

Parent-Student Handbook 2007-2008  
**St. Gregory the Great High School**

1677 W. Bryn Mawr ■ Chicago, IL 60660

Phone: 773/907-2100 ■ Fax: 773/907-2120 ■ [www.stgregory.org](http://www.stgregory.org)

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

**MISSION STATEMENT**

The mission statement of St. Gregory, a Catholic, co-educational high school, defines the task it has chosen to accomplish: "to provide students of diverse academic, ethnic, and religious backgrounds a secure environment in which they can experience quality education that equips them with the skills needed to become contributing members of society, and to accomplish this in an atmosphere that encourages respect and fosters human values."

**STUDENT COMMITMENT TO GREATNESS**

Because I wish to make free choices, because I am loved by God, because I am a member of a supportive community rooted in the Catholic tradition, and because my choices uniquely affect the whole community ...

- I will have the courage to be hopeful.
- I will respect myself, others, their property, and the environment.
- I will be responsible for the consequences of my actions.
- I will embrace diversity and right injustices.
- I will be prepared to learn every day.
- I will be honest and peaceful in my words and deeds.

## **HISTORY OF ST. GREGORY THE GREAT**

St. Gregory the Great High School is named after Pope St. Gregory the Great who was born in Rome around 540 and served much of his early life in civil office. Around age 30 he retired from public duties, joined the Benedictine Order and formed several monasteries on his own properties. After several years, he was ordained to the priesthood and moved back into public life, but this time working for God. He was consecrated the 64<sup>th</sup> pope, and ruled for 14 years. During his reign, Gregory pushed for reforms and evangelization. He removed unworthy priests from parishes, forbade taking money for certain services, and spent much of the papal treasury to ransom prisoners of the Lombards, care for persecuted Jews and aid the sick and dying. Pushing for the conversion of England, Gregory sent more than 40 monks from his monastery to evangelize there. These monks, who included St. Augustine of Canterbury, were successful in converting much of Anglo-Saxon England. Gregory, the patron saint of music, died March 12, 604 and is considered one of the four great doctors of the church. Tradition says he coined the phrase that says the pope is the "servant of the servants of God."

## **ACCREDITATION and RECOGNITION**

**SGHS** is recognized by the Illinois State Board of Education, is fully accredited by the North Central Association of Secondary Schools and Colleges, and is a member of the Illinois High School Association, the Girls Catholic Athletic Conference, the National Catholic Education Association, the National Honor Society, and the Association for Supervision and Curriculum Development.

## **DIVERSITY and ANTI-DISCRIMINATION**

**SGHS** admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of educational policies, hiring policies, promotion policies, admission policies, loan and scholarship programs, or in athletics, activities, or any school-sponsored program. **SGHS** is proud of its diverse enrollment. Discrimination or exclusion by St. Gregory staff or students is not tolerated.

## **JURISDICTIONAL STATEMENT**

Students and parents/guardians are reminded that all handbook and school rules apply to all school-sponsored events, even those occurring off-campus

- *Disclaimer: The rules and procedures in this handbook do not equate to an irrevocable contractual commitment to the student, but only reflect the current status of the rules and policies.*

No school code of conduct can explicitly state every school rule or regulation. The school reserves the right to interpret and develop policies and regulations as necessary based on the philosophy, mission and objectives of **SGHS**.

## ACADEMIC POLICIES

### CLASS RANK

Class rank is based on grade point average (GPA).

### GRADE POINT AVERAGE (GPA)

Grade point average is calculated using the following system:

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0

In classes designated as honors the GPA is calculated as follows:

A = 5.0      B = 4.0      C = 3.0      D = 2.0      F = 0

In classes designated as LRP/General the GPA is calculated as follows:

A = 3.5      B = 2.5      C = 1.5      D = 0.5      F = 0

### GRADING SYSTEM

Grades are assigned in each course to reflect achievement relative to student ability.

Most classes are graded A, B, C, D, or F, indicating:

A+    A      A-    Excellent, far above average

B+    B      B-    Above average

C+    C      C-    Average

D+    D      D-    Below average, but passing

Pluses (+) and minuses (-) may be used but do not influence the GPA.

F      Insufficient quality or quantity of achievement to earn credit

**F\*** . . . . . is used when the class is made up at a later time. This is not calculated into the GPA.

**W** . . . . . Withdrawal    A student receives a W when she/he withdraws from school before the final grades are administered.

**WF** . . . . . Withdrawal/Fail is given when there have been excessive absences, tardies, and/or violation of a behavior contract

**AUDIT** . . No credit. Students entering **SGHS** during the first half of a stage, prior to the issuance of progress reports, will be expected to make up missed work and receive grades and credit accordingly. Students entering after this point in the stage, with possible exceptions for transferable or exceptional work, may not receive credit for the stage in progress. These students would audit classes, with a report issued to parents about their general behavior and participation.

**INC** . . . . . Incomplete; work/exam must be completed within four weeks or the grade becomes an F and will be averaged with the other grades for a final grade.

**Exception:** Incomplete grades due to tuition suspension will be decided on an individual basis.

### **GRADING SCALE**

A+ 98 -100	B+ 90 - 92	C+ 82 - 84	D+ 74 - 75	F 0 - 69
A 95 - 97	B 87 - 89	C 78 - 81	D 72 - 73	
A- 93 - 94	B- 85 - 86	C- 76 - 77	D- 70 - 71	

### **GRADING AND CREDIT FOR TRANSFER STUDENTS**

Students entering **SGHS** after the issuance of progress reports may not receive credit for the stage in progress. Possible exceptions for transferable or exceptional work may be allowed. These students will audit classes, with a report issued to parents about their general behavior and participation.

A student who is able to make up all the missed work in a satisfactory fashion and pass the course exam may appeal to the Curriculum Committee to replace an AUDIT or WF with a credit.

All students admitted to **SGHS** during the school year will be placed on a probationary contract to be reviewed at the end of the stage.

### **ACADEMIC PROBATION**

Grades will be reviewed at the time of progress reports. Any student whose grade point average has fallen below 2.0, or has two or more failing grades, will be placed on academic probation. This may entail a faculty staffing, parental notice, and a student contract, which could include mandatory tutoring or study hall and suspension from participation in sports and co-curricular activities.

