse, its identifying signs, controlling access to children, appropriate boundaries in relationships, reporting incidents of abuse and the effects of abuse on victims.

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to present proof of attendance at a Virtus *Protecting God's Children* program. This requirement applies to all persons who are involved with minors on a regular, recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. The program is also available to parents and guardians. All persons who continue involvement with minors are required to participate in an updating educational program at least annually. Children and youth are to receive instruction appropriate to their age level (*USCCB Charter 12*).

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are to receive a copy of the *Standards of Behavior for Those Working with Minors*, and are to sign an acknowledgement of its receipt. The *Standards of Behavior* includes information about appropriate boundaries for those who have regular contact with children and young people (*USCCB Charter 6*). This requirement also applies to all persons who are involved with minors on a regular, recurring basis, and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events.

Procedures for reporting abuse are to be readily available in printed form and are to be the subject of periodic public announcements (*USCCB Charter 2*).

The Office of Formation of Priests and Deacons is responsible for providing programs of human formation for chastity and celibacy that will assist clergy in living their vocation in faithful and integral ways. (*USCCB Charter 17*)

### **2. Screening**

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to undergo a criminal background check. This requirement also applies to all persons involved with minors on a regular recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. Backgrounds are evaluated using the resources of law enforcement or other agencies (*USCCB Charter 13*). Background checks are to be performed every five years for all persons who continue involvement with minors.

All seminarians, extern priests, diaconal candidates, and diocesan and parish employees must be fingerprinted for the purpose of obtaining a criminal background check. Fingerprints are submitted to the Illinois State Police and the Federal Bureau of Investigation for clearance as a condition of employment.

Fingerprinting is administered by a vendor approved by the Diocese of Joliet. Prior to the individual being permitted to begin service, results are evaluated by the Diocese with its legal counsel when appropriate. Name-based background checks are used only for volunteers or for renewals of employees who were screened through that type of background check. Anyone

with a substantiated allegation of sexual abuse may not minister, be hired or volunteer in a diocesan agency, parish or school.

#### **a. Employees**

Any prospective diocesan, parish or school employee must complete an application that includes:

1. Employment history, indicating positions held, dates of employment, name(s) of the immediate supervisor, phone number(s), and reason(s) for cessation of employment;
2. Any allegations of physical or sexual abuse made against him/her, which may/may not have involved civil or criminal complaints;
3. A signed authorization to release the applicant's employment history to the prospective employer, as well as at least two references who are not relatives.

Hiring agents must review the employment history and the references provided. All documents must be retained in the employees' file during the time of employment.

#### **b. Volunteers**

All volunteers are to complete an informational questionnaire provided by the entity for which they are intending to volunteer.

#### **c. Businesses Furnishing Personnel**

Any business supplying personnel for janitorial services, etc., is required to provide the diocese/parish/school with a copy of the criminal background checks of those persons who will be working at the facility. The business is also to provide a written guarantee that such personnel have never been arrested or convicted of any crime, that they are not aware of any complaint or allegation relating to sexual abuse or substance abuse, and that they are suitable to work in an environment where there may be contact with minors. Such information must be kept in a secure file along with the background checks of other employees and volunteers.

#### **d. Members of Religious Orders**

When any religious is presented for assignment or residence in an institution or parish, the appropriate religious superior is to provide the Bishop with a written statement about the person's suitability for ministry including information regarding allegations of sexual abuse.

#### **e. Priests/Deacons**

When a priest/deacon seeks an assignment in the Diocese of Joliet, his diocesan bishop or religious superior is to provide the Bishop with a written statement of suitability for ministry including information regarding allegations of sexual abuse.

No priest/deacon of the Diocese of Joliet who has a substantiated allegation of sexual abuse or who has committed sexual abuse may be transferred for an assignment to another diocese.

#### **f. Candidates for Priesthood and the Diaconate**

The Diocese of Joliet uses adequate screening and evaluations in determining the fitness of candidates for admission to the seminary or to the diaconate. Additional evaluations are conducted during the years of formation. A comprehensive psychological profile of each seminarian/diaconal candidate must be obtained before anyone is admitted to the priesthood or diaconate.

## **C. Response to Allegations**

### **1. Reporting**

All persons, whether parishioners, employees, or volunteers who have reasonable cause to suspect an incident of sexual abuse by anyone including clergy, seminarians, religious or employees have a serious moral obligation to report the incident or allegation to civil officials (*USCCB Charter 4*).

Under Illinois law, certain personnel (including school, child care and recreational program personnel) are considered mandated reporters and must report to the Department of Children and Family Services (DCFS) any situation in which they have reasonable cause to suspect physical or sexual abuse of a minor. Clergy are mandated reporters as to child sexual abuse.

Reporting abuse of a vulnerable adult is made to the appropriate state agency. Reports of abuse should also be made to the Victim Assistance Coordinator. Complaints against members of religious orders are to be reported to the Victim Assistance Coordinator as well as to the respective superior. Procedures for making a complaint are available on the diocesan website, at parishes or diocesan offices, and are the subject of periodic public announcements. When a person reports an allegation of sexual abuse, the person will be received with the utmost respect and pastoral sensitivity. Victims are advised of and supported in their right to report abuse to civil authorities (*USCCB Charter 4*).

