



*St. Teresa High  
School*  
*"Called to Serve"*

**STUDENT HANDBOOK 2009-10**

**St. Teresa High School**

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**SCHOOL ADMINISTRATION**

*Dr. Kenneth C. Hendriksen, Principal/CEO*

*Mr. Larry Daly, Asst. Principal/Dean*

**ADMINISTRATIVE SERVICES**

*Theresa Boynton, Campus Minister*

*Scott Davis, Director of Athletics*

*Lindsey Walters, Director of Advancement*

Dear Parents/Students:

This Handbook/Activity Calendar was prepared to help students and others to become better acquainted with our school and its philosophy and policies. It is important that you read the handbook very carefully and that you review it periodically.

Knowledge of our policies and your willingness to follow them can help to make your school experience a most rewarding one. The Principal may interpret, change, correct, or add to this handbook as needed. In situations not described in this handbook, the administration reserves the right to take whatever action is deemed necessary.

I encourage students and parents to confer with the teachers and administration regarding any facet of the school program. Each student is encouraged to participate in the many school activities.

It is my sincere hope that this school year will be highly successful for each of us.

Sincerely,

Dr. Kenneth C. Hendriksen, Principal/CEO

### ***Saint Teresa Organization and Ownership***

Saint Teresa is owned and operated under the direction of the St. Teresa High School Board of Directors. This dedicated group of individuals oversees the total operation of our school through the administrative leadership of its principal and thus all day to day decisions and operations are made by the school principal.

### ***Policy to Address Board of Directors***

The President may invite non-members to speak at Director meetings. Non-members who wish to speak at a Director Meeting shall make their request known to the President 10 days prior to the beginning of the scheduled meeting. The President shall determine the appropriateness of the request and may refer non-members to appropriate committees or to the school principal. Those recognized to address the Directors will normally be limited to five minutes of speaking time.

#### **Board of Directors**

Bob Wiesemann, President

Cary Peters, Vice President

Anne Davis, Secretary

Gary Genenbacher, Treasurer

Kim Bauer

Aimee Fyke

Fr. Jeff Grant

Nick Lawless

Donna Raycraft

Dr. Ken Hendriksen, Ex-Officio

Jean Johnson, Ex-Officio

***St. Teresa Booster Club***

The Booster Club of St. Teresa is a most beneficial group that supports all extracurricular activities of the school involving athletics, scholastics and creative endeavors. You are encouraged to join and get involved.

**Booster Club**

Dan Walker, President

Tony Reynolds, Vice-President

Patty Walker, Secretary

Virginia Foster, Treasurer

**TABLE OF CONTENTS**

**I INTRODUCTION**

Letter from the Principal ..... 1  
St. Teresa High School Mission Statement ..... 6  
St. Teresa High School Philosophy ..... 6  
St. Teresa High School Goals ..... 6  
St. Teresa Admission Policy ..... 7  
Class Schedules ..... 8

**II SCHOOL POLICIES AND REGULATIONS**

Academic Programs ..... 10  
Academic Honors ..... 10  
Report Cards/Deficiencies ..... 11  
St. Teresa Graduation Requirements ..... 11  
Course of Studies ..... 13  
Grading Scale/Weighting of Classes ..... 14  
Semester Exams ..... 16  
Academic Dishonesty ..... 16  
Academic and Disciplinary Reviewing Committee ..... 16  
Graduation Policy ..... 18  
Schedule/Course Changes ..... 18  
Technology Use Policy ..... 18  
Policy on Religious Retreats & Activities ..... 20

**III ATTENDANCE**

Absence Procedures ..... 20  
Anticipated Absences ..... 21  
Appointments ..... 22  
Excessive Absentee Policy ..... 22  
Closed Campus ..... 22  
College Days/School-sponsored Activities ..... 23  
Field Trips ..... 23  
Funeral Policy ..... 23  
Permission to Leave Campus ..... 23  
Visitors ..... 24  
Health Requirements ..... 24  
Medication Policy ..... 24  
Infectious and Chronic Communicable Diseases ..... 25  
Tardy Policy ..... 25  
Tardy Between Classes ..... 26

#### **IV CODES OF CONDUCT**

General Rules and Regulations	26
Detention Procedures	29
Computer Lab Policies	30
Extracurricular Activities	30
Athletic Code	31
Extracurricular Code	33
Violations of Extracurricular Activities	36
Student Responsibilities as Extracurricular Participant	36
Hall Passes	36
Pass Use	36
Classroom Behavior	37
Classroom Dismissal	37
Referrals	38
Dress Code	38
Penalties for Lack of Compliance to the Dress Code	41
Library/Media Center Policies	42
Married Students	43
Pregnant Students	43
Reporting Accidents	44
School Lockers	44
Sexual Harassment and Sexual Violence Policy	44
Substance Abuse Policy	45
Student Dances	47
Study Halls	47
Communication Devices	47
National Honor Society	49
Dismissal of NHS Members	50
Use of Automobiles	51
Rules for Use of Automobiles	51
Valuables	52

#### **V SCHOOL SERVICES**

Doors and Building Security	52
Restricted Areas	52
Emergency School Closings	53
Fire and Disaster Drills	53
Lost & Found	53
Lunch/Cafeteria	53
Phone Calls/Messages/Deliveries	54
Release of School Records	54

## **I • INTRODUCTION**

### **MISSION STATEMENT**

*St. Teresa High School is an accredited Catholic secondary school serving the Decatur, Illinois area. Sharing in the educational mission of the Church, it is committed to offering excellent education and developing a community of faith. St. Teresa High School participates in the formation of young women and men of all faiths so that they may involve themselves in the restructuring of a more just society.*

### **PHILOSOPHY**

St. Teresa High School, committed to the development of the whole person, seeks to integrate faith and life by instructing students in human knowledge and skills in the light of the gospel. Educationally, it strives to equip students with the professional and technical competencies to function in a modern society. Emotionally, it strives to guide students to an understanding of self and to affective/effective communication. Spiritually, St. Teresa seeks to lead students, through prayer and instruction, to a deeper and more faith-filled sense of their own worth as gifted individuals and to a personal experience with God

Building upon this personal development, students should be able to become signs of love and concern to their families and friends. Extending this care, students, imbued with reverence for life and Christian commitment, should be able to meet the social problems of the world and contribute to their solution in a spirit of justice and peace.

St. Teresa endeavors to extend the integration of faith and life beyond the curriculum to the total school atmosphere through the lives and interaction of all members of the school community, and through diverse opportunities for prayer, worship and service.

### **GOALS**

#### **Religious**

- A. Foster an atmosphere in which faculty and students strive to build a Christian community characterized by respect, care and concern for each other.
- B. Promote recognition of the world as an interdependent, global community in which all persons must live together in harmony.
- C. Help students be aware of all aspects of prejudice with regard to race, creed and gender.

**Academic**

- A. Provide for individual student differences through a carefully planned curriculum that makes use of a wide variety of teaching methods and materials.
- B. Provide all students with a curriculum that will encourage inquiring minds and critical and creative thinking.
- C. Provide students with the opportunities for leadership through a wide variety of classroom, extracurricular, and community experiences.

**Community**

- A. Establish an atmosphere of mutual respect in which collaboration is encouraged among faculty and administration.
- B. Promote the increased competency of the staff.
- C. Maintain professional relationships with local parishes and community agencies.

***St. Teresa Admission Policy***

The purpose of Catholic secondary education is to give a well-rounded spiritual and academic education to Catholic young people. St. Teresa does not discriminate on the basis of race, color, sex, or national and ethnic origin in admission policies, academic programs, and scholarship and financial assistance programs. Saint Teresa does not actively recruit students for any particular program. Faculty recruitment has been and will continue to be processed without regard to race, gender or ethnic background.

St. Teresa is dedicated to serving the spiritual and educational needs of Catholic students who demonstrate a commitment to St. Teresa's mission, goals and religious values, and who best benefit from its academic program. St. Teresa is open to a broad section of students with varying academic, leadership, and athletic and artistic abilities. St. Teresa seeks a student body that will benefit from and contribute to academic excellence within a community of faith.

Before admission to St. Teresa, potential freshmen take the EXPLORE placement exam. This standard indicator and the information gathered from parents, teachers, and grade school transcripts are used to plan the student's academic program. If the information gathered indicates that St. Teresa does not have the educational program that best serves the needs of the student, the student may not be accepted.

Transfer students from other high schools are normally considered for admissions at the beginning of a semester unless the family is moving into the Decatur area. A screening process is used to assure that the student's former school record and reason for transfer are consistent with St. Teresa's mission and goals. A student transfer form will be required from the sending school. When a student is accepted, the high school transcripts are used to plan the student's academic program at St. Teresa.

Should space or the quality of the educational program become restricting factors on enrollment, St. Teresa will admit students on a priority basis. First priority will be given to Catholic students. Preference will be given to these students on the following basis: graduates of Catholic grade schools; siblings of current students; children/siblings of St. Teresa alumni; graduates of other religiously affiliated grade schools. Students of other religious beliefs will be accepted as space and programs are available.

Once students are accepted as members of the St. Teresa community, they are expected to maintain a commitment to the mission, goals, and religious values of St. Teresa through support of the policies outlined in the student handbook and appropriate academic achievement.