### **ACADEMIC INTEGRITY**

Academic misrepresentation may be defined in any of the following ways:

**Plagiarism:** submitting work done by someone else as if it were your own.

**Collaborative effort:** two or more students jointly prepare and submit the same or substantially similar papers as individual effort without the specific consent of the instructor. All assignments, unless specifically indicated otherwise, are to be completed by the individual student.

**Dual submission:** submitting the same paper or substantially similar papers to meet the requirements of more than one course without the prior approval of all instructors concerned.

**Cheating:** using any answers/content from another student or from an inappropriate source without the knowledge and consent of the instructor.

#### **Consequences**

In all cases of academic dishonesty no credit will be given for the work/test/quiz. Repeat offenders of this policy will be subject to further disciplinary action at the discretion of the assistant principal of student affairs.

*Special Note:* Teachers are strongly urged to clearly inform their students at the start of every stage what the consequences are for any kind of academic misrepresenta-

tion or cheating. Any time a cheating incident occurs, the teacher is to check with the advisors of the National Honor Society to inquire as to whether any of the guilty parties are active members. If so, the NHS faculty council will convene to take appropriate action.

### **SCHOOL RECORDS**

**SGHS** complies with the Illinois Administrative Code, Chapter I, Section 375.30, Subchapter K, which deals with student records. A complete copy of the code is on file in the main office and parents are welcome to come in to read it or to request that a copy be sent to them (There is a \$5 fee for this service.). The code states that parents and students may inspect and have copies of all permanent records within 10 days of requesting such information (\$1 per page for copies). Details are available from the principal.

### **SUMMER SCHOOL**

**All students who receive an F or WF are required to make up the credit at SGHS Summer School.** If a course is not offered at **SGHS**, students must seek the approval of a counselor to make up the credit elsewhere. Credit will not be given to students who attend summer school elsewhere when the course was offered at **SGHS**.

### **GRADUATION**

To receive a diploma from **SGHS** a student must:

- have earned all the credits required by the State of Illinois.
- have earned all the credits required in the four-year course of studies at **SGHS** or a suitable adaptation thereof (as recommended by counselor and approved by administration) if she/he transfers from another high school.
- be enrolled in a full program of study in senior year.
- have paid all debts incurred to **SGHS**.
- have official transcripts on file for all work completed at other high schools.
- have successfully completed senior retreat.
- have passed all classes stage 4 of senior year. A senior who fails *any* class in stage 4 *will not be allowed to participate in the graduation ceremony, even if she/he has sufficient credits to graduate.* The diploma will be awarded privately.
- Maintain a good attendance and discipline record throughout senior year.

No student may receive a diploma or participate in the graduation ceremony unless all of the above requirements have been fulfilled.

### **REQUIRED CREDITS FOR GRADUATION**

<b><u>Subject</u></b>	<b><u>Credits</u></b>	<b><u>Subject</u></b>	<b><u>Credits</u></b>
Religion	4	Physical Education	1.5
English	4	Business/Technology	1.5
Social Studies	3	Community Service	1
Mathematics	3	Consumer Education	.5
Science	3	Health	.5
Fine Arts	2	Electives	9
		<b>Total</b>	<b>33</b>

### **HONOR ROLL**

**SGHS** celebrates students who have achieved an A or B average each stage. The A Honor Roll requires a grade point average (GPA) of 3.6 or better; the B Honor Roll requires a GPA of 3.00 - 3.59. Honors will not be awarded to students who have a grade of F or I.

### **HONORS AT GRADUATION**

**SGHS** awards students who graduate with highest honors (3.9+), high honors (3.80-3.89), and honors (3.6-3.79). Both the valedictorian and salutatorian must have been enrolled in **SGHS** for at least four stages to be given the privilege of receiving first and second honors. These honors are based on averages at the end of stage three of senior year. Students who transfer from closing high schools are exempt from this policy.

### **PROGRESS REPORTS**

Students and parents/guardians are encouraged to consult with teachers about grades, learning challenges and opportunities. Parents/guardians are required to pick up progress reports at school two (2) times each year. Every student receives a progress report from every teacher.

### **REPORT CARDS**

Report cards, issued each of the four stages, include an academic grade for each class, a record of absences and tardies and conduct information. They are mailed to parents/guardians.

### **OTHER ACADEMIC POLICIES**

- All students are required to earn eight (8) during their freshman, sophomore, and senior years and (9) credits their junior year.

Courses required for **SGHS** students may be waived or substituted for transfer students at the request of the counselor and with the approval of the administration.

## **SCHEDULING PROCEDURES**

### **FRESHMAN SCHEDULING**

After students are accepted to **SGHS**, they will be assigned required courses. Guidance counselors will use the information from placement scores and elementary school reports to recommend the appropriate level for assigned courses. Students will receive their schedules at freshman orientation.

### **SOPHOMORE, JUNIOR AND SENIOR SCHEDULING**

In February, parents/guardians will receive a registration form from the Business Office. When the completed form and registration fee are returned in mid-March, the student will meet with her/his counselor to select classes for the next year. A formal schedule will be distributed in August on Book and Fee Day. The registration forms may be returned by mail or brought to the Business Office.

### **CHANGES TO ACADEMIC SCHEDULES:**

The counseling department, in conjunction with teacher, student and parent/guardian input, carefully selects student courses. Therefore, requests for schedule changes may be denied unless they meet one of the following conditions:

- the schedule does not include courses previously approved by teachers, parents/guardians and counselor.
- the schedule does not account for courses completed in summer school.
- the schedule does not include a requirement for graduation that must be met during the present year.

If a class schedule issued during the summer contains an error, a schedule change will be reviewed upon a parent's/guardian's written request. Schedule changes made at the request of the student or parent after the signed schedule has been returned in April will incur a schedule change fee of \$20. All schedule changes must be completed by the first day of school.