### **2. Assessment and Determination**

a. The Bishop is immediately informed of any allegation. If he determines, after consultation with others, that there is a semblance of truth to the allegation, and that it is not manifestly false or frivolous, the assessment process begins. (Questions & Answers Regarding the Canonical Process for the Resolution of Allegations of Sexual Abuse of Minors) However, in no way will the process conflict with an investigation being pursued on a state or federal level.

b. The Bishop notifies the Director of the Office of Child and Youth Protection (hereafter referred to as the Director) of the allegation, who in turn notifies the Review Board. He then appoints the Director to oversee an investigation. This investigation will be conducted by professional investigators and may include other competent professionals such as diocesan counsel and members of the Review Board.

c. The Review Board advises the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. (*USCCB Charter 2*) In certain cases, the Review Board may consider it important to speak directly with the person making the allegation, the accused person, or other persons for the sole purpose of gathering additional information. The Board will also offer to the Bishop other advice it considers pertinent to the case.

d. The Bishop has sole responsibility for deciding if it is more likely than not that sexual abuse has occurred and for determining any action with regard to the accused. In the case of clerics of the Diocese of Joliet, with sending the case to the Congregation for the Doctrine of the Faith in Rome, all in accord with Canon Law.

e. After reviewing the case, the Congregation will advise the Bishop as to which canonical processes are to be followed.

## **APPENDIX REVIEW BOARD**

The Review Board is a consultative body that advises the Bishop regarding allegations concerning the sexual abuse of minors and vulnerable adults and related issues. (*USCCB Charter 2, Norms 5*)

### **A. Membership**

The Review Board, whose members are appointed by the Bishop, is composed of not less than nine or more than eleven members of outstanding integrity and good judgment. The majority of members are laypersons, none of whom are diocesan employees. Members are to have expertise in one of the following areas: social work, civil law, education, treatment of sexual abuse of minors, or clinical treatment of sexual disorders. One member should be the parent of a minor and one member should be a pastor. When possible, one member is a victim/survivor of child sexual abuse or a parent of the same. Annually members select a chairperson and a vice-chairperson from among themselves.

Consultants to the Board may include a representative of the Bishop, a canon lawyer, the Promoter of Justice, the Chancellor, the diocesan attorney and the Victim Assistance Coordinator.

### **B. Terms**

Members are appointed for a term of five years, which may be renewed once (*USCCB Norms 5*). The Bishop has the right to terminate the appointment of a member at any time.

### **C. Meetings**

The Review Board convenes whenever there is business to conduct or assembles at least on an annual basis. It will ordinarily meet in person, but members may participate by conference call.

### **D. Duties**

Members of the Review Board are to:

- Advise the bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry.
- Review diocesan policies and procedures for dealing with sexual abuse of minors on a regular basis.
- Advise the Bishop, as requested, on all aspects of cases, whether retrospectively or prospectively.
- Provide new members with an orientation to the Board and present them with a copy of the *Pastoral Policy Regarding Sexual Abuse of Minors*, a copy of the *Charter for the Protection of Children and Young People* as well as other appropriate materials.
- Attend all meetings, especially those involving particular cases.

### **E. Criteria for Making Recommendations**

- A simple majority of the entire Committee membership is needed to make a recommendation to the Bishop.
- Members may be present in person or electronically

•When considering an allegation of sexual abuse, each member decides, after considering all the evidence presented, whether the allegation is more probably true than not.

## **F. Communication**

The Bishop will insure that the alleged victim and the accused are provided with appropriate and timely information about the progress of the case.

## **G. Confidentiality**

Deliberations and conclusions reached by the Review Board are to be held in strictest confidence. The Bishop, or his authorized representative, are the only persons who communicate with the alleged victim and the accused, the media or any other persons.

## **DIRECTOR OF CHILD YOUTH PROTECTION**

The duties of the Director of the Office of Child and Youth Protection include, but are not limited to the following:

- Oversee the implementation of this Policy on a regular basis.
- Report regularly to the Bishop and the Review Board about the implementation of this Policy and the progress of individual cases of abuse.
- Supervise the work of the Victim Assistance Coordinator.
- Serve as the central information point for child abuse issues among pertinent members of the Diocesan Curia and diocesan attorney.
- Maintain all records pertaining to child protection and child abuse.
- Provide staff assistance to the Review Board.
- Prepare for the annual audit.
- Communicate to the public, i.e., within the Church community and beyond, the efforts of the Diocese of Joliet to prevent the abuse of minors and to heal past abuse.

## **VICTIM ASSISTANCE COORDINATOR**

The duties of Victim Assistance Coordinator include, but are not limited to the following:

- Receive allegations of sexual misconduct against minors and vulnerable adults.
- Listen with compassion to the experiences and concerns of victims.
- Advise victims of their right to report to civil authorities and inform them they will be supported in the exercise of that right.
- Inform the Bishop of allegations including any anonymous allegations or allegations that do not contain sufficient information.

## **CONFIDENTIALITY AGREEMENT**

The Diocese does not enter into settlements which bind the parties to confidentiality settlements unless the victim requests confidentiality and this request is noted in the text of the agreement (*USCCB Charter 3*).

## **RECORDS AND REPORTS**

The Director maintains written and electronic documentation regarding all information acquired by the Review Board, its determinations and decisions. All of the above records are confidential. However, law enforcement officials receive whatever information is necessary for them to carry out their duties.

Information and records generated by mental health practitioners, including those of alcohol and substance abuse treatment providers, are retained or released in accordance with the provisions of Illinois and Federal laws.

The Diocese communicates transparently and openly about issues of sexual abuse within the parameters of legally mandated confidentiality and privacy especially to the faith communities directly affected (*USCCB Charter 7*). The Diocese publishes an annual public report on the progress made in implementing this policy and cooperates with audits conducted by the National Review Board.

## **POLICY SUBMISSION**

A copy of this policy as well as any revisions to the policy is filed with the United States Conference of Catholic Bishops within three months of its effective date (*USCCB Norms 2*).