### Class Schedules

<b>Regular Day</b>	<b>11:00 Dismissal No Channel One</b>
Warning Bell: 7:57	Warning Bell: 7:57
1 8:00 - 8:40	1 8:00 - 8:19
A 8:40 - 9:00	2 8:23 - 8:42
2 9:04 - 9:44	3 8:46 - 9:05
3 9:48 - 10:28	4 9:09 - 9:28
4 10:32 - 11:12	5 9:32 - 9:51
5A 11:16 - 11:36	6 9:55 - 10:14
5B 11:40 - 12:00	7 10:18 - 10:37
5C 12:04 - 12:24	8 10:41 - 11:00
6 12:28 - 1:08	
7 1:12 - 1:52	
8 1:56 - 2:36	

### Class Schedules

<p><b>10:05 Mass &amp; Assembly</b>  Warning Bell: 7:57  1 8:00 - 8:31  A 8:31 - 8:51  2 8:55 - 9:26  3 9:30 - 10:01  <u>Assembly</u> 10:05 - 11:05  4 11:09 - 11:40  5A 11:44 - 12:04  5B 12:08 - 12:28  5C 12:32 - 12:52  6 12:56 - 1:27  7 1:31 - 2:02  8 2:06 - 2:36</p>	<p><b>12:00 Noon Dismissal</b>  Warning Bell: 7:57  1 8:00 - 8:26  A 8:26 - 8:30  2 8:34 - 9:00  3 9:04 - 9:30  4 9:34 - 10:00  5 ABC 10:04 - 10:30  6 10:34 - 11:00  7 11:04 - 11:30  8 11:34 - 12:00</p>
<p><b>1:04 Assembly - End of Day</b>  <b>NOTE: 6<sup>th</sup> hr. follows 4<sup>th</sup> hr.</b>  <b>No Channel One</b>  Warning Bell: 7:57  1 8:00 - 8:29  2 8:33 - 9:02  3 9:06 - 9:35  4 9:39 - 10:08  6 10:12 - 10:41  5A 10:45 - 11:05  5B 11:09 - 11:29  5C 11:33 - 11:53  7 11:57 - 12:26  8 12:30 - 12:59  Assembly 1:04 - 2:36</p>	<p><b>1:44 Assembly - End of Day</b>  Warning Bell: 7:57  1 8:00 - 8:32  A 8:32 - 8:52  2 8:56 - 9:28  3 9:32 - 10:04  4 10:08 - 10:40  5A 10:44 - 11:04  5B 11:08 - 11:28  5C 11:32 - 11:52  6 11:56 - 12:28  7 12:32 - 1:04  8 1:08 - 1:40  Assembly 1:44 - 2:36</p>

<b><u>Exam Schedule 1<sup>st</sup> Semester</u></b>	
<b>Day 1</b>	<b>Day 2</b>
<b>Warning Bell: 7:57</b>	
1 8:00 - 9:00	6 8:00 - 9:00
2 9:04 - 10:04	7 9:04-10:04
3 10:08 - 11:08	8 10:08 - 11:08
4 11:12 - 12:12	5 11:12 - 12:12
<b><u>Exam Schedule 2<sup>nd</sup> Semester</u></b>	
<b>Day 1</b>	<b>Day 2</b>
<b>Warning Bell: 7:57</b>	
6 8:00 - 9:00	1 8:00 - 9:00
7 9:04 - 10:04	2 9:04 - 10:04
8 10:08 - 11:08	3 10:08 - 11:08
5 11:12 - 12:12	4 11:12 - 12:12

## II • SCHOOL POLICIES AND REGULATIONS

### *Academic Programs*

One of the trademarks of St. Teresa is academic excellence. The academic achievements of our present students, as well as an overwhelming number of our graduates, indicate the strength and fullness of St. Teresa's academic programs.

Because over 90 percent of our graduates enter post secondary education, St. Teresa must provide the necessary motivation and preparation for post-secondary success. Our curriculum contains courses that take our students far beyond the minimum college preparatory subject offerings.

We offer three academic programs at St. Teresa. The General Program is designed for those students who need help in Mathematics and English. The second program is an Academic Program which almost 75 percent of our students take. Admittance to this program is automatic unless other recommendations are made by teachers or indicated by entrance scores. The third program is the Honors Program. Selection for this program is made by the department involved, and is based largely on the school testing program and on teacher recommendations.

Meeting the educational needs of the individual is the task of education; the academic program at St. Teresa is designed to fulfill this goal.

### **Academic Honors**

*(Based on Weighted Grades)*

St. Teresa has two honor rolls. The High Honor Roll requires a grade point average of 3.6 or higher. The Second Honor roll requirement is a 3.0 grade point average. **The names of the Valedictorian/Salutatorian are tentatively determined at the end of the 7th semester for the purposes of Partners in Education Salute and time-sensitive press releases. The Valedictorian/Salutatorian will be officially announced at the end of the 8th semester, before the Senior Awards Banquet.**

### **Online Grade Reporting**

Parents may access a student's grades, assignments, attendance, missing work, and test dates, as well as news and lunch menus through the school's secure Edline Web site at: [www.edline.net](http://www.edline.net). Any computer with internet access may be used to visit the Edline Website.

Parents and students receive login information from the school office at the start of the school year. The same login name and password will be active during a student's enrollment at St. Teresa. The password may be changed by each Edline user at any time. The main office can assist parents and students in setting up their accounts.

Parents are encouraged to review their students' academic performance frequently. Teachers will make every effort to enter assignments and

update grades at least weekly. Parents may send teachers email messages through the Edline Web site, as well.

### **Report Cards/Deficiency Reports**

Report cards are issued quarterly. A deficiency report may be sent to parents of students whose academic work does not meet the teacher's standards. Notices may be sent whenever appropriate. Because parents can access grades online at any time using the Edline Web site, it is no longer necessary to wait for a deficiency report for an update on a student's performance.

### **Requirements for Graduation**

The number of units for graduation from St. Teresa is 26\* (see below). For good cause, in the judgment of the principal, this requirement will be waived for transfer students.

Theology	4 units
English	4 units
Math	3 units*
Science (lab science)	2 units
Social Studies – (U.S. History, World History)	2 units
Language/Reading	1 unit
Fine Arts	1 unit
Health	½ unit
Consumer Ed or Economics	½ unit
Speech	½ unit
Keyboarding or Computer Concepts	½ unit
Physical Education	4 units*
Driver's Education	Pass
U.S. Constitution Test	Pass
Illinois Constitution Test	Pass
<i>Electives:</i>	proportionate
<b>Total Required for Graduation</b>	<b>(see below)</b>

**\*Math** – Beginning with the Class of 2010.

**\*Physical Education** – P.E. is a full credit academic subject (and included in the G.P.A) similar to all other courses taught at St. Teresa.

Graduation requirements will be increased incrementally:

Class of 2010 – from 24 → 25 units

Class of 2011 – from 24 → 25.5 units

Class of 2012 and there after - from 24 → 26 units.

***ADVANCED PLACEMENT CLASSES***

All students enrolled in AP classes at St. Teresa High School will be required to take the end-of-the year AP test (at the student's expense).

***Annual Student Service Hours Requirement***

As an integral part of the St. Teresa curriculum and experience, students are required to make a commitment to service as part of their graduation requirement.

All students will be required to complete a minimum of ten (10) hours of community service per school year. This requirement will be prorated for transfer students.

The St. Teresa H.S. Catholic Identity Committee will meet annually to review the school-wide Christian Service Learning program and distribute the Annual Student Service Hours regulations to students.

**Teresa High School – Course of Studies**

<u>FRESHMAN YEAR</u>	<u>JUNIOR YEAR</u>	<u>SENIOR YEAR</u>
<p><b>Required:</b> Algebra I English I PE Physical Science Theology I World History</p> <p><b>Electives:</b> Art Appreciation (S) Band/Jazz Band Honor Band Chorus Computer Concepts (S) French I Music Appreciation Reading Spanish I String Ensemble Honor Strings</p> <p><b><u>SOPHOMORE YEAR</u></b></p> <p><b>Required:</b> Biology English II Geometry Health (S) PE/Conditioning Speech (S) Theology II</p> <p><b>Electives:</b> Adv. Microsoft Office Algebra II/Hon. Alg. II Art I (S, Y) 3D Art I Band/Jazz Band Honor Band Computer Concepts (S) French I, II Intro to Business (S) Journalism Keyboarding II (S) Spanish I, II String Ensemble Honor Strings Web Page Design I, II</p>	<p><b>Required:</b> English III Math PE/Conditioning Theology III U. S. History</p> <p><b>Electives:</b> Accounting I Adv. Microsoft Office Algebra II/Hon. Alg II/ Intermediate Algebra American Gov't (S) Anatomy/Physiology Art I (S) (Y) Advanced Art (S) (Y) 3D Art I, II Band/Jazz Band Honor Band Business Law (S) Chemistry/Hon. Chem. Chorus Composition (S) Computer Concepts (S) Consumer Education (S) Current Events (S) Decatur Tech Academy Economics Entrepreneurship French I, II, III Health Honors Research Sci. Intro to Computers (S) Journalism Keyboarding II (S) Marketing (S) Math IV Psychology (S) Sociology (S) Spanish I, II, III Speech (S) String Ensemble Honor Strings Web Page Design I, II Zoology</p>	<p><b>Required:</b> English IV PE/Conditioning Theology IV</p> <p><b>Electives:</b> Accounting I Adv. Microsoft Office Algebra II/Hon. Alg. II Intermediate Algebra American Gov't (S) Anatomy/Physiology AP Calculus AP Chemistry AP English AP History Art I (S) (Y) Advanced Art (S) (Y) 3D Art I, II (S,Y) Band/Jazz Band Honor Band Business Law (S) Chemistry/Hon. Chem. Chorus Composition (S) Computer Concepts (S) Consumer Education (S) Current Events (S) Decatur Tech Academy Economics Entrepreneurship French I, II, III, IV Health Honors Research Sci. Intro to Computers (S) Journalism Keyboarding II (S) Marketing (S) Math IV Physics Psychology (S) Sociology (S) Spanish I, II, III, IV Speech (S) String Ensemble Honor Strings Web Page Design I, II Zoology RCC (College Credit/ Dual Credit)</p>

## ***Weighting of Classes/Grading Scales***

### ***Policy of Grading***

A = Superior  
B = Above Average  
C = Average  
D = Below Average  
F – Does not meet minimum standard required for passing

WP = Withdrew Passing  
WF = Withdrew Failing  
I = Incomplete

### **Weighted Grades**

The following classes are designated as “weighted” classes (either one (1) or two additional points are granted):

#### **Additional One (1) Point Classes**

Honors English I, II, III, IV  
Honors Algebra I, II  
Honors Geometry, Math IV  
Honors Chemistry  
Physics, Anatomy, Physiology  
French III, IV/Spanish III, IV

#### **Additional two (2) Point Classes**

##### **UP 2 Points**

A. P. Calculus  
A. P. Chemistry  
A. P. English  
A. P. History

##### **Dual Credits - RCC**

English 101 and 102  
Psychology 101  
Sociology 101

#### **Grading Scale**

A 93 – 100  
A-  
B+  
B 85 – 92  
B-  
C+  
C 76 - 84  
C-  
D+  
D 70 – 75  
D-  
F 69 & below

**HOW TO CALCULATE THE GPA ON THE “ADD-ON” WEIGHTED SYSTEM**

The “Add-On” weighted system will be implemented to prevent students from being “penalized” for taking additional courses. (Remember that the weighted system is used as an additional means to rank students; it does not change grades). To determine the GPA using the “Add-On” method:

1. Calculate GPA using traditional 4.0 scale.
2. For each year long course passed, add .04 to the year-end GPA (semester weighted courses earn .02). (See example below). For AP and Dual Credit Course, .08 to the year-end GPA (Semester weighted .04).