Once school begins in August, a new class cannot be added to a student's schedule, nor can a class be dropped from her/his schedule except for serious reasons, which are to be verified and approved by the student's counselor, the teacher, and the principal. No schedule changes will be made after the first week of classes in Stage 1 and Stage 3. Students will receive their course schedules in August on Book and Fee Day once all necessary forms have been completed and fees have been paid.

### **TRANSFER STUDENTS**

All credits of students transferring into **SGHS** from another high school will be evaluated at the time of entrance. Summer school and night school courses are accepted at the discretion of **SGHS**. Courses that are accepted are credited in the same way as courses taken during the academic year. After courses have been evaluated, the counseling department approves them. Students transferring from a school in another country will not receive definite division placement until completing two stages

at **SGHS**. All required forms must be on file before a student is permitted to begin classes.

## ATTENDANCE

### ATTENDANCE

Students are expected to be on time for each class every day. If absent, they are expected to make up all work missed, in a timely manner as determined by the teacher, during the time of absence. After three (3) absences within a stage, students must attend a mandatory attendance hearing with a parent/guardian. For each absence following the hearing, a student may be assigned a Saturday Academic Detention. Six (6) absences within a stage are considered excessive and may result in the loss of credit (WF), denial of graduation, and attendance in summer school. Excessive absences may also result in dismissal from **SGHS**. The administration alone has the right to make exceptions to the attendance policy.

**Note:** Grades may be lowered for poor attendance.

### REPORTING ABSENCES

If a student is going to be absent from school, a parent/guardian must call the attendance office, (773/907-2100) each day the student is absent. A message may be left at any time on the 24-hour voice mail number (773/907-2100). If a call is not received by 10:00 AM, a \$15 fine will be placed on the student's account.

### EXCUSED ABSENCE

Valid excused absence includes: illness, observance of religious holiday, death in the immediate family and family emergency. A formally written note signed by the parent or guardian verifying the reason for the student's absence must be turned in to the main office upon the student's return to school.

### VACATIONS/TRIPS

**SGHS** strongly disapproves of a student missing school because of a family trip or vacation. The school calendar is made and published well in advance to allow for families to schedule vacations and trips so that they do not conflict with school time. Teachers are under no obligation to provide make-up work or tests if a student is absent for a vacation or trip.

### TARDY POLICY

Any student who arrives at school more than ten (10) minutes after classes have begun must report to the main office before going to class. Tardies to any period in the day will result in a disciplinary consequence. Students who demonstrate a pattern of tardiness will be given more severe consequences, such as Friday afternoon or Saturday morning detentions. Five or more tardies to any class within a stage is considered excessive. Excessive tardiness may result in loss of credit and possible dismissal from **SGHS**. Tardies will count as one-half (1/2) absence to class.

### **TRUANCY**

Truancy is absence from school without permission from a parent or guardian. Truancy is a serious violation of school regulations and frequently is accompanied by dishonesty to parents and school officials.

Students arriving to school after 8:45 AM. without explanation from a parent/guardian will be marked truant. Truancy will result in a Saturday detention and will count as an absence.

The state of Illinois defines a "chronic or habitual truant" as a student subject to compulsory attendance and who is absent without valid cause from such attendance for 10% or more of the regular attendance days. Excessive, repeated or prolonged absence from course work may result in lower academic achievement, failure or loss of credit.

### **ABSENCE, SUSPENSION AND EXTRA CURRICULAR ACTIVITIES**

A student may not participate in any extra curricular activity, practice or contest scheduled for that day unless she/he has attended at least one-half of the day (two blocks). If a student is suspended for any reason (discipline, attendance, tuition, etc.) she/he may not participate in field trips, athletic and other extra-curricular activities during the time of suspension.

### **ATTENDANCE AT RELIGIOUS SERVICES AND SCHOOL ASSEMBLIES**

All students are expected to attend all school assemblies and religious services. Unexcused absences at assemblies and services will be treated as truancy.

### **EARLY DISMISSALS**

Students are expected to make medical or other appointments outside of school hours. If there is a valid reason for the student to miss part of the school day, she/he must bring a note or have a parent/guardian call stating the time, date, and reason for the early dismissal or late arrival.

### **STUDENT ILLNESS**

If a student becomes ill during the school day, an authorized parent/guardian or emergency contact must come to pick up the student. **No sick student will be released to go home alone.** If no parent/guardian or emergency contact is available, the sick student will be sent to a local emergency room via an ambulance at the expense of the parent/guardian. It is the responsibility of the parent/guardian to ensure that the sick student is picked up from the main office within one-half hour of being called. **SGHS** does not have the facilities or staff to adequately address the needs of a sick student.

## **STUDENT EXPECTATIONS and DISCIPLINE POLICES**

The goal of our discipline system is to encourage positive behaviors in students. To accomplish this, we maintain the following features:

- **A system comprised of both rewards and punishments.** To help students develop strong values, we do more than just punish their mistakes. With a system of merits and demerits, we empower teachers with a tool that creatively administers reward and punishment. Students learn more than a set of rules; they develop a concept of positive self-presentation.
- **A system that allows in-depth attention to individual students.** We track the patterns of behavior (both positive and negative) for each student. This information is used to give more individual attention to discipline problems and tendencies.
- **A system that utilizes peer pressure for positive outcomes.** Points are tracked both by student and by homeroom house. Deserving homeroom houses are periodically rewarded. This feature fosters an environment in which students encourage positive behaviors in each other, and discourage negative behaviors.
- **A system that gives students a voice.** A student may act in his/her own defense if she/he does not feel that demerits given for an infraction are warranted. This is accomplished by written appeal, which should be submitted to the assistant principal for student life within 24 hours of the infraction.

## **STUDENT COMMITMENT TO GREATNESS**

Students are expected to observe the following rules while on campus or attending school-sponsored activities, and anytime the reputation of **SGHS** is affected:

### **I will have the courage to be hopeful.**

We will not tolerate conduct that demeans, insults, or discourages individuals or the school community as a whole.

### **I will respect myself, others, their property and the environment.**

We will not tolerate rude or disruptive behavior in our classrooms and hallways. We will not tolerate disrespect for personal or communal property.