## **DIOCESE OF JOLIET STANDARDS OF BEHAVIOR TO SAFEGUARD AGAINST CHILD ABUSE (Revised 201**

In accordance with the *USCCB Charter for the Protection of Children and Young People* (Article 6) and Diocese of Joliet's *Policy Regarding the Sexual Abuse of Minors* (revised 2013), these *Standards of Behavior* have been developed to foster and maintain an atmosphere of trust and safety for minors participating in various programs within the diocese. All personnel, be they employees or volunteers who staff these programs, are expected to maintain high standards of professional, ministerial and moral behavior, and are expected to comply with these Standards.

### **A. Definitions**

- A minor is defined as anyone under the age of 18.
- A vulnerable adult is one who habitually lacks the use of reason (Canon 99) or who, because of mental or physical disability is incapable of protecting himself/herself from sexual abuse.
- Physical abuse is non-accidental injury that is intentionally inflicted upon a minor or vulnerable adult.
- Sexual abuse is any conduct with a minor or vulnerable adult which is either unlawful and/or contrary to the moral teaching of the Church, which is engaged in by an adult employee/volunteer of the Diocese of Joliet or a parish/school/agency. It also includes acquisition, possession, or distribution of pornographic images for the purposes of sexual gratification, by whatever means or the use of whatever technology
- An employee is a person who is compensated for services to a diocesan agency, parish or school.
- A volunteer is a person who functions without compensation in any role within a diocesan agency, parish or school.

### **B. Standards**

The following Standards are intended to assist Church personnel in making decisions about interactions with minors and vulnerable adults in Church sponsored and affiliated programs. They do not supersede state law or State of Illinois Department of Children and Family Services requirements, nor are these guidelines intended to be all inclusive.



### Responsible Professional Conduct

1. Ministry to minors respects the rights of parents to educate and form their children. Therefore, activities with minors are to be conducted with the explicit knowledge and consent of parents or legal guardians.
2. Church personnel are never to leave minors unattended during a class, session, event, etc.
3. Church personnel are responsible for releasing minors in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. In the event that Church personnel are uncertain of the propriety of releasing a minor, they are to contact the parent or legal guardian of the minor.
4. Church personnel are prohibited from the use, possession or being under the influence of alcohol or any illegal substance while working with minors. They are also prohibited from furnishing alcohol or illegal substances to minors or permitting minors to use such in their presence.
5. Church personnel may provide transportation in accordance with the Diocese of Joliet Transportation Policy.
6. Church personnel are prohibited from using physical discipline for the behavior management of minors. This prohibition includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behavior by minors.

### Physical Proximity and Modesty

1. Church personnel are never to be nude in the presence of minors. Rare exception may be made when necessary for specifically designated medical personnel.
2. Minors are never to be nude in the presence of Church personnel. The appropriate supervision of locker-rooms may be the exception.
3. Changing and showering facilities for adults are to be separate from those for minors.
4. When officially approved overnight stays are necessary, an adult should never share a bed, sleeping bag or cot with a minor. An adult is not to spend the night in the presence of a lone minor, unless it is his/her own child.
5. Houses used as residences for priests and religious are exclusively for their use. Minors should not be allowed in the private quarters of those residences. With the exception of occasional visits from family members, minors are not permitted to be overnight guests in the residences of priests or religious.
6. Counseling areas should have transparent windows or open doors. Care should be made to have another adult in the general vicinity during counseling sessions.
7. Adults should never meet with minors on a one-to-one basis in secluded areas or closed rooms.

### Physical Contact

Appropriate affection between Church personnel and minors is important for a child's development. It is a positive part of Church life and ministry and should be given in public but not in isolated or secluded areas.

1. The following forms of affection, whether initiated by a minor or adult, are regarded as examples of appropriate contact:
  - Side hugs



- Shoulder to shoulder hugs
  - Pats on the upper back
  - Handshakes
  - “High-fives” and hand slapping
  - Arms around shoulders
  - Holding hands while walking with small children
  - Sitting beside small children
  - Kneeling or bending to receive hugs from small children
  - Holding hands during prayer
  - Pats on the head when culturally appropriate
  - Reciprocation of appropriate gestures initiated by a minor
2. The following forms of affection, whether initiated by a minor or an adult, are regarded as examples of inappropriate contact:
- Lengthy embraces
  - Full frontal hugs
  - Kisses
  - Holding minors of school age on the lap
  - Touching buttocks, chest or genital area
  - Touching the knees or legs of minors
  - Tickling
  - Wrestling and/or roughhousing
  - Piggyback rides
  - Any type of massage
  - Any form of unwanted attention

### Communication

1. Verbal communication with minors is to be appropriate.
2. Church personnel are prohibited from engaging in any sexually oriented conversations or the telling of jokes with sexual content. However, it is permissible in educational setting to discuss issues of human sexuality. These classes will convey the Church’s views on the topics. If minors have other questions not answered or addressed by individual teachers, they should be referred to their parents or guardians. Church personnel are not permitted to discuss their own sexual activities with minors.
3. Church personnel are prohibited from possessing any sexually oriented or morally inappropriate materials (magazines, cards, videos, films, clothing, etc.) or accessing similar materials through electronic or other technological means in the presence of minors.
4. Church personnel are prohibited from using technology to interact with minors on issues related to sexuality, including but not limited to sexually related conversations, and reviewing and/or distributing sexually motivated materials, and inappropriate expressions of affection.
5. Church personnel should remind minors that all communication sent digitally (texting, email, social network sites, posts, notes, etc.) is not confidential and may be reposted to others.

6. Church personnel's electronic interactions are reserved for professional and/or, ministry related purposes.
7. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of minors and vulnerable adults equally apply to the virtual worlds as they do to the physical world.