STUDENT A                      “Add-On” Example

Course	1 <sup>st</sup> Sem. Ave. Grade	2 <sup>nd</sup> Sem. Ave. Grade	Grade Pts.	“Add-On” Pts. (After calculating GPA)
*AP English	A	A	4	.08(.04 each semester)
*AP U.S. History	A	A	4	.08 (.04 each semester)
*Physics	A	A	4	.04(.02 each semester)
Band	A	A	4	
P.E.	A	A	4	
Spanish II	A	A	4	
*Weighted		28 / 7 = 4.0		+ .2 = 4.2 Year End

### ***Semester Exams***

In addition to frequent testing throughout the quarter, examinations are given at the conclusion of the semester. The semester exams will be given over a two or three day period.

- Exams should take the full period (60 minutes)
- No student is excused before the end of the exam period.

The following privilege can be earned by seniors in regard to the second semester final exam. Any senior who has maintained a “C” average for the semester in a course is exempt from the final exam in that class.

### ***Academic Dishonesty***

Academic dishonesty is action intended to obtain, or assist in obtaining credit for work that is not one’s own. Teachers should report all instances of academic dishonesty to the Dean. The teacher should also notify the parents and the guidance counselor. On the first occurrence, the student is subject to the individual classroom teacher’s rule on cheating. The instance is recorded in the Dean’s files.

A second occurrence of academic dishonesty may/will result in a hearing of the Academic and Disciplinary Review Committee. The Review Board determines the consequences which are no less than double the loss of credit for assignment/quiz/test and which will not exceed loss of credit for the quarter.

Any subsequent occurrences of academic dishonesty would require the student to appear before the Review Committee and may result in expulsion.

### ***Academic and Disciplinary Review Committee***

The Academic and Disciplinary Review Committee will be made up of five (5) members, Principal, Dean of Students, Athletic Director and two (2) faculty members appointed by the Administration on an annual basis. The Reviewing Committee will meet at the end of each grading period or whenever the need arises. Recommendations are made to the Administration for further action.

Possible course of action available to the Administration and the Reviewing Committee are:

Letter or warning for any of the following or a combination thereof:

- Academic failure
- Behavior
- Excessive absences
- Excessive tardiness

**\* Note: Any student whose registration has been cancelled is not permitted on school grounds for any reason or any function. Individuals will be considered a trespasser and police may/will be notified.**

**Probation:**

- Academic: A student is considered for academic probation upon failure of course or when a student's grade point average falls below 1.75 for the previous semester.
- Disciplinary: Any student deemed chronic, as determined by the Administration, in their disregard for adhering to the codes of conduct, can be placed on disciplinary probation. A notice of probation will be sent to the parents advising them of the reasons for the action. Conditions and length of the probation will be determined by the Administration on a case-by-case basis. A student on probation may attend all classes, knowing that further disregard for school rules may/will result in an Academic and Disciplinary Review Committee hearing for expulsion.

**Suspension:**

- Classroom suspension – temporary removal from a given class.
- Out-of-school suspension - a student may be suspended for up to ten (10) school days. During an out-of-school suspension, the student may receive 50% credit for the earned grade for homework assigned and tests made up upon immediate return to school. It is the responsibility of the student to get homework assignments for the suspension period. The student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable.

- Saturday School (7:00 AM – 11:00 AM) may be assigned by the administration for disciplinary reasons.

**Expulsion:**

In the case of suspension/expulsion some or all of the following procedures may/will take place:

- The Administration will notify the parents before the student leaves the school premises.
- The Administration will consult with the Academic and Disciplinary Review Committee.

- Consultation of parties involved (Administration, student and parents).
- Parents and students will be informed of the decision by the Administration.
- Parents will have the right of appeal to a hearing before the Academic and Disciplinary Reviewing Committee. Time, date and place of appeal will be determined by the Administration.

### ***Graduation Policy***

Students who fail a required course or who lack the prerequisite credits for graduation will not take part in graduation ceremonies.

### ***Schedule/Course Changes***

Classes cannot be added after the first two weeks of a semester. Students cannot drop a class after nine weeks without failing the course. However, students may withdraw passing before the nine week period, provided that they continue to be enrolled in at least six (6) classes. After the first two (2) weeks of a semester, schedule changes can only be made with the approval of the principal.

### ***Technology Use Policy***

The use of technology and network systems is a service provided by and in consonance with the mission of St. Teresa High School.

The Internet links computer networks around the world, giving St. Teresa access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. St. Teresa provides access to these local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return, every St. Teresa user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Students and Faculty are expected to act in a responsible, ethical and legal manner in accordance with the policies as outlined in the Student Handbook, the missions and purposes of the other networks they use on the internet, and the laws of the states and federal government.

An account on the Internet is a privilege offered each academic year to those who have completed a basic network access program and have shown support of this policy.

All use of technology and the Internet must be in support of education and research and consistent with the mission of St. Teresa. The St. Teresa account holder is held responsible for his/her actions and activities within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of such unacceptable use are:

- using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain or political lobbying.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources (i.e., paper, disk space, etc.)
- Posting personal communications without the author's consent.
- Posting anonymous messages, hate mail, harassing or discriminatory remarks, etc.
- Gaining unauthorized access to resources or entities.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or system.

The following is a list of penalties/clarifications of the Technology Use Policy:

- Penalty period may include 30, 60, or 90 days
- Students enrolled in computer classes will be systematically dropped from the class/es during the penalty period.
- Re-admission to computer class(es) after penalty may/will occur only if class has not terminated; re-admission may/will also be contingent upon instructor approval.
- During penalty period, work missed will be deducted from existing grade; this does include semester exam if the penalty time occurs during exam time.
- If penalty time results in failure of required course, the course must be repeated.
- Penalty time is carried over into subsequent school year as necessary; no coursework involving computers may be taken until penalty is served.
- If individual class-work is assigned by teachers requiring in-class computer work as an in-class assignment on the schools system, the student may be graded down as a result of not being able to complete said assignments.

This policy will be reviewed yearly by the Technology Committee and Administration. The policy can be modified at any time in order to meet

arising needs and changing conditions in the field of technology. Notification of modifications to the policy will be given to the student.

### ***Policy on Religious Retreats & Activities***

St. Teresa Catholic High School is dedicated to the religious education and spiritual development of all students, whether in the classroom or attendance at various religious activities. In keeping with the Catholic tradition of St. Teresa High School, all students enrolled are strongly encouraged to participate in the retreats and liturgies offered to them during the academic year.

No student shall be subjected to punitive repercussion by faculty, administration or staff for their absence from classes, practices, etc. because of their participation in religious activities. All Students should be encouraged by faculty, staff, and administration to participate in these opportunities. No student should ever be placed in the position of having to choose between religious opportunities and an extracurricular activity because of possible consequences.

Students will not be exempted from completing the academic requirements expected of all students. In addition, any student that chooses athletic or social offerings at St. Teresa shall fulfill any reasonable requirements of each program that he or she may choose.

### **III • ATTENDANCE**

The obligation for regular and continuous school attendance rests with the parents and the individual students. Absenteeism from school is one of the most serious causes of failure and may lead to a student becoming a drop-out and/or a behavior problem both in and out of school. As a student, you are expected to be present and punctual both to school and to your individual classes throughout the school year. Any student who is deemed to have excessive absence and/or tardiness should be referred to the Dean. Students with excessive tardiness and/or absences may be subject to review by the Academic and Disciplinary Reviewing Committee.

#### ***Absence Procedures***

1. A student who is absent is required to have his/her parents phone the school office. The call should be made to St. Teresa High School at **875-2431 ext. 111 before 8:15 AM.**
2. The student must present, before returning to class, a note signed by his/her parents to the Main Office with the student's full name, the date of absence and the reason for the absence. The student will receive an EXCUSED or UNEXCUSED slip from the main office which must be presented to all teachers. One Dean's detention may be assigned for each period of an unexcused absence. No make-up of work missed is permitted.

3. Any approved appointment or absence requiring more than two (2) class periods is considered a half-day absence.

Athletes must be in attendance by **11:20** on the day of games, meets, matches, or practices in order to compete and participate on that particular day. An exception may be granted by the Principal for special or unusual circumstances.

### ***Anticipated Absences***

Regular attendance is essential if a student is to make use of the educational opportunities St. Teresa offers. In certain circumstances, students may be permitted to be absent from school provided they make such requests in advance of the absence, arrange in advance with each of their teachers to make up the work missed, and have the request approved by the Principal. Examples of anticipated absences are family trips, church trips, or college visits.

If a student has an anticipated absence, follow these procedures:

1. Students and parents will plan this absence in advance with a written note to the school.
2. The student will present the note to the school office, gain initial approval for the absence, and receive the necessary forms. These arrangements must be completed and returned two (2) school days in advance or the absence may not be excused.
3. The student will notify each teacher of the absence and make arrangements to make up work. After this discussion the teacher will sign the Anticipated Absence Form.
4. The teacher's signature on the form signifies that he or she has been notified about the absence and discussed with the student the arrangements for making up missed work. However, the teacher is not required to re-teach material that the student will miss during the anticipated absence.
5. It is solely the student's responsibility to make arrangements with the teacher to receive and complete missing assignments.

The administration reserves the right to unexcuse an absence from school for vacation, when that vacation is with anyone other than the immediate family.

The administration reserves the right to unexcuse absences from school for vacation reasons, when those absences add days to the beginning or end of existing school holidays/vacation.

## ***Appointments***

Doctor or dental appointments will be treated the same as other excuses. Parents are to send a note ahead of the scheduled appointment requesting that the student be excused. The student must present the note to the Main Office for a special excuse before 8:15 a.m. The student must sign out and if applicable must sign in upon return to school. The special excuse should be presented to all teachers concerned prior to leaving the building. Effort should be made to schedule appointments outside of school hours.

**Last minute phone in appointments are very disruptive.** The administration reserves the right to un-excuse any appointment absence when the above procedure is not utilized. All appointments require an "Appointment Verification" form to be completed in order to be excused. Failure to turn in the completed "Appointment Verification" form may result in one or more Dean's detentions.

## ***Excessive Absentee Policy***

Regular attendance is a necessity.