### **I will be responsible for the consequences of my actions.**

We will not tolerate non-compliance with school disciplinary action.

### **I will embrace diversity and right injustices.**

We will not tolerate behavior that disrespects the dignity or rights of others.

### **I will be prepared to learn every day.**

We will not tolerate tardiness, truancy, poor attendance, lack of preparation for class, or failure to meet academic expectations.

### **I will be honest and peaceful in my words and deeds.**

We will not tolerate academic dishonesty or lying to faculty or staff in any form. We will not tolerate violent words or behavior of any kind.

### **NON-VIOLENCE POLICY**

**SGHS** does everything possible to maintain a safe school climate where students are free from the threat of violence, **SGHS** has adopted a policy of non-violence. Students are required to do everything possible to avoid or minimize a violent conflict. Failure to meet this requirement will place a student in violation of the policy and subject her/him to serious consequences.

### **THE MERIT SYSTEM**

Each faculty and staff member maintains a daily log noting incidents of student service, kindness, generosity and growth along with an appropriate number of **merit points**. Similarly, violations of the **SGHS** discipline code are also noted and **demerit points** are assigned. Excessive demerits will result in appropriate consequences. Merit points will be awarded in a variety of ways. Positive point totals will be a primary factor in the quarterly selection of #1 Club winners.

### **PROHIBITED ITEMS**

Items that present a danger or nuisance to the student and the **SGHS** community are not allowed. School personnel will confiscate these items and appropriate disciplinary action will be taken. These include, but are not limited to:

- illegal drugs
- weapons of any kind
- prescription and non-prescription drugs (must be held by the office)
- alcoholic beverages
- tobacco products
- cell phones (must be kept in lockers, turned off)
- magic markers
- correctional fluid (white-out)
- food or beverage outside of cafeteria
- personal stereos (includes headphones)
- headwear of any kind (may not be worn in building)
- chewing gum
- excessive or inappropriate jewelry
- profane or inappropriate writings, magazines, clothing, etc.

### **INFRACTIONS AND CONSEQUENCES**

The chart below details basic infractions and consequences for violation of the discipline code. It is important to note that the administration may decide to amend this chart to respond to specific problems within a particular school year.

**LEVEL 1: THESE VIOLATIONS WILL RESULT IN A 10-MINUTE AFTER SCHOOL DETENTION**

- 1-A Food/Drink Outside Cafeteria
- 1-B Dress Code Violation
- 1-C Tardy

**LEVEL 2: THESE VIOLATIONS CARRY 5 DEMERITS.**

- 2-A Hall Pass Violation
- 2-B Hallway/Cafeteria Misconduct
- 2-C Riding Elevator Without Permission
- 2-D Possession of Prohibited Items

**LEVEL 3: THESE VIOLATIONS CARRY 10 DEMERITS.**

- 3-A Profane Language
- 3-B Off Campus Without Permission
- 3-C Failure to Report to Dean's Office
- 3-D Using Improper Route to the Gym
- 3-E Rough Housing / Play Fighting
- 3-F Littering or Throwing Objects in School
- 3-G Disrespect: Other (Please Explain)
- 3-H Disrespect: Refusal to Follow Directions
- 3-I Disrespect: Name-calling, Negative Comments Toward Others
- 3-J Disrespect: Hostile, Rude, or Belligerent Behavior Toward Faculty/Staff
- 3-K Inappropriate Display of Affection
- 3-L Dangerous Hallway/Cafeteria Conduct (i.e. running in the hallway)

**LEVEL 4: THESE VIOLATIONS CARRY 20 – 40 DEMERITS and POSSIBLE SUSPENSION, DEPENDING ON THE INCIDENT.**

- 4-A Academic Dishonesty
- 4-B Truancy
- 4-C Sent to Office for Persistent Disruptive or Non-Social Behavior
- 4-D Escorted from Class by Administrator
- 4-E Trespassing on Neighboring Premises
- 4-F Defacing or Destroying School Property
- 4-G Violation of Computer Policy
- 4-H Harassment or Discrimination
- 4-I Bullying
- 4-J Smoking While on Campus or in Uniform
- 4-K Skipping Detention

- 4-L Cutting Advisory or Homeroom
- 4-M Use of Profanity Toward Faculty or Staff
- 4-N Refusal to Surrender Prohibited Item
- 4-O Lying to a Faculty/Staff Member

**LEVEL 5: THESE ARE VERY SERIOUS VIOLATIONS. THEY WILL BE HANDLED ON A CASE-BY-CASE BASIS.**

- 5-A Gang Activity
- 5-B Weapons Possession
- 5-C Use, Possession, or Distribution of Controlled Substance
- 5-D Fighting
- 5-E Theft
- 5-F Other dangerous or criminal actions not specified

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**DEMERITS AND DETENTION:** The demerit cycle begins each Friday and ends each Thursday. Detentions are given based on the number of demerits earned within each cycle as follows:

- |                  |   |
|------------------|---|
| 0-19 Demerits    | No Consequence                          |
| 20 – 39 Demerits | 1-Hour Friday Detention                 |
| 40+ Demerits     | Saturday Detention, Possible Suspension |

**Saturday detentions also incur a \$25 supervisory fee.**

**DRUG/ALCOHOL POLICY**

**SGHS** understands the importance of a strict and fair alcohol and drug policy. Any student who writes or openly brags about drug or alcohol use, is in possession of, or appears to be under the influence of illegal substances, or in possession of drug paraphernalia whether it be during or after school, will be required to fulfill the following measures in order to be reinstated at school:

**For the first offense:**

- The student will be suspended and the parent/guardian will be notified of a conference that will take place on the next school day with the assistant principal for student life.
- The parent/guardian will have three days to seek an evaluation at a school-approved agency or health professional. **SGHS** will follow the agency's recommendation. The parent/guardian will sign a release that gives the right of information to the administration and counseling staff at **SGHS**.
- The agency will recommend one of three options:
  1. the student's use of drugs/alcohol is insignificant and she/he can return to school;
  2. the student may return to school only if she/he enrolls in a drug/alcohol education program sanctioned by the school;

3. the student has a serious problem with drugs/alcohol and in-patient care is required.