### Undue Attention

Certain conduct has been used by adults to develop inappropriate relationships with minors. Activities include singling out minors or showing them unusual attention. Some examples of this behavior prohibited for Church personnel are:

1. Presenting gifts to a minor that would not ordinarily be given to an entire group of children, excluding awards, etc.
2. Allowing a minor to drive automobiles of Church personnel even though another adult may be present
3. Singling out a particular child for special dinners, events, trips or outings

The *Standards of Behavior to Safeguard Against Child Abuse* is to be given to all diocesan and parish employees, as well as to all parents and parishioners whose children attend parochial schools or attend Religious Education programs. The document is posted on the diocesan website: [www.dioceseofjoliet.org](http://www.dioceseofjoliet.org)

Members of the clergy, religious, employees and all volunteers who work with minors will be required to receive in-service education that addresses their role in protecting minors.

Minors who serve as employees or volunteers will be informed that they have a right to a safe working environment and a right to disclose behavior not in accord with these standards.

CAUTION: Anyone who has reason to believe that a minor is being physically or sexually abused should make a report to Illinois Department of Children and Family Services (DCFS). Mandated reporters must report to DCFS at 1-800-252-2873 (1-800-25ABUSE)

### **MISSING PERSONS AND SCHOOL RECORDS**

ICCP will comply with the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5. Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

### **REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident

**and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

### **REPORTING ATTACKS ON SCHOOL PERSONNEL TO AUTHORITIES**

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

### **NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS**

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5].

### **CODE OF CONDUCT**

I hereby give permission for my child(ren) to have the privilege of participating in the ICCP Extracurricular Program during the school year. To the best of my knowledge, there is no physical condition that could cause him/her to be endangered by such participation. It is understood that athletic activities are strenuous and the possibility of injury exists. The school assumes no financial responsibility for accidents. Athletes will be responsible for all equipment issued and will agree to the training rules.

IC Catholic Prep is committed to maintaining a positive environment for all students that is free of disruptions or distractions during the school day, activities, and athletic contests. This written addendum memorializes an existing IC Catholic Prep policy, and is added to the Student/Parent Handbook for the avoidance of confusion or doubt.

As members of the IC Catholic Prep community, all student-athletes and student spectators present at sporting events in which an IC Catholic Prep team is participating or otherwise present are expected to stand in a respectful manner during prayer and/or the National Anthem, to the extent that they are physically able to do so. Failure to comply with this policy will result in immediate loss of playing time and/or suspension from participation as directed by the head coach, athletic director, and administration. The continued failure to comply with this policy will result in the student being removed from the team, as a spectator, or both.

These expectations also apply to the school day. All students are expected to stand in a respectful manner during community prayer, the National Anthem, and the Pledge of Allegiance

during the school day, to the extent that they are physically able to do so. Failure to comply will result in disciplinary action as directed by the ICCP Administration. (**October 2017**)

Members of ICCP organizations shall not use nor attempt to use, have in their possession, aid and abet anyone else to use, tobacco, alcoholic beverages, or any form of narcotics or controlled substances, unless prescribed by a physician.

#### Infraction during the Athletic Season

If an infraction occurs while the student is participating and the infraction includes the use of alcohol and/or drugs, the provisions of All-School Policy regarding alcohol and drugs will be implemented. In addition, other sanctions may be imposed by the Dean of Students after consultation with the Head Coach, or Moderator of the activity in which the student is participating, and, in case of an athlete, the Athletic Director.

Any student who demonstrates poor behavior not conducive to the spirit of sportsmanship and good citizenship or is in violation of the Student/Parent Handbook, may be subject to disciplinary action, including exclusion or suspension from participation.

#### Infraction Not During the Athletic Season

If an infraction occurs while the student is not actively participating in an activity and the infraction includes the use of alcohol and/or drugs, the provisions of the All-School Policy regarding alcohol and drugs will be implemented. In addition, other sanctions may be imposed on the student by the Dean of Students after consultation with the Head Coach, Moderator of the activity in which the student participates, or in the case of an athlete, the Athletic Director.

Any student who demonstrates poor behavior not conducive to the spirit of sportsmanship and good citizenship or is in violation of the Student/Parent Handbook may be subject to disciplinary action, including possible future exclusion or suspension from participation.

#### Regarding Suspension

If a decision is made to suspend a student from participating either in the current season or in a future season, it will be the decision of the Head Coach or Moderator with the written approval of the Dean, and, in the case of an athlete, the Athletic Director, regarding whether the student may continue to practice or attend meetings.

All final decisions regarding any infractions by the students are to be decided by the ICCP Administration.



## Illinois High School Association

(For 2020-21 School Term)

**This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.**

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law

provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

## Athletic Eligibility Rules—Page 2

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
  - B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
  - C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
  - D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
  - E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
  - F. You attend the private/parochial high school which one or both of your parents attended; or
  - G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.
4. **Transfer**
- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
  - B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
  - C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
    1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
    2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
    3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
  - D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  - E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

## Athletic Eligibility Rules—Page 3

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender)

that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.



## Athletic Eligibility Rules—Page 4

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative

must request approval through the Schools Center prior to any such participation.

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.