1. When a student has accumulated seven (7) absences from a particular class a semester, the teacher will notify the student, his/her parents and the Dean.
2. Should a student accumulate ten (10) absences from a class in a semester, the teacher will refer this student to the Dean, who in consultation with the Principal (and Counselor), will decide if the student should be dropped from the class with a withdraw/failing (W/F) if valid causes for these absences cannot be shown.
3. Absences due to extended illness will be handled on an individual basis. These absences shall be documented by a physician or if in the opinion of this administration there are justifiable circumstances.

## ***Closed Campus***

In the morning, upon arrival on school property, students must enter the building. No one may leave the building until scheduled to leave. Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without permission from the office. Any student in violation of this regulation will be considered truant and subject to appropriate disciplinary action.

Students who leave school without permission during the day may receive a suspension and/or referral to the disciplinary review committee. This unexcused absence will result in the student receiving zero credit for class work and assignments in the classes

that were missed. At the teacher's discretion, other classroom penalties may also apply.

### ***College Days/School Sponsored Activities***

Seniors are excused from classes for two (2) college days. Permission must be obtained at least two (2) days in advance. Students must:

1. Bring a written note from home to the Main Office.
2. Return (to the Main Office) the College Visitation Form received from the Guidance Office prior to visit.
3. College visitations are to be completed by April 15. Any college days approved by the administration after April 15 will not be excluded from the 10 day limit for absences.
4. College days, retreat days and school sponsored field trips are excluded from the 10 day limit for absences (except number 3 above), provided the student has procured and turned in the forms with the proper signatures to the Main Office.

### ***Field Trips***

1. Request approval from the Principal at least **one week** in advance if possible.
2. Parental signatures are required on the release form for off-campus Field Trips.
3. It is the responsibility of the teacher/sponsor to inform the staff by way of a listing of which students will be absent from school.
4. Authorized Field Trips which are approved by the administration are considered as a day's attendance. Students are **not** to be penalized for taking Field Trips.

### ***Funeral Policy***

1. Attendance at a funeral for someone other than an immediate family member requires a written note from a parent/guardian brought into the Main Office before 8:15 a.m. Students will not be permitted to phone home for permission to attend the funeral.
2. The student will be excused to attend the funeral (Mass) only.
3. When the funeral involves an immediate family member, please call the Main Office.

### ***Permission to Leave Campus***

Never leave school grounds during the school day without permission of the Main Office. If you become ill at school, you must report to the Main

Office and the administration will contact your parents and see that proper arrangements are made.

Students should not call parents or guardians on their own to make arrangements to leave school.

### ***Visitors***

All visitors must report to the main office immediately upon entering the school building. Students desiring to bring visitors to St. Teresa High School from another school must request permission at the main office.

### ***Health Requirements***

Students are required to have a physical upon entering 9<sup>th</sup> grade. All immunizations must be up to date. If not, the student may be excluded from enrollment until in compliance. In addition, physical exams for athletes are required annually to participate in sports. If it is necessary for any student to take any form of medication at school, parents must notify the school office on how to determine the safest way to dispense the medication. Parents are also asked to list any special considerations and health concerns of their student on the family registration forms on an annual basis or as they may occur during the school year.

### ***Medication Policy***

The school nurse, principal and secretary may administer medications only with specific directions from a physician. Faxes from physicians on the completed Medication Authorization Form will be accepted.

Medications, including over the counter, will not be administered or supplied by school staff under the other conditions. Additionally, inhalers must have doctor authorization and parent permission form signed before being brought to school. No medications are sent home with students at the end of the school year. If a parent or guardian has not picked up unused medications by the end of the last day of school, the medications will be destroyed after parents have been notified.

Self-administered medication, whether legally prescribed or over the counter, must be on record with the office.

## ***Infectious and Chronic Communicable Diseases***

Any student having or suspected of having an infectious or a chronic communicable disease, as defined in the County Health Department Policy for the Prevention and Control of Communicable Disease, shall be excluded from school for the period of time designated in the Health Department policy.

The right to privacy of students with infectious or a chronic communicable disease will be respected. Specific information in regard to a student with an infectious disease or chronic communicable disease will be limited to those persons with a direct need to know. Such persons shall be advised of any precautions that may be appropriate to the situation.

St. Teresa will make every effort to permit a student with a chronic communicable disease to continue class work as long as regular classroom attendance is compatible with the best interest of the student and the school community.

If the Health Department Policy does not mandate exclusion from school in connection with a chronic communicable disease, decisions regarding the education setting for a student with a chronic communicable disease, including Acquired Immune Deficiency Syndrome (AIDS), shall be determined by the administration of St. Teresa, in consultation with the Public Health personnel, the student's attending physician and parents. Each situation will be reviewed on the basis of a number of factors, including but no limited to:

- the nature of the chronic communicable disease;
- and the health, safety, and well-being of the student and school community.

## ***Tardy Policy***

1. First two tardies each semester – no penalty. (Doctor's appts. and/or illness are not counted).
2. Third tardy: Unexcused. One Dean's detention on the next detention date.
3. Fourth tardy: Unexcused. Two Dean's detentions on the next detention dates.
4. Fifth or more: Unexcused, penalty at the discretion of the Dean, may include additional after school and/or Saturday detentions and/or suspension and/or disciplinary probation.
5. Any student who receives an in-school suspension the first semester forfeits the two free tardies the second semester.
6. Any student who arrives in the Main Office before 8:30 a.m. will be considered tardy. After 8:30 a.m. he/she will be considered absent (excused or unexcused depending on circumstances). One Dean's detention may be assigned for each period of unexcused absence.

7. Please Note: The purpose of the two free tardies each semester is to accommodate unexpected problems such as traffic, weather, car trouble etc. Once used, all subsequent tardies are considered unexcused. The administration reserves the right to unexcuse any absence/tardy which is termed inappropriate, such as:
- Trips when prior arrangements have not been made with the Office.
  - Work, menial home tasks, or gainful employment during school hours.
  - Babysitting.
  - Bad weather, if the buses run, a student is required to be in school.
  - Car trouble.
  - Oversleeping.
  - Haircut, beauty appointment.
  - Absence, for any reason, when a student attends a school activity the same day.
  - Returning home for forgotten supplies.

### ***Tardy Between Classes***

1. A student who is tardy to any class other than first period should be admitted by that period teacher or sent back to the previous period teacher if they were detained by that teacher.
2. Individual teacher policy will determine the penalty for being tardy to class.
3. The teacher will inform the Dean if this becomes a persistent problem with any individual student.
4. A student who is late for first period class won't be admitted until they have received a tardy slip from the Main Office.

## **IV ▪ CODES OF CONDUCT**

### ***General Rules and Regulations***

School rules and regulations are established for two reasons. First, to help students develop self-discipline by accepting responsibility for their behavior.

Secondly, rules and regulations facilitate the orderly operation of the school and hence, assist the student in getting the most out of his/her experience at St. Teresa.

By enrolling at St. Teresa, both students and parents accept the responsibility of complying with all the rules and regulations of St. Teresa High School.

It is essential that rules and regulations imperative in governing the relationship between the school and its members be communicated in clear policies. The Principal is authorized to suspend or expel in cases of misconduct. Misconduct includes but is not limited to the following:

- Violation of public law, such as theft, arson, assault and battery, and destruction of property.
- Possessing, using or transmitting any object that can reasonably be considered to constitute a weapon.
- Causing or attempting to cause physical injury or harm to any student, teacher or other school employee, or visitor on school grounds or during a school function or event.
- Threatening or intimidating any student, teacher or other school employee, or visitor. ***Student violations of this regulation are minimally required to have an assessment completed by a qualified psychologist/psychiatrist before re-admission to school.***
- Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threat, intimidation, fear or disruptive means. ***Student violations of this regulation are minimally required to have an assessment completed by a qualified psychologist/psychiatrist before re-admission to school***
- Possessing, using, selling, buying, transmitting or secreting any alcoholic beverage, drug paraphernalia, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant, or any other controlled substance and /or look alike drug, while on the school premises. (SEE SUBSTANCE ABUSE POLICY)
- Involvement in any conduct on school premises or during a school function or event which violates local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, or other employees or visitors.
- Refusal or failure to comply with state and local attendance laws, including but not limited to, truancy from specific classes and tardiness in general or to specific classes.

- Gambling on school premises or at school events.
- Possession and/or use of tobacco on school premises or at school events or functions. Being in the presence of others possessing/using tobacco makes you “guilty by association” and subject to the same penalties. This policy is in effect for all students in transit to all off campus activities, i.e. field trips, athletic events, liturgies etc.
- Dressing or grooming in a manner which presents a clear and present danger to a student’s health and safety, or in a manner which causes an interference with schoolwork or which creates a classroom or school disruption.
- Willfully or negligently defacing, destroying or damaging or causing the same to be done to any school property. The student will be held financially responsible for such damage to the extent that the school administration shall judge the cost of replacing or restoring such property to its original condition.
- Making a false fire alarm or any other knowingly false and disruptive rumor or report.
- Inability to adjust to the demands of school life as evidenced by continuing misconduct and poor grades.
- Cheating on tests, and/or stealing assignments, answer books, etc.
- Possession and/or use of fireworks or explosives at a school activity on or off the school grounds.
- Obscenity and/or indecent conduct or language.
- A student who is in violation of public law or morality and/or who has been formally charged with violation of criminal law and whose presence on school property may endanger the welfare and/or safety of other students, faculty, or staff, or whose presence may cause substantial disruption at school may be subject to disciplinary action. Any determination to exclude a student for criminal law violation will be made by the administration on a case-by-case basis.
- St. Teresa High School reserves the right to discipline students for conduct or behavior which endangers the welfare/safety of other students, faculty or staff, or which causes substantial disruption to good order and discipline in the school, even though such behavior is not specifically in the written student discipline offenses. Police may be notified and school administrators may cooperate with local law enforcement in situations involving students in criminal law violations.

- Willful failure to comply with the directions of teachers, school aides, bus drivers, principals, or other authorized school personnel (insubordination).
- Participating in any activity which substantially disrupts or materially interferes with or is likely to so disrupt or interfere with any school function, activity, or purpose.

## ***Detention Procedures***

### **Classroom teacher detention**

Each individual teacher is privileged to have his/her own set of rules and regulations regarding student behavior and conduct. Whenever they feel a student or students deserve a detention, they may set the time, place, and date. The only requirement is that the teacher gives the student a 24-hour notification. Failure of the student to appear for such detention without due cause acceptable to the teacher will result in a Dean's detention.