- After-care sessions may be a requirement for readmittance.
- *A second offense may be grounds for dismissal.*

**NOTE:** It is understood that the sale, possession, or use of alcohol or drugs while at school may be grounds for immediate dismissal, in which case the above provisions are not applicable.

### **DRESS CODE**

**SGHS** seeks to provide a safe and stable learning environment for students. To this end the following uniform code, which may be amended at the discretion of the administration, has been adopted.

**Shoes,** dress, dress casual or modest sneaker, must be black or dark brown and cover the entire foot. Shoelaces must be black or brown.

*Not allowed:*

- work boots, slippers, sandals, beach shoes, or flip-flops, high heels
- tattered or overly worn shoes

**Socks** must be solid black, brown, or white, clean, and in good condition.

**Pants,** dress or dress casual, must be solid khaki (tan) with belt loops. They should be clean, pressed and worn to the waist. They must not sag at the ankles or be overly baggy. A maximum of four pockets is allowed; pockets must be at the waist.

*Not allowed:*

- carpenter pants, cargo pants, or other styles with pockets farther down the pants leg
- denim, corduroy, velvet, or sweatpants
- rubber bands or other fasteners around the ankles.

**Belts** must be worn at all times. They must be visible below the uniform shirt but not hang below the waist. They must be solid brown or black with a modest sized buckle.

**Uniform shirts,** the **SGHS** long or short-sleeved blue oxford shirt, must be worn at all times. All buttons, except for the topmost button, must be fastened. Shirts must be clean, pressed, and in good condition. **SGHS** uniform shirts must be tucked in.

*Not allowed:* ties, buttons, or other external shirt decorations not issued by **SGHS**

**Undershirts,** if worn, must be solid white. No part of an undershirt may stick out from under the uniform shirt; it may only be visible at the neckline.

*Not allowed:* turtleneck shirts or sweaters under uniform shirts

**Fleece and Sweatshirt:** Students may wear a **SGHS** fleece or sweatshirt purchased from the business office over the regular uniform shirt. The collar of the regular uniform shirt must be visible under the sweatshirt or fleece.

**A student wearing a SGHS uniform should never wear hats, hoods, headbands or other headwear in any building.**

**Coats, jackets and non-St. Gregory sweatshirts** should be removed upon entry and placed in the student's locker.

**Protégé Dress Code.** Most protégés are able to wear their uniform to work. If they are out-of-uniform their attire must be **more formal** than their uniform. Shirts and ties for young men. Dress slacks and modest tops (NO LOW CUT OR BARE MIDRIFTS) for young women. Two (2) infractions of this rule will revoke out-of-uniform privileges.

### **JEWELRY**

**Jewelry** for both male and female students must be limited to the following guidelines: one ring on each hand, one bracelet on each wrist, and one necklace. Necklaces should be tucked in and may not be visible past the neckline. Female students may wear one pair of small, modest, earrings. Refusal to remove a piercing will result in an immediate one-day suspension.

*Not allowed:*

- other visible piercings of any kind
- rubber bands around the wrists

**Make-up and perfume** should be used in modest quantities. Fingernails may be painted only one color and well groomed. Applying make-up or perfume in classrooms and hallways is prohibited.

**Tattoos**, permanent or temporary, should never be visible. This includes markings from a student drawing on herself /himself or others.

**Grooming** and cleanliness are expected of all students. Hair should be combed, of a manageable length, and not cover the face. Facial hair should be closely trimmed and groomed. Personal grooming in classrooms is prohibited.

**Changing clothes** is never allowed in the hallways or classrooms at **SGHS**. Shoes may be changed at lockers.

### **Dress-Up Day Regulations**

Women: dress skirt or dress pants, dress sweater or blouse (no bare midsections, short skirts, or plunging necklines)

Men: dress pants (no jeans), shirt and tie

Students not following the dress-up day code may be sent home or asked to change to the uniform.

**Enforcement of the Dress Code** is the responsibility of the assistant principal for student life in cooperation with all **SGHS** faculty and staff. Consequences for non-compliance with the dress code are determined by the severity and frequency of the violation. Students may be excluded from classes if they do not comply with the dress code.

### **STEALING**

Any student found stealing from another **SGHS** student or faculty/staff member is subject to dismissal from **SGHS**.

### **VANDALISM**

Should a student damage any property, she/he will be asked to pay for the damage and will meet with the assistant principal for student life for possible additional consequences.

### **AFTER-SCHOOL DETENTION**

**SGHS** faculty and staff reserve the right to hold students after school for up to 45 minutes without advance notice. Efforts will be made to contact parents ahead of time if possible. Classroom teachers will inform the main office if a class or student is being held in excess of ten minutes.

### **SATURDAY DETENTION**

Detention is held every Saturday from 8:00 AM-11:00 AM. The administration reserves the right to move Saturday detention to Friday afternoon. Students will receive a notice of the Saturday detention by Friday afternoon. All parents/guardians will be called on Friday afternoon informing them that their student is required to serve a Saturday detention. Please note the following points:

- The \$25 detention fee will be billed to the student's tuition statement.
- **Students must come on time and be dressed in complete uniform**
- If a student does not attend detention, the tuition account may still be billed the \$25 and the student will be required to serve another detention.
- If a student does not attend detention, she/he will be suspended on the first day of school after the weekend. Parents/guardians must call the attendance clerk Monday morning (773/907-2100) and inform her/him of the student's suspension. The suspension will be placed on the student's permanent record. Students called in absent for other reasons will still be marked as suspended.
- If a student is asked to leave detention due to behavior, the detention will not be counted and the student will be suspended from school.
- If a student is unable to attend detention she/he must have a documented reason for not attending (for example, a medical note). A phone call must be made to the Assistant Principal for Student Life 773/907-2106 no later than 8:00 AM on Saturday explaining that the student will be unable to attend.

### **SUSPENSION**

If a student is suspended from school for disciplinary reasons, the suspension will be noted on the student's permanent record.