**IC CATHOLIC PREP****2020-2021 IMPORTANT DATES**

Sunday, August 16	Freshman and New Student Mass, Parent Meeting, and Picnic 11:00 - 2:00 PM
Monday, August 17	Freshman Orientation, 8:00 am-12:00 pm, Schedule Pick-Up and Form Drop-Off, Anytime between 8:00 am-3:00 pm
Tuesday, August 18	First Day of School, 7:45 am, #knightup217, PLC Schedule, Assembly 1:30-2:50 pm
Thursday, August 20	School Photos, 8:00 - 2:50 pm, Costello Hall, All Sports Parent Orientation, 6:00 pm, MPH
Friday, August 21	Blue and White Knight, 3:00 pm, Church, 5:00 pm, Plunkett
Saturday, August 22	Back to School Dance, 7:00 – 10:00 pm, Gym
Tuesday, August 25	PLC Faculty, 1:30 pm dismissal
Thursday, August 26	Mass, 9:15 am, Church
Tuesday, September 1	PLC Faculty, 1:30 pm dismissal
Monday, September 7	Labor Day-No School
Tuesday, September 8	PLC Faculty, 1:30 pm dismissal
Thursday, September 10	Curriculum Night, 7:00 - 9:00 pm
Friday, September 11	Late Arrival Schedule, 8:45 am
Sunday, September 13	Junior Class Car Wash, 1:00 PM
Tuesday, September 15	PLC Faculty, 1:30 pm dismissal
Saturday, September 19	Block Party, 7:00 pm
Sunday, September 20	Junior Class Car Wash, 1:00 pm (Raindate)
Mon/Tues Sept 21-22	Junior Retreat #1, LaSalle Manor
Tuesday, September 22	PLC Faculty, 1:30 pm dismissal
Wednesday, September 23	Breakfast with the President/Principal, 8:30 am, Marian Room
Saturday, September 26	Kickball Tournament for Prospective Students, 5:00 pm, Plunkett Athletic Complex
Monday, September 28	Student and Staff Photo retakes, 8:00-10:00 am, Costello Hall, Senior Portrait retakes, 12:00-2:00 pm, Costello Hall
Tuesday, September 29	PLC Faculty, 1:30 pm dismissal
Wednesday, September 30	Homecoming Week Mass, 9:15 am, Church
Thursday, October 1	Pep Assembly, 6:30 pm, Plunkett Field
Friday, October 2	Homecoming Game, 7:15 pm
Saturday, October 3	Homecoming Dance, 7:00 – 10:00 pm, Gym
Tuesday, October 6	PLC Faculty, 1:30 pm dismissal
Monday, October 12	Columbus Day, No School
Wednesday, October 14	Testing Day, 7:45 — 12:00 pm, students dismissed after testing., No school —Seniors Only, Faculty Lunch/PLC 12:00-3:00 pm
Friday, October 16	End Quarter 1
Sunday, October 18	Open House for Prospective Students, 2:00 pm
Tuesday, October 20	PLC Faculty, 1:30 pm dismissal
Thursday, October 22	Parent-Teacher Conferences, 1:00 - 5:00 pm, 6:00 - 9:00 pm, No School for Students
Friday, October 23	No School
Tuesday, October 27	PLC Faculty, 1:30 pm dismissal
Friday, October 30	Freshman Retreat (on campus)
Monday, November 2	All Souls Day Mass, 9:15 am, Church
Mon/Tues November 2-3	Junior Retreat #2, LaSalle Manor
Tuesday, November 3	PLC Faculty, 1:30 pm dismissal
Thursday, November 5	Honor Society Inductions, 7:00 pm, Church, Honor Society Reception, 8:00 pm, Dyer Center
Tuesday, November 10	PLC Faculty, 1:30 pm dismissal
Wednesday, November 11	Parent Wine and Cheese, 6:30 pm, Dyer Center
Fri/Sat/Sun November 13-15	Fall Play, 7:30 pm (Fri/Sat) and 2:00 pm (Sunday)
Tuesday, November 17	PLC Faculty, 1:30 pm dismissal
Wednesday, November 18	Open House for Prospective Students, 6:30 pm
Tuesday, November 24	Prayer Service w/ICGS, 10:00 am, Gym
Weds/Thurs/Fri, Nov 25-27	No School - Thanksgiving Holiday
Tuesday, December 1	Special PLC/Mass Schedule, 1:30 dismissal
Wednesday, December 2	Entrance Exam Workshop 6:30-8:00 pm
Friday, December 4	Faculty In-service, No school for students
Saturday, December 5	Entrance Exam, Class of 2025, 8:00 am
Tuesday, December 8	Feast of the Immaculate Conception Mass, 9:15 am, Church
Wednesday, December 9	Christmas Concert, 6:30 pm, Chapel
Tuesday, December 15	Semester 1, Final Exams, Periods A and B
Wednesday, December 16	Semester 1, Final Exams, Periods C and D
Thursday, December 17	Semester 1, Final Exams, Periods EF/FG and GH/HI