### **Dean's detention**

These detentions are assigned at the discretion of the Dean. The minimum Dean's detention length is 45 minutes; longer detentions may be assigned over a period of several days. Students are informed of the reason, which resulted in the detention/s. The student is scheduled for the detention/s as determined by the Dean. Students are expected to serve their detention on the assigned date. No one is admitted after 7:15 a.m. The Dean's office also holds a Saturday detention once a month (minimum 2 hours) Failure to serve a Dean's detention will minimally result in the time being doubled and maximally, being suspended. Students who are tardy to detention will not be admitted. The time is automatically doubled. Some examples of behavior which may warrant a Dean's detention:

- Missing an assigned teacher detention.
- Repeated uniform violations.
- Excessive tardiness.
- Rowdyism – unnecessary noise, pushing, shoving or boisterousness.
- Littering – willfully or carelessly discarding of debris or waste materials in an inappropriate manner.
- Public display of affection by embracing or kissing.
- Wearing hat or head gear in school building.
- Card playing – cards will be confiscated.
- Possession of materials that can reasonably be considered by the Principal to be vulgar, indecent, or offensive to accepted standards of decency. Material will be confiscated.

- Possession of nuisance materials, noisemakers, water guns, etc. – items will be confiscated.
- Failure to pick up an admit slip to class.

#### **Detention regulations**

- Students are not permitted to enter detention after 7:15
- Students must be in school dress code
- No talking at any time
- No restroom privileges
- No one leaves the room for reasons other than emergency

Any student who is excused from detention for a rule violation will serve double time

#### ***Computer Lab Policies***

When you are in the computer lab you are to conduct yourself in a quiet and working fashion. There is to be a business atmosphere with the number one rule – Respect others' rights! Due to the nature of the equipment the following rules must be strictly adhered to:

1. No food or drink is allowed in the lab.
2. No cassette recorders or radios should be anywhere near the computers.
3. All machines are to be shut off and protected after each period.
4. No software or work is to be used on the computers without the consent of an instructor.
5. Any software checked out is the responsibility of the student to make sure it gets checked back in. (No software is to leave the lab).
6. Only one person is to be on a terminal at a time unless approved by an instructor.
7. You must be enrolled in a computer class to be in the lab unless approved by an instructor.

#### ***Extracurricular Activities***

Students involved in any extracurricular activity, athletics, drama, cheerleading, dance corp, etc. must be in attendance at school on the day of the scheduled event. Failure to be in attendance will be cause for withholding the student from participation. Students who miss one-half of the school day must be in attendance at school by 11:20 a.m. to be able to participate in an activity that evening. Students with verifiable medical appointments, or a funeral of family members, are excused.

## ***St. Teresa High School Athletic Code***

### **PARTICIPATION**

To participate in athletics at St. Teresa High School, each athlete must:

1. Have a yearly physical from a licensed physician on file in the office.
2. Either show proof of insurance or obtain school insurance.
3. Have a signed parent permission slip on file in the office.

### **VIOLATIONS**

The violations listed below will not be permitted by the St. Teresa Athletic Staff under any conditions:

1. Possession, smoking, or the use of any tobacco substance.
2. Drinking or the possession of alcohol on or off the school grounds.
3. Illegal use or possession of any drug paraphernalia or controlled substance.
4. Stealing or vandalism of school or personal property.
5. Cheating in any athletic event.
6. Conviction of any felony.

If an athlete is found guilty of any of the above violations, they may be suspended from participation in the sport for a period of 25% of the sport. Upon a second violation, they may be suspended for one year from the date of the second infraction. If a third violation occurs, the athlete may be ineligible for all extra-curricular activities for the remainder of their high school career.

Any infractions will be determined by the Principal, Athletic Director and Coach of the sport.

### **IHSA Steroid Testing Policy Consent to Random Testing**

In January 2008, the Illinois High School Association's Board of Directors approved a plan developed by the IHSA's Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing dietary supplements of teams and individuals qualifying for state finals competition.

Beginning with the 2008-09 school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

No student-athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed at:

[http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA\\_banned\\_list-2007-08.pdf](http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_list-2007-08.pdf).

### **INDIVIDUAL TEAM RULES AND REGULATIONS**

Each coach is required to provide a written set of training, practice, and competition rules which best suit the sport involved to each athlete. These rules are designed to be read by both the athlete and parents and are to be followed as a matter of athletic department policy.

### **LETTERING PROCEDURES**

Each coach is required to provide a written statement of lettering requirements at the varsity level. These should also be read by both athlete and parents.

### **ATTENDANCE**

Athletes must be in attendance by **11:20** on the day of games, meets, matches, or practices in order to compete and participate on that particular day. An exception may be granted by the Principal for special or unusual circumstances.

### **EQUIPMENT**

Athletes are responsible for all equipment checked out to them by a coach. Coaches are responsible for setting times for return of the equipment once that season is over. If the athlete fails to return the equipment that was issued to them, they will be expected to pay the amount it would take to replace that piece of equipment.

### **SUSPENSION FROM SCHOOL POLICY**

Suspension from St. Teresa High School for the violation of school rules and regulations will affect the athlete as follows:

1. The student athlete will not be allowed to practice or participate in any practice or game on the dates they are serving the suspension.
2. The student athlete will not be allowed to attend any practice or game as well as any school activity.

### **SPORTSMANSHIP**

As an active member of the Illinois High School Association, St. Teresa High School is responsible for the conduct of its staff, athletes, and spectators, both student and non-student, at all IHSA sponsored events. This responsibility rests ultimately with the Principal and may be administered by a duly authorized member of the staff acting as his representative.

St. Teresa High School reserves the right to dismiss from its premises any spectator or participant judged to be acting in serious violation of the normal ethics of sportsmanship which govern high school athletics.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS**

St. Teresa High School adheres to the Illinois High School Association standards for participation in any sport:

1. Academic standing will be checked on a regular basis.
2. IHSA requires that a student be passing 20 credit hours of high school classroom work at any time in which the student is participating in interscholastic competition. This includes Religion classes.
3. Students not meeting this standard will be suspended from competition for a period of at least one week or until such time those standards are met again.

In addition, on a weekly basis, St. Teresa High School requires that a student/Athlete cannot have two (2) or more failing grades (F) in any coursework during his/her participation in athletics.

Furthermore, any student athlete who is ineligible for three (3) or more consecutive weeks will not be able to practice or travel with the team until such time that the student is removed from the ineligibility (two failed subjects) list.

Please note: Any student who remains on the Academic Ineligible List for more than three (3) weeks during a particular season may be subject to dismissal from the team, subject to the approval of the recommendation of the coach and approval of the principal.

For clarification purposes, the eligibility week extends from Sunday (midnight) to the subsequent Saturday 11:59 PM. For example, if the student athlete shows up on the ineligibility list on Wednesday, the ineligibility period starts on the subsequent Sunday and continues through the following Saturday.

### ***Extracurricular Code***

To participate in an extracurricular activity at St. Teresa is considered a privilege and as such brings with it the responsibility to represent St. Teresa in the best possible light. Students who participate in all non-athletic extracurricular activities will be held to a high standard of accountability that is in force 365 days a year.

The following rules and consequences related to the use of tobacco, alcohol, and drugs will be in effect for all students participating in the following High School programs:

**Athletics – School Teams Only**

Football, Cross Country, Golf, Soccer, Volleyball, Basketball, Baseball, Softball, Track, Tennis, Dance Corps, Cheerleaders.

**Academic / Fine Arts Groups – School Sponsored Activities Only**

Scholastic Bowl, WYSE, Play Cast, Musical Cast, NHS.

**Tobacco Related Misconduct**

First Offense\*

Football, Fall Cheerleading, Fall Dance Team,  
2 games or 1 game (with assessment).

Basketball, Volleyball, Tennis, Winter Cheerleading, Winter  
Dance Team  
4 dates or 2 dates (with assessment).

Soccer, Golf, Track, and Cross Country  
4 games or 2 games (with assessment)

Softball and Baseball  
7 games or 3 games (with assessment)

Scholastic Bowl  
4 competitions or 2 competitions (with assessment)  
WYSE, Play Cast, Musical Cast, NHS (will be disciplined  
proportionately).

**Drug or Alcohol Related Misconduct**

First Offense\*

Football, Fall Cheerleading, Fall Dance Team  
4 games or 2 games (with assessment)

Basketball, Volleyball, Tennis, Winter Cheerleading, Winter  
Dance Team  
10 dates or 5 dates (with assessment)

Soccer, Golf, Track, and Cross Country  
8 games or 4 games (with assessment)

Softball and Baseball  
15 games or 7 games (with assessment)

Scholastic Bowl  
8 competitions or 4 competitions (with assessment)  
WYSE, Play Cast, Musical Cast, NHS (will be disciplined  
proportionately).

\* A tournament (competition) will constitute one date no matter  
how many contests, matches or games are played during that  
tournament.

**Tobacco, Drug or Alcohol Related Misconduct  
Second Offense\*\***

Suspension of any competition for a period of one calendar year (the student must continue participation rules). If the student or parent/guardian requests (in writing), this one calendar year penalty may be reduced provided the student is tested on a random monthly basis and attends an approved Drug/Alcohol/Tobacco Counseling Program for a period of one year. The cost of the assessment and related counseling and testing will be the responsibility of the parent and/or student. Results must be sent to the principal or athletic director. Proof of ongoing participation must be provided by the parent/guardian.

**Tobacco, Drug or Alcohol Related Misconduct  
Third Offense\*\***

Suspension from all competition and/or participation for at least a one year period.

\*\*With approval of each coach/sponsor involved.

**Other Infractions/Misconduct**

A participant exhibiting insubordination, poor sportsmanship, violation of individual coach's or sponsor's rules, conduct detrimental to the team and to school environment may be disciplined up to and including removal for the remainder of the competitive season.

QUESTION: If a student has a drug or alcohol problem and goes to a coach/sponsor and requests help, what procedures and related consequences will be followed?

ANSWER: If the student sincerely seeks help and asks the coach/sponsor for assistance to help with his/her drug or alcohol problem (and it is not public knowledge or will soon be public knowledge that the student has been involved in a drinking or drug situation), the student will be considered to be under the first offense penalty, but 25% or 12.5% of (with assessment) the season penalty will be waived; however, the student must enroll minimum time that is equal to or exceeds the amount of time that the proposed suspension would last. The student must take and pass a drug test prior to returning to competition.