### **DISCIPLINARY HEARING/DUE PROCESS**

The discipline board is composed of the Assistant Principal for Student Life and two other **SGHS** faculty/staff members. The student may bring one **SGHS** faculty/staff member to advocate on her/his behalf. The discipline board will question the student, gather information, and recommend a course of action to the Principal, which may include dismissal from **SGHS**. The Principal makes the final decision and informs the student of the outcome. All information shared at the hearing shall be held in confidence.

A disciplinary hearing may held for one of the following reasons:

1. Students who engage in a pattern of behaviors that seriously compromise the stability and safety of the school environment may be required to go before the discipline board.
2. If a student believes she/he has been treated unjustly, she/he may request a hearing. To request a hearing, the student files a formal written complaint to the Principal or to the Assistant Principal within ten (10) school days of the occurrence. The complaint describes the student's perception of the incident and specifies the ways in which the student has attempted to resolve it. If a hearing is granted the student will be required to go before the discipline board.

### **GENERAL INFORMATION and POLICIES**

#### **SCHOOL and OFFICE HOURS**

The building is open from 7:30 AM to 4:00 PM. No students are allowed in the building before 7:30 AM or after 4:00 PM. The building will be closed for all unsupervised students at 3:30 PM each day. Students are prohibited from all areas of the building unless **directly supervised** by a staff member. Students may not wait in the building. Students not being directly supervised will be asked to leave the building.

The main office and the business office are open Monday - Friday from 7:30 AM to 3:45 PM.

#### **CHILD CUSTODY**

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

Unless informed otherwise and in writing and with adequate evidence that a parent is

not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

A school should give a non-custodial parent the opportunity for a parent-teacher conference upon request, at a time other than that of the custodial parent.

If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes application to volunteer services in the school, the principal need not accept the application.

If the principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the principal should notify the custodial parent and have them settle the issue. In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the records, the law is followed.

### **CHILD ABUSE**

By law the State of Illinois requires all school personnel to inform the Department of Children and Family Services of any allegation/ suspicion of child abuse/neglect.

### **COUNSELING**

All students have access to a variety of academic and social services through the counseling department. A student may be required to participate in counseling services if the school feels it is necessary for the student's continued progress.

### **DANCES**

Students who attend school sponsored dances are reminded that:

1. Students who attend other high schools may attend if they are the guests of a **SGHS** student and arrive with him/her at the beginning of the dance and have a permission slip on file with the Assistant Principal for Student Life. The number of outside school guests may be limited. Elementary students are not allowed at **SGHS** dances.
2. Students will not be admitted after one hour from the time the dance begins; they may begin to leave one half hour before the dance ends. Once a student leaves the dance he/she may not return.
3. The smoking policy as well as the drug and alcohol policy is in effect.
4. Appropriate attire is expected. Students wearing inappropriate attire may not be admitted to the dance.
5. The school will provide a coat check for the event. All hats, backpacks must be checked. The school assumes no responsibility for lost or misplaced items. Money and valuable items should be removed from coat pockets.
6. Dancing is to be safe and appropriate. Shoulder riding, mosh pits and suggestive dancing are not acceptable.

### **EMERGENCY CLOSING**

In the case of severe weather or other emergency, **SGHS** may close. The following stations will announce school closings: WLS, WGN, WBBM/AM and FM, WFYR, WGN-TV and WFLD-TV. Internet: [www.emergencyclosings.com](http://www.emergencyclosings.com)

If Chicago public schools are closed for weather conditions, **SGHS** will also be closed. If all Catholic elementary schools are closed for weather conditions, **SGHS** will also be closed.

### **FIELD TRIPS**

Field trips provide valuable learning experiences. Students with good attendance records are encouraged to participate, but may do so only with parental approval. The student, however, must assume responsibility for any class work, homework, and/or tests missed or assigned during her/his absence. Under some circumstances, in the best interest of a student, a teacher may advise the student not to participate in a particular field trip.

### **FIRE/DISASTER DRILLS**

Fire and disaster drills are conducted periodically during the school year. These drills keep students familiar with emergency procedures. Instructions for exiting the building in cases of emergency are posted in each classroom. Silence is mandatory during all drills.

### **HARASSMENT**

**SGHS** seeks to create and foster a positive learning environment where students can feel respected by their peers. Harassment against any members of the SGHS community in any situation will not be tolerated. Further, harassment based on race, color, religion, gender, national origin, age and disability violates state and federal law.

Harassment is behavior that results in an educational environment, which is intimidating, hostile or offensive. Such behavior may be physical, verbal, written, visual, non verbal, and/or sexual. Examples of harassing behavior include, but are not limited to, bullying behavior, such as name calling, unwanted physical contact and intimidating threats.

Students who believe they have been harassed/sexually harassed should proceed as follows:

1. Seek the immediate advice of the administration and/or counseling department.
2. If a student believes that he/she is being harassed/sexually harassed or if any faculty or staff member believes that harassment/ sexual harassment of a student is occurring, the matter should be reported to either the principal, assistant principal or counselor immediately.
3. If appropriate, the complainant will be requested to submit a written statement to the assistant principal describing the incident or incidents. Special attention will be given to confidentiality. Dissemination of information is limited to those persons with a need to know in order to protect the identity and rights of the parties involved.

4. The complaint shall be investigated in an appropriate, effective, and confidential manner. The parent/guardian of each student will be notified if a student is the claimant or respondent of a complaint of harassment/sexual harassment.
5. Any student who engages in harassment, sexual or otherwise will be subject to disciplinary sanctions, which may include verbal reprimand, detention, suspension and expulsion. Grossly inaccurate or groundless complaints made may subject the complainant to disciplinary sanctions.

#### **HEALTH RECORDS**

No student will be allowed to begin classes until her/his health records have been submitted to the school. The proper forms must be used, including documentation as required by the Illinois State Department of Health. If no health records are available, the student must get a physical examination by a D.O. or M. D. and must begin the series of required inoculations.

#### **INSURANCE**

As part of the yearly tuition fee, each student is insured against accidents that might occur during school and/or at school-related activities. It is the student's responsibility to contact the attendance clerk or athletic director and fill out an accident report as soon as possible. Failure to do so may void school provided coverage. If a student's parent has insurance, it applies first; the school insurance is secondary.