Friday, December 18	Semester 1, Final Exams, Periods J and K
Friday, December 18	End Quarter 2, Semester 1
Monday, January 4	No School for Students
Tuesday, January 5	Faculty Institute, No School for Students
Wednesday, January 6	Classes Resume
Tuesday, January 12	PLC Faculty, 1:30 pm dismissal
Saturday, January 16	Coaches vs Cancer, Gym
Monday, January 18	Martin Luther King Jr. Day-No School
Tuesday, January 19	PLC Faculty, 1:30 pm dismissal
Tues-Fri. Jan 19-22	Girls Kairos
Tuesday, January 26	PLC Faculty, 1:30 pm dismissal
Sunday, January 31	Catholic Schools Week begins, 9:00 am Mass, Chapel
Tuesday, February 2	PLC Faculty, 1:30 PM dismissal
Tues-Fri. Feb 2-5	Boys Kairos
Wednesday, February 3	Catholic Schools Week Mass-Wall of Honor, 9:15 am, Church
Friday, February 5	Senior One Day Retreat (for Seniors who do not attend Kairos)
Tuesday, February 9	PLC Faculty, 1:30 pm dismissal
Saturday, February 13	Turnabout Dance, 7:00 – 10:00 pm, Gym
Monday, February 15	President's Day - No School
Tuesday, February 16	PLC Faculty, 1:30 pm dismissal
Wednesday, February 17	Ash Wednesday Mass, 9:15 am, Church
Tuesday, February 23	PLC Faculty, 1:30 pm dismissal
Friday, February 26	Late Arrival Schedule, 8:45 am
Tuesday, March 2	PLC Faculty, 1:30 pm dismissal
Friday, March 12	End Quarter 3
Monday, March 15	Sophomore Retreat (on campus), Sophomore Ring distribution at Mass, 2:00 pm, Church
Tuesday, March 16	PLC Faculty, 1:30 pm dismissal
Saturday, March 20	Knight of Jewels
Tuesday, March 23	PLC Faculty, 1:30 pm dismissal
Friday, March 26	Spring Break begins at 2:50 pm
Tuesday, April 6	Classes resume
Thursday, April 8	Young Hearts for Life, Gym
Saturday, April 10	ACT Test at ICCP
Tuesday, April 13	PLC Faculty, 1:30 pm dismissal
Fri/Sat/Sun April 16-18	Spring Musical, 7:30 pm (Fri/Sat) & 2:00 pm (Sunday)
Tuesday, April 20	PLC Faculty, 1:30 pm dismissal
Saturday, April 24	Prom, 7:00 pm
Tuesday, April 27	PLC Faculty, 1:30 pm dismissal
Tuesday, May 4	PLC Faculty, 1:30 pm dismissal
Thursday, May 6	Recognition Awards Assembly, 7:55 am, Chapel, Seniors only, Late Arrival 9:00 am
Tuesday, May 11	PLC Faculty, 1:30 pm dismissal
Friday, May 14	Senior Luncheon-1:05 pm, Final Mass-1:55 pm, Church
Mon/Wed, May 17-19	Senior Final Exams
Wednesday, May 19	Graduation Practice, 9:45-12:00 pm, Chapel
Thursday, May 20	Graduation Dinner, 6:30 pm
Friday, May 21	Late Arrival Schedule, 8:45 am
Saturday, May 22	Graduation, 7:30 pm, Chapel
Monday, May 24	Semester 2 Final Exams, Periods K and J
Tuesday, May 25	Final Exams, Periods HI/GH and FG/EF
Wednesday, May 26	Final Exams, Periods D and C
Thursday, May 27	Final Exams, Periods B and A
Thursday, May 27	End Quarter 4, Semester 2
Friday, May 28	No School
Monday, May 31	Memorial Day

Please check the website for updates/changes during the school year.  
Dates are subject to change based on the Illinois state Board of Education guidelines



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**Monday, August 17**

Freshman Orientation, 8:00 am-12:00 pm

Schedule Pick-Up and Form Drop-Off, anytime between 8:00 am and 3:00 pm

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**Tuesday, August 18**

First Day of School, PLC Schedule, Knightup Assembly from 1:30-2:50

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**Wednesday, August 19**

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**Monday, August 24**

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**Tuesday, August 25**

PLC Faculty, 1:30 PM dismissal

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**Wednesday, August 26**

Mass, 9:15 am, Church

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**Thursday, August 27**

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**Friday, August 28**

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**Saturday, August 29**



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**Sunday, August 30**



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**Monday, August 31**

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**Tuesday, September 1**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, September 2**



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**Thursday, September 3**

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**Friday, September 4**

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**Saturday, September 5**



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**Sunday, September 6**







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**Monday, September 14**

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**Tuesday, September 15**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, September 16**





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**Thursday, September 24**

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**Friday, September 25**

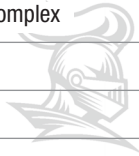
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**Saturday, September 26**

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Kickball Tournament, 5:00 pm, Plunkett Athletic Complex

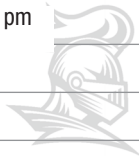


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**Sunday, September 27**

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Homecoming Week begins - Hall decorating, 3:00 pm  
Powder Puff Football Game, 6:00 pm



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## **Monday, September 28**

Student and Staff Photo Retakes, 8:00-10:00 am, Costello Hall

Senior Portrait Retakes, 12:00-2:00 pm, Costello Hall

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## **Tuesday, September 29**

PLC Faculty, 1:30 pm dismissal

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## **Wednesday, September 30**

Homecoming Week Mass, 9:15 am, Church

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## Thursday, October 1

Homecoming Pep Rally, 6:30 pm

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## Friday, October 2

Homecoming Pep Assembly, 2:00 pm, Gym

Homecoming Football Game, 7:15 pm, Plunkett Athletic Complex

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## Saturday, October 3

Homecoming Dance, 7:00-10:00 pm, Gym



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## Sunday, October 4



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**Monday, October 5**

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**Tuesday, October 6**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, October 7**

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**Thursday, October 8**

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**Friday, October 9**

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**Saturday, October 10**



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**Sunday, October 11**







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**Monday, October 19**

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**Tuesday, October 20**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, October 21**



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**Monday, October 26**

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**Tuesday, October 27**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, October 28**



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**Thursday, October 29**

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**Friday, October 30**

Freshman Retreat, 7:45 am, On Campus

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**Saturday, October 31**



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**Sunday, November 1**







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**Monday, November 9**

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**Tuesday, November 10**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, November 11**

Wine and Cheese for Prospective Parents, 6:30 pm, Dyer Center

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**Thursday, November 12**

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**Friday, November 13**

Fall Play, 7:30 pm, MPH

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**Saturday, November 14**

Fall Play, 7:30 pm, MPH



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**Sunday, November 15**

Fall Play, 2:00 pm, MPH



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**Monday, November 16**

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**Tuesday, November 17**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, November 18**