### ***Violations of Extra-Curricular***

The violations listed below will not be permitted by the St. Teresa staff under any conditions:

1. Possession, smoking or the use of any tobacco substance.
2. Drinking or the possession of alcohol on or off the school grounds.
3. Illegal use or possession of any drug paraphernalia or controlled substance.
4. Stealing or vandalism of school or personal property
5. Cheating in any extracurricular event
6. Conviction of any felony.

If a participant is found guilty of any of the above violations, they may be suspended from participation in the activity for a period of 25% of the season. Upon a second violation, they may be suspended for one year from the date of the second infraction and depending on the severity of the situation; the participant could be ineligible for all extracurricular activities for the remainder of their high school career. All infractions and consequences will be determined by the Principal, Dean of Students and moderator of the activity.

### ***Student Responsibilities as Extracurricular Participants***

A student who is a participant in any St. Teresa extracurricular activity not only is representative of St. Teresa academically, but is also a public model of St. Teresa's standard of excellence. Any student who becomes involved in a situation which is detrimental to the performance of the team, club, etc. or the reputation of the school's programs can expect retribution. Acts of misconduct, on or off campus, may cause disciplinary action against the participant.

Students who are suspended or expelled will have their conduct reviewed by an A/D reviewing committee. Attendance at St. Teresa or participation in any school activity may be denied a student for major or reoccurring disciplinary violations.

### ***Hall Passes***

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Except in emergency situations, passes should originate with the person desiring to see the student. **THERE WILL BE NO HALL PASSES DURING ANNOUNCEMENTS.**

### ***Pass Use***

1. Students who wish a pass to be excused from a study/lunch or class must secure the pass from the teacher who is asking for the student

to be excused. The pass must be secured by the student in advance of the period for its use.

2. The pass must be presented to the student's assigned period teacher for which it is to be used. The assigned teacher is free to honor or refuse the request.
3. One teacher does not have the privilege of excusing another teacher's assigned students. Only the teacher who has the assigned student has that privilege.
4. Passes will not be written for more than one day at a time.

### ***Classroom Behavior***

Each teacher is required to establish his/her classroom behavior expectations and share these expectations with each class. In general, all students are expected to refrain from the following conduct in class:

1. Words or actions which demonstrate disrespect to the teacher or other students.
2. Disruptive behavior
3. Talking out of turn
4. Drinking and/or eating
5. Moving around the classroom without permission

### ***Classroom Dismissal***

A student may be placed on disciplinary probation as a result of repeated infractions of school and classroom policies. A student who is dismissed from a class for disciplinary reasons must report to the Dean's office immediately. A referral notice will be completed by the teacher and a classroom dismissal form completed by the Dean. Copies of these will be mailed to the parents. In general, the following procedure is used:

1. First removal – 1-2 days out of class, no makeup of work missed.
2. Second removal – 3-4 days out of class, no makeup of work missed, placed on classroom disciplinary probation.
3. Third removal and/or violation of probation may result in permanent removal from class with a grade of withdraw/failure (W/F) and loss of semester credit.

**Any student who acquires (3) dismissals from class (three different courses or the same course) during one academic year is subject to review by the academic and disciplinary reviewing committee for possible suspension/expulsion/probation.**

## ***Disciplinary Referrals***

A student who fails to respond to repeated corrections by a teacher, or whose behavior is determined to be severe, will be referred to the Dean. Therefore, a disciplinary referral is a serious matter. The school and home must maintain a close relationship in order to help students solve commonplace problems. Many problems can be solved in the Dean's office.

If your son/daughter receives a disciplinary referral please feel free to contact the Dean's office. Referrals are completed and mailed home to the parents. Depending upon the frequency of the referrals or the severity of the behavior problem the Dean or teacher may request a parent/teacher/student conference. The student may be placed on disciplinary probation.

## ***Dress Code***

Students are expected to dress in a manner that reflects self-respect at all times when in the school building. The dress code must be adhered to during school hours. Though it is true that dress and grooming are a means of self-expression, it must be realized that students are also responsible to the school community for their appearance and grooming. St. Teresa High School encourages parents to assume their roles as well in the responsibility for proper dress and grooming of the sons and daughters.

St. Teresa High School promotes the purchase of all uniform articles of clothing from the Dennis Uniform and Luers Uniform Companies to assure students are compliant with all dress code policies.

<u>Winter wear:</u>	Boys/Girls
	<ul style="list-style-type: none"><li>• Sweaters and sweatshirts purchased through <u>Dennis or Luers Uniforms Companies</u> are acceptable.</li><li>• Orange and Blue Fleece Sweatshirts purchased through the St. Teresa Booster Club are acceptable. (<u>Pink Fleece Sweatshirts are not acceptable</u>).</li><li>• <math>\frac{1}{4}</math>" zip sweatshirts purchased only through <u>Dennis or Luers Uniforms</u>.</li></ul>
From time to time,	<ul style="list-style-type: none"><li>• Other sweatshirts (if any) purchased through the St. Teresa Booster Club must be approved by the School Board.</li></ul>

**Slacks/Pants:** must be **dress, traditional cut, capri length** (for girls), Dennis or Luers Uniform style. Corduroy, cargo, jean style cut or denim pants are not permitted. Name brands are acceptable if they don't have gathered ankles, excessive decorative pockets or extra zippers, large brand name patches, insignias, or printed material. **All slacks must**

**be worn with waistband above the hips. To avoid dress code violations and penalties, students must wear a belt to ensure that shirts stay tucked in.**

Boys/Girls:

Navy blue or khaki colored (light tan to white) DRESS slacks/pants, traditional cut. See above paragraph for further clarification. These can **be purchased locally or from Dennis or Luers Uniform Companies**.

**Shorts: Must be purchased through Dennis Uniform or Luers Uniform Companies**. Product item numbers available upon request.

Boys/Girls:

- Navy blue or khaki traditional cut, pleated or unpleated. **Can be purchased only from Dennis Uniform or Luers Uniform Companies**. *Dickies, Dockers and other non-Dennis Uniform shorts are not acceptable.*
- SHORTS SEASON: From the first day of school through September 30<sup>th</sup>; from May 1<sup>st</sup> through the end of school.
- **Shorts must be no shorter than 2" above the middle of the knee.**

**Shirts/Blouses:**

Boys/Girls:

- All students will wear either a solid white or blue embroidered St. Teresa logo polo shirt **purchased only through Dennis Uniform or Luers Uniform Companies**

**Footwear - socks/hose/tights**

Boys

- Socks are required except during shorts season (Aug/Sept through May/June)
- Crew or dress style socks. Acceptable colors: white, navy blue, black

Girls:

- Socks, hose, tights are required except during shorts season (Aug/Sept through May/June)
- Crew socks, anklets, knee socks. Acceptable colors: white, navy blue, black
- Hose/tights. Acceptable colors: white, navy blue, flesh tones

**Footwear - shoes**

Boys/Girls

- Soft-soled shoes, loafers, athletic style, clogs, sandals (during shorts season only) will be allowed. No shoes may be open-toed. Any shoes declared unsafe or a distraction may be excluded at the discretion of the administration. **House slippers are not acceptable.**

**Of Importance to all students:**

**Book Bags – Students may NOT carry book bags during the regular school day.** Book bags must be kept in the student's lockers.

**Student Identification Badges** – ID Badges must be carried by students during regular school hours while school is in session.

**Sweaters/Sweatshirts:** Official St. Teresa uniform sweaters and sweatshirts must be combined with polo shirt. They may not be worn alone. Non-uniform and school spirit wear sweaters and sweatshirts are not acceptable.

**Hair:** Hair should be neatly groomed at all times. For boys, the guide for length is the top of the collar. Unnatural hair colors are not permitted. Extreme hairstyles are not permitted. Boys must be clean-shaven. Sideburns are not to be below the ear lobe.

**Jewelry:** No facial jewelry is permitted other than earrings for girls. Facial piercing is limited to ears and the piercing must be no larger than that required by a standard earring. Tongue, nose, eyebrow, and other piercings are not allowed. There are no exceptions to this policy. Students may not use tape, Band-Aids or clear posts to disguise an unacceptable piercing.

**Hats/sunglasses/jackets/coats:** Not permitted in the classroom.

**Tattoos:** Tattoos of any type are not permitted. Any pre-existing tattoos must not be visible at any time or at any school function.

**The clothing listed below is never acceptable:**

Stretch or stirrup pants, tank tops, bare midriffs, long underwear or footless tights, bare shouldered sundresses. Low cut or backless apparel. It is the responsibility of the Dean to determine the appropriateness of any article of clothing or accessory. If a medical emergency situation arises and it is impossible for a student to follow the dress code, a note from the doctor must be presented to the Dean's office explaining the situation.

### **“DRESS UP DAY” DRESS CODE**

This variation of the daily dress requirement is intended to produce a dressier appearance for students on special occasions. Students may participate in the upscale dress code when it is announced as such in advance. If you choose to participate, you must follow the guidelines described below. If you cannot follow this code or choose not to participate, you must remain in regular everyday dress code.

#### **Recommended**

- Dress slacks
- Dress shorts (in season)
- Sport shirt/Blouse
- Dress shirt/Blouse
- Polo Shirts
- Shoes (no sandals)

#### **The following are not permitted:**

- Denim Garments
- Sweatshirts, shorts, pants
- Clogs, thongs, flip-flops
- Sleeveless garments
- Shorts/Skirts of immodest length
- Hats, earrings for boys
- Stirrup pants, tank tops, bare midriffs, long underwear, footless tights, and bare shouldered sundresses

### **"SPIRIT DAY"/"JEANS 4 QUARTERS" DRESS CODE**

Students may participate in the relaxed dress code when it is announced as such in advance. If a student chooses to participate, they must follow acceptable attire as described below. If a student cannot follow this code as it is described or chooses not to participate, they must remain in the regular everyday dress code. Those students who come to school inappropriately dressed may be denied admission to classes until acceptable adjustments are made. Clothing should be in good condition – NO HOLES.