#### **LUNCH**

**SGHS** has a closed campus. Students must use the cafeteria services supplied or bring their lunch. No food, candy or beverage may be taken out of the cafeteria.

#### **LOCKS AND LOCKERS**

Each student is required to use the **SGHS** lock and locker assigned. Sharing of lockers is not permitted. If a locker is found without a lock, a lock will be placed on the student locker until the student purchases a school lock in the business office.

#### **CELLULAR PHONES, RADIOS, PAGERS AND TAPE RECORDERS**

**SGHS** strongly recommends that cell phones be left at home. If they are brought to school, they must be turned off and kept in the student's locker. Cell phones may not be used inside the school building between 7:30 A.M. and 6:30 P.M. Students found in violation of this policy will have their cell phones confiscated and returned after seven (7) days.

The use of radios, pagers and portable audio or video equipment is prohibited in the building. These items must be kept in a student's locker or backpack. Students found in violation of this policy will have the items in question confiscated and returned after seven (7) days.

### **NUMBER ONE CLUB**

As the end of each stage, two students from each division will be honored with membership in the #1 Club. #1 Club membership is given to students who exemplify the highest standards of the St. Gregory the Great Commitment to Greatness. New members will be awarded with a #1 Club polo shirt, which can be worn on any Friday during the school year as an alternative to the normal school shirt.

### **PREGNANCY POLICY**

No student will be dismissed from **SGHS** due to pregnancy. As a Catholic Christian community, we affirm, encourage, and emphasize the need to make good moral choices, which includes abstinence from engaging in pre-marital sex, as well as not considering abortion as a possible course of action. When **SGHS** becomes aware of a **SGHS** student who is pregnant, a conference to determine the most appropriate course of action will be held with the student, her parents, the principal and additional school personnel, as designated by the Principal. The educational, medical, psychological, and spiritual well-being of the young woman will always be the major consideration. The most appropriate course of action may include the student's continuance of studies at **SGHS** or a leave of absence. Similarly, the student's return to school after delivery will be preceded by a conference.

### **MARRIAGE POLICY**

Married students are not permitted to enroll or continue enrollment at **SGHS**.

### **SEARCHES OF SCHOOL PROPERTY**

All property of the school, including students' desks and lockers and their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. Whenever possible, a minimum of two (2) faculty/staff members will be present when a search is conducted.

### **SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY**

The search of a student's person or personal property is permissible when there is suspicion that the student may be carrying contraband. Contraband shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy. Whenever possible, a minimum of two (2) faculty/staff members will be present when a search is conducted. Personal searches will be conducted by a faculty/staff member of the same gender whenever possible. Failure to comply with a personal search may result in dismissal from **SGHS**.

### **SELF-MEDICATION DURING SCHOOL HOURS**

Students will be permitted to bring prescribed medications to school to be stored in a locked cabinet in the main office. They will be permitted to self-administer the medication provided that the necessary parent authorization, physician request for Self-Medication and Self-Medication Policy Statement forms are filed in the main office,

complete with all required signatures. Students with asthma should carry their inhalers with them at all times. A student who wishes to keep a spare inhaler in the main office may do so. No **SGHS** employee is permitted to administer any medication, prescribed or those sold over the counter, to students. **SGHS** and its employees are not responsible for health complications which arise from any student who self-administers medication.

**Student Self-Medication Procedure:**

1. The student or parent should submit to the main office the three required forms with the appropriate signatures: Self Medication Policy Statement, Physician Request for Self-Administration of Medication and Parent Agreement for Child to Carry Medications and Self Medicate. These forms are available in the main office.
2. Upon receipt of these forms, the medicine the physician indicated is necessary to be taken during school hours will be accepted by the main office and placed in a locked cabinet. However, students who use an inhaler may carry the inhaler with them at all times.
3. The student should report to the main office to self-administer the medication. The student should never self-administer medication in any location other than the main office under the supervision of the main office staff, with the exception of inhaler use.
4. At the end of the school year, the main office shall return any medication in the cabinet appropriate to the student. The three forms must be updated annually at the beginning of each school year.

**SCHOLARSHIPS**

In accordance with the Illinois High School Association policy, **SGHS** offers no athletic scholarships. All financial assistance is based solely on financial need.

**TRANSPORTATION**

Students have a number of transportation options to and from school. The Damen (50) and Clark (22) busses service the **SGHS** neighborhood. **SGHS** is also a short walk from the Bryn Mawr stop on the Red Line "E".

Parents/guardians may drop-off and pick-up students before and after school. Drivers are strongly encouraged to avoid stops in/near the intersection of Bryn Mawr and Paulina.

Students who drive to school may not park in the **SGHS**/parish parking lot. Students observed driving recklessly or violating parking requirements may face legal and/or disciplinary consequences.

**VISITORS**

Visitors, especially parents/guardians are always welcome at **SGHS**. All visitors must report to the office to obtain a visitor's pass. The visitor's pass must remain visible at

all times while in the building.

### **TECHNOLOGY USE**

Regulations for Student Acceptable Use of School Technology Resources

**SGHS** provides technology resources to students and staff for education and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered of educational value in context of the school setting. **SGHS** firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Prohibited Uses of the Technology Resources include, but are not limited to: violating students' rights to privacy/confidentiality.

- attempting any unauthorized access to any computer system.
- downloading unacceptable materials.
- re-posting personal communication without the author's prior consent.
- violating copyright law.
- using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
- changing or attempting to alter any configuration, program, password on any computer or system.
- using a school computer without knowledge/approval of school personnel responsible for the computer.
- using inappropriate language, pictures, gestures in any form on the Internet.
- using the Internet for entertainment.
- using the Internet for unauthorized purchases.
- visiting any chat room.
- using e-mail unless specifically directed to do so by a teacher for academic purposes.