Open House for Prospective Students, 6:30 pm, Gym

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**Thursday, November 19**

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**Friday, November 20**

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**Saturday, November 21**

Junior High Math Contest, 8:00 am



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**Sunday, November 22**



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**Monday, November 23**

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**Tuesday, November 24**

Thanksgiving Prayer Service, 10:00 am, Gym

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**Wednesday, November 25**

No School



**Thursday, November 26**

Thanksgiving

No School

**Friday, November 27**

No School

**Saturday, November 28**



**Sunday, November 29**



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## **Monday, November 30**

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## **Tuesday, December 1**

Advent Reconciliation Service, 9:15, am, Church/Chapel  
Special Mass/PLC Schedule, students dismissed at 1:30 pm

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## **Wednesday, December 2**

HS Placement Test Workshop/Pre-Registration, 6:30 pm, Costello Hall

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**Thursday, December 3**

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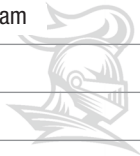
**Friday, December 4**

Faculty In-service, No school for students

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**Saturday, December 5**

High School Placement Test, Class of 2025, 8:00 am



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**Sunday, December 6**





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**Thursday, December 10**

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**Friday, December 11**

Boys Basketball Youth Knight  
Blue and White Mandatory Cash Raffle Drawing, Halftime of Boys BB Game

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**Saturday, December 12**



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**Sunday, December 13**





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## Thursday, December 17

Semester I Final Exams  
Period EF/FG, 8:30-10:00 am  
Period GH/HI, 10:15-11:45 am

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## Friday, December 18

Semester I Final Exams  
Period J, 8:30-10:00 am  
Period K, 10:15-11:45 am  
Christmas Break begins after final exams  
End of Quarter 2 / Semester 1

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## Saturday, December 19



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## Sunday, December 20



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**Monday, December 21**

No School

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**Tuesday, December 22**

No School

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**Wednesday, December 23**

No School

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**Thursday, January 7**

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**Friday, January 8**

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**Saturday, January 9**



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**Sunday, January 10**



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**Monday, January 11**

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**Tuesday, January 12**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, January 13**









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**Monday, January 25**

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**Tuesday, January 26**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, January 27**







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**Monday, February 8**

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**Tuesday, February 9**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, February 10**







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## Thursday, February 18

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Class Meetings

Juniors-Period A

Sophomores-Period B

Freshmen-Period C

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## Friday, February 19

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## Saturday, February 20

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## Sunday, February 21

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**Monday, February 22**

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**Tuesday, February 23**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, February 24**

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**Thursday, February 25**

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**Friday, February 26**

Late Arrival Schedule, 8:45 am

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**Saturday, February 27**



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**Sunday, February 28**



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**Monday, March 1**

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**Tuesday, March 2**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, March 3**

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**Thursday, March 4**

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**Friday, March 5**

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**Saturday, March 6**



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**Sunday, March 7**



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**Monday, March 8**

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**Tuesday, March 9**

Lenten Reconciliation Service, 9:15 am, Church/Chapel

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**Wednesday, March 10**

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**Thursday, March 11**

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**Friday, March 12**

End of Quarter 3

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**Saturday, March 13**



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**Sunday, March 14**







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**Thursday, March 18**

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**Friday, March 19**

All School Service Day

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**Saturday, March 20**

Knight of Jewels



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**Sunday, March 21**



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**Monday, March 22**

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**Tuesday, March 23**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, March 24**

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**Thursday, March 25**

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**Friday, March 26**

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**Saturday, March 27**



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**Sunday, March 28**



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**Monday, March 29**

Spring Break-No School

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**Tuesday, March 30**

Spring Break-No School

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**Wednesday, March 31**

Spring Break-No School

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**Thursday, April 8**

Young Hearts for Life, Gym

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**Friday, April 9**

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**Saturday, April 10**

ACT Test at ICCP



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**Sunday, April 11**



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**Monday, April 12**

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**Tuesday, April 13**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, April 14**



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**Thursday, April 15**

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**Friday, April 16**

Spring Musical, 7:30 pm, Gym

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**Saturday, April 17**

Spring Musical, 7:30 pm, Gym



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**Sunday, April 18**

Spring Musical, 2:00 pm, Gym



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**Monday, April 19**

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**Tuesday, April 20**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, April 21**

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**Thursday, April 22**

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**Friday, April 23**

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Prom Assembly, 2:00, pm, Gym

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**Saturday, April 24**

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Prom, 7:00 pm, Off campus



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**Sunday, April 25**

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**Monday, April 26**

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**Tuesday, April 27**

PLC Faculty, 1:30 pm dismissal

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**Wednesday, April 28**

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**Thursday, April 29**

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**Friday, April 30**

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**Saturday, May 1**



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**Sunday, May 2**











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**Thursday, May 13**

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**Friday, May 14**

Class of 2021 Senior Luncheon, 1:05 pm, MPH  
Senior's Last Mass, 1:55 pm, Church

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**Saturday, May 15**



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**Sunday, May 16**







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## Monday, May 24

Semester 2 Final Exams  
Period K-8:30-10:00 am  
Period J-10:15-11:45 am

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## Tuesday, May 25

Semester 2 Final Exams  
Period HI/GH-8:30-10:00 am  
Period FG/EF-10:15-11:45 am

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## Wednesday, May 26

Semester 2 Final Exams  
Period D-8:30-10:00 am  
Period C-10:15-11:45 am

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**Thursday, May 27**

Semester 2 Final Exams  
Period B-8:30-10:00 am  
Period A-10:15-11:45 am  
End of Quarter 4 / Semester 2