#### **Acceptable Attire**

- St. Teresa logo shirts, t-shirts, sweatshirts, jerseys
- Slacks, jeans or shorts (during shorts season only)
- Shoes (no sandals)

#### **Unacceptable Attire**

- T-shirts or sweatshirts of any kind except St. T logo
- Sweatpants, sweat shorts
- Self-designed logos
- Torn, cut-off, shabby clothing
- Thongs, flip-flops, clogs, etc.
- Earrings on boys
- Tongue, lip, nose or other piercing for either gender

### **Penalties for Lack of Compliance to the Dress Code**

**Penalties for Lack of Compliance to the Dress Code may include the following:**

- unexcused absence during period of violation with appropriate detention time assigned

- being sent home to change, with time absent unexcused and appropriate detention time assigned
- parents notified
- detention time assigned
- suspension time assigned
- disciplinary probation

**NOTE: THE PENALTIES ASSESSED WILL BE DETERMINED BY THE FREQUENCY OF THE PROBLEM.**

### ***Library/Media Center Policies***

The library/media center is open daily for student use. During school hours, students may use the library with a class accompanied by a teacher, with a pass from study hall, or with a pass from any of their subject-area teachers for work related to that teacher's class.

Students may use the library for reading, selection of books and materials, study, writing, and research. QUIET is required. Students are allowed to study together quietly, but should they become loud, they will be required to move to separate tables or asked to leave the library. Because students' time in the library is largely unstructured, a great deal of self-discipline is required on the part of each person in order to maintain the atmosphere that serves the library's purpose. While in the library, students are expected:

- To be there for a purpose and make appropriate use of the materials available.
- To speak, when necessary, in soft tones out of respect for others who might be studying.
- To take care of materials and equipment so that they remain in good condition for others to use.

The library/media center is overseen by a qualified librarian/media specialist. Students are required to show the same respect to the librarian as to any other teacher or staff member.

Students are expected to display proper manners and maturity while in the library/media center. The following rules apply:

- No feet on chairs, no sitting on tables
- No sleeping or slouching
- No roughhousing or horseplay,
- No loud talking or running,
- No destruction of library property.
- Food, drink, and chewing gum are not allowed in the library because of possible damage to furniture, materials, and equipment.

- The librarian's office, the librarian's side of the circulation desk, and the storage room are off-limits to all students without express permission of the librarian.

Use of the school library/media center is a privilege. Abuse of library rules, refusal to work, or any conduct considered improper or inappropriate by the librarian will result in students being sent back to their classroom. For extreme or repeated offenses students may be asked to see the Dean of Students. Continual offenders may lose the library privilege for a period of time.

### **Circulation Policies**

All library materials are to be checked out before they are taken from the library. The loan period for most materials is one month. Back issues of magazines may be checked out for one week, while special materials may have shorter loan periods. Materials may be renewed unless another borrower has requested that item, but the librarian may require return of any item during a renewal period if a subsequent request is made for the item. Reference and vertical-file materials are non-circulating and may not be used outside the library. Materials that normally circulate may, at times, be put on reserve by a teacher and held in the library in a non-circulating status for class use.

Fines for overdue regular items will accrue at the rate of \$.10 per item per day. The fine for overdue special items is .25 per item per day. If materials are overdue at the beginning of holiday vacations, the fines will continue to accumulate unless arrangements have been made before vacation.

Lost materials must be replaced or paid for. If a student is caught stealing or deliberately destroying materials, he/she will be required to pay for the material and will be disciplined accordingly. Fines will be assessed for damaged or defaced materials.

### **Computers**

The library houses a second school computer lab, with 24 computers connected to the St. Teresa local area network (LAN) and available to students and classes for research and writing. Policies for use of these computers are set forth in St. Teresa High School's Acceptable Use Policy. Violations will result in loss of computer privileges. In addition, students are not allowed to play CD's or use their own headphones with library computers.

## ***Married Students***

Married students are not allowed to attend St. Teresa.

## ***Maternity/Paternity***

From time to time St. Teresa is faced with a situation involving pregnant students. To arbitrarily exclude an unwed mother from school conveys a

negative message, namely, that terminating a pregnancy is an answer that will permit the student to remain in school. Therefore, the policy at St. Teresa is that pregnancy itself is not a reason for dismissal.

If any student becomes involved with a pregnancy, they must notify the School Administration as soon as possible. A meeting will be scheduled with the students, parents, school counselor, and the Principal to discuss the educational options available to the students during pregnancy. St. Teresa will make every effort to permit the students to continue class work as long as regular classroom attendance is compatible with the best interests of the students and the school community.

Each case will be reviewed on the basis of a number of factors, including, but not limited to:

- The stage of the student's pregnancy in relation to the school year
- The health, safety, and well-being of the students and the school community

### ***Reporting Accidents***

Anyone who is involved in or witnesses an accident or injury in the school building or on the school grounds must report this fact to the person in charge and to the main office immediately. This policy applies to all school sponsored activities whether it happens during the regular school day or not.

### ***School Lockers***

A student's school locker is the property of the school and must be used for purposes intended. Examples – books, school supplies, and outdoor garments. School lockers are subject to search, which will be done periodically. Students are not permitted to move from an assigned locker without prior permission from the Dean. Only school installed locks and padlocks are permitted on school lockers (other than athletic lockers).

## ***Sexual Harassment and Sexual Violence Policy***

### **Purpose**

St. Teresa High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Teresa High School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment**

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school or on school grounds or at

school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and School Administration. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following.

- Verbal warning/reprimand and apology to the victim.
- A parent/student/principal conference.
- Written warning/reprimand & parent notification, entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Behavior/probation contracts, possibly requiring professional intervention.
- Suspension.
- Expulsion.

#### ***Substance Abuse Policy***

The staff of St. Teresa High School is aware of the ongoing dangers of illegal substances/alcohol in the high school experience. We strive to provide preventative education and a drug-free climate for the students of St. Teresa. In doing so, the school adopts a zero tolerance policy in regards to drug/alcohol use. We oppose the use of all illegal substances, including alcohol, by high school students. Though we are firmly committed to assisting students with drug/alcohol related problems, we will not compromise the safety of the student body at St. Teresa High School.

For purposes of this policy, a student found to be in possession of any drug paraphernalia, any illegal drug, alcohol, or prescription not prescribed for the student, or having consumed any illegal substance is in violation of this policy.

**Substance Abuse Violation on School Grounds:**

If a student is on school grounds or attending a school sponsored event and a teacher, coach or supervisor observes behavior or physical evidence that suggests that the student has consumed an illegal substance, parents will be called.

The student will be asked to undergo a breath test for alcohol or urinalysis/blood work for other substances. The purpose of the test is to verify the student's claim of not having consumed an illegal substance. **Should the parent refuse permission or a student refuse to cooperate with the testing, the student will have violated this policy.**

Students in violation of this policy while on school grounds, any St. Teresa High School activity or that of any other school will receive the following consequences:

- Automatic suspension from school pending next item
- Convening of academic and disciplinary review committee which will determine the status of the student's registration.
- If the student is expelled, the registration is cancelled
- If the student is suspended, there will be a required assessment from an outside agency recommended by the school at family expense (St. Mary's Hospital Treatment Center, Decatur, IL).
- If the student is suspended, he/she may not participate in extracurricular activities for a length of time determined by the rules/by-laws of each organization or by the administration.

**Second Violation:** Student's registration is automatically cancelled.

**Substance Abuse Violation off School Grounds**

Students found to be in violation of the school substance abuse policy while off school grounds, or those in attendance at any event where illegal drugs and/or alcohol are present will be in violation of this policy. This includes students who are present beyond the time when they could reasonably know that illegal drugs and/or alcohol are present, beyond the time when they could reasonably depart from the illegal activity or at the time when law enforcement officials arrive.

**Consequences include:**

Same as above in "on-school grounds statement"

**Second Violation:**

Same as above in "on-school grounds statement"

***St. Teresa High School reserves the right to cancel the registration of any student who provides sells or flagrantly contradicts the drug-free philosophy in any way.***

### ***Student Dances***

1. St. Teresa students are limited to one guest each.
2. St. Teresa students are to sign up guests with dance sponsor within 24 hours of weekday dances and 48 hours of weekend dances.
3. Students are not allowed to enter 30 minutes after the dance starts.
4. Students are not allowed to return to the dance once they have exited.
5. Students are to leave the school property (including the parking lot) as soon as they exit the building.
6. Students are to follow the guidelines as determined by each dance sponsor.
7. Students must adhere to rules of decency when dancing as determined by the chaperones/administration.

### ***Study Halls***

The administration and faculty feel that an assigned study hall is a part of the student's schedule, and like any other class should be adhered to by the student. Study halls must be quiet and books and other materials needed for study must be taken there at the beginning of the period.

#### **General Rules of Study Halls:**

1. No talking except with permission.
2. Restroom and locker passes should be held to a minimum.
3. Student may leave study halls only when the teacher in charge gives permission and issues a pass.
4. When a student has a pass from another teacher, the pass must be given to the Study Hall teacher in advance of leaving.
5. Student may go to the Library for work that requires the use of the library. The privilege of going to the Library may be removed by the Study Hall Supervisor, if a student has misbehaved in the Study Hall, the Library, or in going between the two areas.

### ***Communication Devices***

#### **Student Use of Cell Phones, Pagers, and Other Electronic Communication Devices**

The use of cell phones on school property by students is considered a privilege. Failure to follow the rules related to the use and possession of cell phones may result in the loss of the privilege.

**Cell Phones during the School Day**  
**8:00 AM – 2:36PM**

Cell phones must be kept in either the student's vehicle or turned off and stored in the student's hallway locker. Cell phones may not be carried by students during the school day, including in purses and/or other bags.

**Cell Phones Before and After Regular School**  
**Before 8:00 AM or After 2:36 PM**

Students may use cell phones outside the school building only (or in the vestibules on inclement weather days). If carrying a cell phone inside the building before or after school hours, the cell phone must be turned off. An incoming call or page is considered in use by the student.

**Pagers and Other Electronic Devices**

Pagers or any other electronic communication devices are not allowed inside the building at any time, unless prior approval is granted by the Building Principal.

Violation of the above rules may result in the following disciplinary measures.

1<sup>st</sup> Offense: 1 detention and device confiscated (must be picked up by parent).

2<sup>nd</sup> Offense: Saturday School and loss of cell phone privilege.

3<sup>rd</sup> Offense: Insubordination – two (2) Saturday Schools.

The use of audio or telecommunications devices, including but not limited to, portable radios, ipods, mp3 players, tape players, CD/DVD players, pagers, PDA's, cellular telephones and videotaping equipment, can be disruptive to the educational process. Therefore such devices are prohibited from being used on school grounds during the school day. If students bring such devices to school they must be turned off and kept out of sight during the school day. St. Teresa is not responsible for devices lost or stolen while on school grounds. If this policy is ignored, such devices may be confiscated and only later reclaimed by a parent or guardian. Students may request the use of a telephone in the main office if necessary during the school day.