## **TUITION POLICY**

All tuition payments are due between the first and tenth of each month. If payment is not received by the tenth of the month in which it is due, the student may be suspended until payment and the late fee are received. *Students will be suspended even if parents cannot be called* (See calendar for specific suspension days.). It is the responsibility of the parent/guardian to call the school if there are unusual circumstances in regard to making a payment. If a student is suspended for non-payment of tuition, the suspension applies to all school-related activities: field trips, athletic and other extra-curricular activities and will count towards absences. Students who enter **SGHS** once the school year has begun must pay the initial enrollment fee, book rental fee, and one month's tuition in cash or money order before beginning classes.

**If tuition and fees are not up-to-date a student will not be able to:**

1. purchase a class ring
2. attend ring dance and/or prom
3. receive report cards/transcripts
4. go on school trips
5. graduate or participate in the graduation ceremony

Should a student withdraw or be asked to leave prior to September 1, all but \$100 of the tuition/books paid to that date will be refunded. If a student withdraws during the year, the following applies:

- She/he will be charged for the **entire month** in which she/he officially withdraws. Refunds of prepaid tuition will be prorated on the basis of the nine-month school year. After May 1, there are no tuition refunds.
- The book rental fee (\$375) is never refunded.
- All books and athletic uniforms must be returned. Students will be charged for any lost, damaged or unreturned books or uniforms.

## **TUITION GUARANTEE POLICY**

If the person designated as responsible for tuition dies while the student is enrolled in **SGHS**, no tuition will be charged for the remainder of her/his years at school. (This becomes effective after the first month's tuition and \$150 Initial Enrollment Fee are paid prior to the student's first year at **SGHS**.) This does not include books or fees.

## **TUITION FOR STUDENTS WHO WITHDRAW OR ARE ASKED TO LEAVE**

All tuition balances of students who withdraw or are asked to leave must be paid-in-full by time of transfer. If the balance is not paid-in-full within two weeks (14 days) of the transfer, the account will be turned over to a collection agency.

**TUITION/FEES**

<u>Initial Enrollment Fee</u>	<u>\$ 150</u>	for all incoming freshmen and transfer students. This nonrefundable fee covers the cost of master record cards, data entry, and placement interviews.
<u>Tuition/Fee</u>	<u>\$ 6,800</u>	includes ID, student insurance, scheduling, testing, yearbook, archdiocesan fee, report cards, assemblies, records, transcripts, retreats
<u>Book Rental</u>	<u>\$ 375</u>	includes books and class materials
<u>Learning Resource Program (LRP)</u>	<u>\$ 150</u>	per stage (\$600 for entire year)
<u>Senior Fee</u>	<u>\$ 150</u>	includes, announcements, diploma, parent certificate, cap/gown, flowers, decorations. <b>All seniors</b> are required to pay this fee whether or not they participate in the ceremonies.
<u>Late Tuition Fee</u>	<u>\$ 25</u>	per month for tuition not current by the 10 <sup>TH</sup> of each month
<u>Late Registration</u>	<u>\$ 100</u>	for returning students not registered by March 16, 2007
<u>Schedule Change</u>	<u>\$ 20</u>	for changes requested after the signed schedule has been returned
<u>Saturday Detention</u>	<u>\$ 25</u>	(See page 16.)



All SGHS athletic teams are subject to IHSA By-laws and Policies. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

### **REGULAR SCHEDULE**

7:30	Doors Open
7:55	Warning Bell
8:00	First Bell to Begin Block 1
8:10	Tardy Bell
9:30	End Block 1
9:35	Begin Block 2
11:03	End Block 2; Begin Lunch B
11:08	Begin Homeroom A
11:28	End Homeroom A; Begin Lunch A
11:38	End Lunch B
11:43	Begin Homeroom B
12:03	End Lunch A; End Homeroom B
12:08	Begin Block 3
1:36	End Block 3
1:41	Begin Block 4
3:09	End Block 4
3:09-3:12	Announcements and Dismissal

### **EVENT SCHEDULE**

7:30	Doors Open
7:55	Warning Bell
8:00	First Bell to Begin Block 1
8:10	Tardy Bell
9:10	End Block 1
9:15	Begin Block 2
10:23	End Block 2
10:28	Begin Block 3
11:36	End Block 3; Begin Lunch B
11:41	Begin Homeroom A
12:01	End Homeroom A; Begin Lunch A
12:11	End Lunch B
12:16	Begin Homeroom B
12:36	End Lunch A; End Homeroom B
12:41	Begin Block 4
1:49	End Block 4; Students Report to Homeroom
1:54	Attendance Taken in Homeroom; Dismissal to Event
2:00	Event
Dismissal	Dismissal time will vary with length of event.

### **HOUSE LUNCH SCHEDULE**

Schedule is regular with the following exceptions:

11:08 All Students in Homeroom  
 11:18 Homerooms Dismissed to Cafeteria  
 12:02 End Lunch

<b>STAGE ONE</b>			
<b>BLOCK</b>	<b>TIME</b>	<b>SUBJECT</b>	<b>ROOM</b>
<b>Block 1</b>			
<b>Block 2</b>			
<b>Activity/HR/Lunch</b>			
<b>HR/Activity/Lunch</b>			
<b>Block 3</b>			
<b>Block 4</b>			

<b>STAGE TWO</b>			
<b>BLOCK</b>	<b>TIME</b>	<b>SUBJECT</b>	<b>ROOM</b>
<b>Block 1</b>			
<b>Block 2</b>			
<b>Activity/HR/Lunch</b>			
<b>HR/Activity/Lunch</b>			
<b>Block 3</b>			
<b>Block 4</b>			

<b>STAGE THREE</b>			
<b>BLOCK</b>	<b>TIME</b>	<b>SUBJECT</b>	<b>ROOM</b>
<b>Block 1</b>			
<b>Block 2</b>			
<b>Activity/HR/Lunch</b>			
<b>HR/Activity/Lunch</b>			
<b>Block 3</b>			
<b>Block 4</b>			

<b>STAGE FOUR</b>			
<b>BLOCK</b>	<b>TIME</b>	<b>SUBJECT</b>	<b>ROOM</b>
<b>Block 1</b>			
<b>Block 2</b>			
<b>Activity/HR/Lunch</b>			
<b>HR/Activity/Lunch</b>			
<b>Block 3</b>			
<b>Block 4</b>			