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**Friday, May 28**

No School

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**Saturday, May 29**

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**Sunday, May 30**





Regular School Day								
A	B	C					K	L
7:45-8:31	8:35-9:21	9:25-10:11	D LUNCH 10:15-10:38	EF 10:42-11:28	GH 11:32-12:18	IJ 12:22-1:08	1:12-2:00	2:04-2:50
7:45-8:31	8:35-9:21	9:25-10:11	DE 10:15-11:01	F LUNCH 11:05-11:28	GH 11:32-12:18	IJ 12:22-1:08	1:12-2:00	2:04-2:50
7:45-8:31	8:35-9:21	9:25-10:11	DE 10:15-11:01	FG 11:05-11:51	H LUNCH 11:55-12:18	IJ 12:22-1:08	1:12-2:00	2:04-2:50
7:45-8:31	8:35-9:21	9:25-10:11	DE 10:15-11:01	FG 11:05-11:51	HI 11:55-12:41	J LUNCH 12:45-1:08	1:12-2:00	2:04-2:50

PLC Schedule								
A	B	C					K	L
7:45-8:21	8:25-9:01	9:05-9:41	D LUNCH 9:45-10:08	EF 10:12-10:48	GH 10:52-11:28	IJ 11:32-12:08	12:12-12:50	12:54-1:30
7:45-8:21	8:25-9:01	9:05-9:41	DE 9:45-10:21	F LUNCH 10:25-10:48	GH 10:52-11:28	IJ 11:32-12:08	12:12-12:50	12:54-1:30
7:45-8:21	8:25-9:01	9:05-9:41	DE 9:45-10:21	FG 10:25-11:01	H LUNCH 11:05-11:28	IJ 11:32-12:08	12:12-12:50	12:54-1:30
7:45-8:21	8:25-9:01	9:05-9:41	DE 9:45-10:21	FG 10:25-11:01	HI 11:05-11:41	J LUNCH 11:45-12:08	12:12-12:50	12:54-1:30

9:15 Mass Schedule										
A	B	Travel	Mass	C					K	L
7:45-8:21	8:25-9:01	9:05-9:15	9:15-10:20	10:24-11:00	D LUNCH 11:04-11:27	EF 11:31-12:07	GH 12:11-12:47	IJ 12:51-1:27	1:31-2:10	2:14-2:50
7:45-8:21	8:25-9:01	9:05-9:15	9:15-10:20	10:24-11:00	DE 11:04-11:40	E LUNCH 11:44-12:07	GH 12:11-12:47	IJ 12:51-1:27	1:31-2:10	2:14-2:50
7:45-8:21	8:25-9:01	9:05-9:15	9:15-10:20	10:24-11:00	DE 11:04-11:40	FG 11:44-12:20	H LUNCH 12:24-12:47	IJ 12:51-1:27	1:31-2:10	2:14-2:50
7:45-8:21	8:25-9:01	9:05-9:15	9:15-10:20	10:24-11:00	DE 11:04-11:40	FG 11:44-12:20	HI 12:24-1:00	J LUNCH 1:04-1:27	1:31-2:10	2:14-2:50



Late Arrival								
A	B	C					K	L
8:45-9:24	9:28-10:07	10:11-10:50	D LUNCH 10:54-11:17	EF 11:21-12:00	GH 12:04-12:43	IJ 12:47-1:26	1:30-2:09	2:13-2:50
8:45-9:24	9:28-10:07	10:11-10:50	DE 10:54-11:33	F LUNCH 11:37-12:00	GH 12:04-12:43	IJ 12:47-1:26	1:30-2:09	2:13-2:50
8:45-9:24	9:28-10:07	10:11-10:50	DE 10:54-11:33	FG 11:37-12:16	H LUNCH 12:20-12:43	IJ 12:47-1:26	1:30-2:09	2:13-2:50
8:45-9:24	9:28-10:07	10:11-10:50	DE 10:54-11:33	FG 11:37-12:16	HI 12:20-12:59	J LUNCH 1:03-1:26	1:30-2:09	2:13-2:50

Extended Period K Schedule								
A	B	C					K	L
7:45-8:30	8:34-9:19	9:23-10:08	D LUNCH 10:12-10:35	EF 10:39-11:24	GH 11:28-12:13	IJ 12:17-1:02	1:06-2:01	2:05-2:50
7:45-8:30	8:34-9:19	9:23-10:08	DE 10:12-10:57	F LUNCH 11:01-11:24	GH 11:28-12:13	IJ 12:17-1:02	1:06-2:01	2:05-2:50
7:45-8:30	8:34-9:19	9:23-10:08	DE 10:12-10:57	FG 11:01-11:46	H LUNCH 11:50-12:13	IJ 12:17-1:02	1:06-2:01	2:05-2:50
7:45-8:30	8:34-9:19	9:23-10:08	DE 10:12-10:57	FG 11:01-11:46	HI 11:50-12:35	J LUNCH 12:39-1:02	1:06-2:01	2:05-2:50

2 Hour Delay Schedule								
A	B					C	K	L
9:55-10:25	10:29-10:59	D LUNCH 11:03-11:26	EF 11:30-12:00	GH 12:04-12:34	IJ 12:38-1:08	1:12-1:42	1:46-2:16	2:20-2:50
9:55-10:25	10:29-10:59	DE 11:03-11:33	F LUNCH 11:37-12:00	GH 12:04-12:34	IJ 12:38-1:08	1:12-1:42	1:46-2:16	2:20-2:50
9:55-10:25	10:29-10:59	DE 11:03-11:33	FG 11:37-12:07	H LUNCH 12:11-12:34	IJ 12:38-1:08	1:12-1:42	1:46-2:16	2:20-2:50
9:55-10:25	10:29-10:59	DE 11:03-11:33	FG 11:37-12:07	HI 12:11-12:41	J LUNCH 12:45-1:08	1:12-1:42	1:46-2:16	2:20-2:50