The following are strictly prohibited at all times on school grounds and at all school events:

- The unauthorized and/or secret audio recording of students, staff, and/or other persons.
- The use of any image capturing device in private areas such as bathrooms and locker rooms.

Violations will be considered as grounds for dismissal.

## ***National Honor Society***

***Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Once elected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character. (Membership, Section I of the National Honor Society constitution).***

The motto of the National Honor Society is Noblesse Oblige (Nobility Obligates), the idea that one has an obligation to use one's talents, skills and knowledge for the betterment of others. NHS members, working together and individually, are obligated to uphold this motto. Specifically, the NHS member must maintain the standards in scholarship, service, character and leadership, attend NHS meetings regularly, and contribute to NHS projects.

### **Selection for National Honor Society Membership**

1. Students who have a cumulative 3.5 grade point average (GPA) are eligible for membership and receive notification of candidacy. The grade points must be earned in courses in the Academic and Honors Programs.
2. Besides the scholarship requirement of the GPA, each candidate must exemplify the other three NHS characteristics of leadership, service, and character.
3. After notification of eligibility, candidates will be required to fill out a student activity information form that lists their participation in any extracurricular activities and projects that demonstrate the NHS characteristics of leadership, service, and character. Failure to complete a student activity information form will count against a candidate's acceptance.
4. Next, faculty receives a list with the names of candidates and has the opportunity to offer written comments about a candidate to the faculty council. Faculty evaluations must be signed. At this time, faculty also have access to the student activity information form which candidates have previously filled out, and faculty use the NHS traits of scholarship, leadership, service and character as a basis for their evaluations.
5. The faculty council will then review all the material – the student activity information form, the results of the faculty consultation and other valid sources of information – and arrives at a final decision regarding acceptance of candidates. This decision – making power of the faculty council comes from the official rules of the National Honor Society; “If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the actual selection must be made by the five appointed members of faculty council. It is no longer permissible to take an entire faculty vote.” (Appendix 2, 4). As the official definition indicates, the faculty council possesses both some discretion and some privacy with regard to its deliberations.
6. A candidate who is not accepted for NHS membership does not have a right to a hearing before council because NHS membership is a privilege, not a right. A person has a right to a hearing only when a right exists. (An NHS member faced with dismissal has a right to a hearing, on the other hand, because he owns the

membership and, therefore, has a right to the membership; as a result, he cannot be deprived of the membership without an opportunity for a hearing).

7. A candidate who is not accepted for membership is informed of this situation by the principal or by the NHS moderator and receives general information about the deficient behavior so that the person has the opportunity to improve the behavior. The candidate does not have the right to know individual evaluations made by teachers or by members of the council. This policy again stems from the fact that membership is a privilege, not a right.
8. The following information from the National Honor Society Handbook explains the composition and the role of the faculty council.

#### Article VII, Faculty Council

- Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.
  - Section 2. The term of the faculty council shall be one year. Members may be appointed to consecutive years.
  - Section 3. The chapter advisor shall be an ex-officio, non-voting, sixth member of the faculty council.
  - Section 4. The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.
9. According to the NHS handbook, the principal reserves the right to make the final decision in matters of selection.

### ***Dismissal of NHS Members***

1. Members who behave contrary to the NHS ideals of leadership, character, or service but whose behavior does not warrant immediate dismissal shall be promptly warned in writing that they face the possibility of dismissal from NHS. This notice will come as a result of a decision on the St. Teresa Faculty Council for NHS.
2. One warning will be considered sufficient opportunity for the student to correct the deficient behavior.
3. With regard to scholarship, a member whose GPA falls below the membership requirement will receive a warning at the semester that the problem arises. Usually, the member will have two semesters (two warnings) to raise the GPA. However, if the member's GPA does not meet the membership requirement at the time of graduation, the student will receive a notice of impending dismissal. This dismissal process will be initiated even if two warnings have not been received since the GPA could have fallen the semester of graduation or the semester before graduation.
4. In cases of "flagrant violations of school rules or civil laws," NHS members may be dismissed immediately and without a written warning. The NHS Faculty Council, in accordance with the

Handbook for National Honor Society, reserves the right to determine cause for immediate dismissal.

5. Whether the dismissal process follows a warning or is immediate, the NHS member will receive a written notice of his/her impending dismissal which will take place 30 calendar days from the date on the dismissal notice.
6. Before dismissal, NHS members have the right to a hearing before the St. Teresa Faculty Council. The NHS member must submit a written request for a hearing to the St. Teresa Faculty Council within 14 calendar days of the date on the dismissal notice.
7. After the hearing, the St. Teresa Faculty Council will review the case for dismissal and render a final decision. The Council will send a written notice of this decision to the NHS member.
8. "The National Council and the NASSP shall hear no appeals in dismissal cases". (Article X, Section 6, Handbook for National Honor Society.)

### ***Use of Automobiles***

Students driving automobiles to school must use extreme care and caution at all times in and about the school grounds. Due to the number of automobiles and school buses using the drive, a speed limit of 10 miles per hour is to be observed. Automobiles must remain on the roadways and parking lots at all times. There is to be **NO PARKING OR DRIVING ON THE GRASS.**

Although every effort is made to make the parking lot secure, St. Teresa accepts no responsibility for theft or damage done to vehicles while parked on school property, whether the damage is done by accident or by criminal intent. It is the responsibility of the individual parties to contact law enforcement officials as necessary.

### ***Rules for the use of Automobiles***

1. Students driving their automobile to school must park them on the school campus in the student's designated parking area only. No automobiles are to be parked off campus.
2. Keys cannot be left in automobiles during school hours.
3. Students are to leave their automobiles immediately after parking them on arrival. Vacant automobiles are to be locked at all times. No sitting or visiting is to be done before school, during class hours or during noon hours in the automobiles.
4. Students wishing to return their car for any reason during the school day must obtain permission from the Principal's/Dean's Office.
5. Any driving which the school identifies as reckless while on school property, will result in detentions) and/or suspension of the driver, and/or loss of the privilege of driving to school.
6. The driver of any motor driven vehicle is expected to conform to all procedures as stated above.

7. Each student who drives to school will be issued a parking permit that must be displayed in the rear view mirror of their car. The permit is transferable to other automobiles, but must be displayed when parking at school. If a permit is lost, there will be a \$5.00 re-issue fee. The permits are to be turned in at the end of the year.

### ***Valuables***

All articles and valuables are brought to school at the owner's risk. Money and valuables should not be kept in lockers. They may be left with the Principal. **If you have valuables when you report to physical education class, put them in your physical education locker and lock the locker or give them to the physical education teacher.**

## **V • SCHOOL SERVICES**

### ***Doors and Building Security***

- For protection of students and staff, all unlocked doors will be locked after the second bell. Anyone needing admission to the building must enter through the security system at the front entrance (Water Street) of the main building.
- Students should not breach building security by admitting unauthorized individuals or propping doors open, etc.
- Students should notify a staff member immediately of any unauthorized person trying to gain or gaining entrance to the building.

### ***Restricted Areas***

Since all students should respect the property and privacy of others, the following rules and regulations have become necessary:

#### **Students are not permitted:**

1. In faculty or school offices, locker rooms, gymnasium, work-out rooms, lounges, dining rooms, or classrooms without permission and in the presence of a faculty member.
2. In all parking lots or areas designated for bikes or motor bikes at any time during school hours without permission from the Dean's office. (When traveling to these lots, all students are to use the sidewalks provided).
3. In all classroom corridors and stairways during class periods without a corridor pass (lunch hour is class time for 2/3 of our students).
4. To tamper with another student's locker or lock.

## ***Emergency School Closing***

For school closing in emergencies, please listen to local radio and television stations.

## ***Fire and Disaster Drills***

The normal signal for a fire drill will be the sounding of the fire alarm signal. Upon hearing the signal, the following action should be taken:

- Move as quickly as possible
- Classes move in single file in silence so that, if directions must be given, these directions can be heard.
- Charts for fire and disaster drill procedures are posted in each classroom with directions as to which exit to use.
- The best route is the quickest route. The posted directions should be followed. If congestion occurs, teachers may use their discretion as to which is the quickest route.
- Doors and windows should be closed.
- Move away from the building once the exit has been made during fire drills.
- During disaster drills, remain in the building in a protected area. For a disaster drill, students will be alerted over the PA.

## ***Lost and Found***

Lost books and personal articles that are misplaced shall be turned into the Dean's office. These articles will be held for a one-week period.

## ***Lunch/Cafeteria***

St. Teresa has a closed campus. No student should leave the building during lunchtime. You are not to leave the cafeteria for any reason without prior permission from a teacher. No food/drink is permitted outside of the cafeteria with the exception of the lawn area between the concession stand and the east cafeteria doors.

Food deliveries are not accepted at the school during the lunch hours. However, classes/students with the permission of administration and food service personnel may use the cafeteria for such deliveries at other times with proper supervision. Parties are never held during class time without prior permission of the principal.

### ***Notification of Asbestos Management***

St. Teresa High School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accordance with federal guidelines.

### ***Phone Calls/Messages/Deliveries***

Every effort is made not to interrupt the educational process of the students. Messages and deliveries are held for the student until the end of the day. Students are never called to the telephone to answer incoming calls except in an emergency. If parents need to have an urgent message delivered, office personnel will take the message and see that the student receives it. Messages which are time sensitive but non-emergencies have no priority. Students and parents are urged to keep all telephone messages to a minimum. **PLEASE NOTE: The office personnel cannot guarantee delivery of messages to students.**

### ***Release of School Records***

The parent(s) or guardians have/has the right of access to a student's school records. There shall not be release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:

4. to other school officials, including teachers and counselors within the school system who have a legitimate interest
5. to officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of records, are provided a copy of the record (if they desire it), and are given, if necessary an opportunity to challenge the record
6. to federal auditors who are auditing a performance of federally funded programs
7. a court order

Records can be released to the FBI, government officials, juvenile officers, lawyers and police with the written permission of the parent(s) or guardian or a court order. Official school records do not have to be released until all fees and other obligations are satisfied. Information, sufficient to insure adequate placement of a student, is to be released within ten (10) days of a transfer to another school.

### ***Student Records for Non-Custodial Parents***

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