



# High School Student Handbook

## 2017-2018

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# Excel | Challenge | Create | Honor | Serve

Statements in this handbook are subject to amendment with or without notice. The Head of the Parish School will attempt to keep school families informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

Students along with their parents/guardians are expected to read this handbook thoroughly and discuss appropriate contents regarding their enrollment at St. Benedict Preparatory. Parents /guardians and students will be required to sign a handbook agreement form that indicates all parties will support and uphold the policies, procedures, and rules of the school. Families who do not support the school policies, procedures, and expectations may be asked to withdraw their student.

## St. Benedict Preparatory School Mission Statement

St. Benedict Preparatory School on the north side of Chicago is a Catholic Preschool-Grade 12 community that utilizes our unique educational resources to provide an innovative and rigorous academic program.

To achieve this mission, we...

- **Excel in educating the whole individual in the Catholic tradition**
- **Challenge students to develop their God-given talents**
- **Create a Christian community by sharing our gifts**
- **Honor the gifts and diversity of the community, and**
- **Serve the Lord and each other in an ever-changing world**

## The St. Benedict Preparatory School Graduate

The St. Benedict Preparatory School Graduate enters post-secondary life well-rounded and prepared for learning, achievement and service in a 21<sup>st</sup> century global society. Honoring the tradition of St. Benedict, our graduates possess the knowledge, reason, diligence, and perseverance to grow in faith, wisdom and spirit.

## The School Mascot and the School Colors

The school mascot is the Bengal tiger. The Bengal tiger has been chosen because it evokes the ideas of power, enthusiasm, strength, courage, vitality and leadership. The school colors are maroon and gold.

## The School Song:

## Onward Maroon and Gold *Revised: Michael Teolis '71*

The spark is live, the spirit here,  
The time has come for us to cheer;  
Let Bengal fever rise,  
For bold maroon and burnished gold,  
With unity and pride.  
With hearts united let us sing;  
Begin the praises echoing with fervency and li  
Forward, now, and wave the colors  
As we sound out the vict'ry cry!

**Chorus:** We'll give a rah, rah, rah for Benedict's;  
A cheer for loyalty  
We're going to fight, fight, and fight for St. Ben High;  
Defend her unity.  
We'll give a cheer, cheer, cheer for colors bold,  
A symbol of all we hold.  
We'll rah for, fight for,  
Cheer for old St. Benedict,  
So onward maroon and gold.

## St. Benedict Preparatory School Vision Statement

In order to be an exemplary Catholic school, Saint Benedict Preparatory School will be a place where :

### EXCEL

- Students are engaged in challenging curriculum and achieve academic success.
- Students grow through stewardship education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration, and community service projects.
- Students will be able to communicate effectively in a global and technological society.
- School families actively participate in the education of their children in partnership with the teachers and administrators.
- Faculty and staff will promote critical thinking, teamwork and ownership through compelling and challenging work that builds on the fundamentals.
- The administration ensures that standards of excellence are implemented.
- The parish and school community will sustain and support an exceptional faculty and administration.

### CHALLENGE

- Students use 21<sup>st</sup> century skills to understand, discern and address global issues.
- Students practice patience, perseverance and resilience to grow in both areas of strength and weakness.
- Students and staff use technology to learn, problem solve, communicate and create.
- Families challenge their children to discover and develop their God-given talents.
- Faculty and staff encourage students to be innovative, creative, adaptable and excellent in all they do.
- The administration and faculty commit to continual analysis and evaluation of the programming to make curricular decisions based on up-to-date educational best practices.
- The parish and school community ensure instruction in music, foreign language, technology and physical education as to provide a well-rounded educational experience.

### CREATE

- Students use their gifts and talents for the betterment of the school and broader community.
- Families live out the Gospel values.
- Faculty and staff witness to the Faith by their words and deeds, and through prayer and example promote the ongoing formation and spiritual growth of their students.
- Faculty and staff support one another in the professional and catechetical growth of the staff.
- The administration and faculty will maintain a safe, personal, student-centered school community where we are able to know each individual student and family by name.
- The administration and faculty collaborate with our parents, surrounding Catholic schools and entire parish community to enhance the experience for all students.
- The parish and school community support the students in their spiritual, moral and ethical growth.

### HONOR

- Students learn the importance of and practice being a good neighbor in a global society.
- Students are seekers of justice.
- Families of all faith backgrounds welcome others to share the blessing of a Catholic school.
- Faculty and staff are models of respect for the dignity of others.
- The parish and school community make judgments and decisions based on Catholic values with empathy for others.

### SERVE

- Students are stewards of God's gifts and creation.
- Students create peace in our school and broader community.
- Families model involvement in their faith and community.
- Faculty and staff prepare students for a life of service in society by integrating opportunities for service learning with parish ministries and local community organizations.
- The parish and school community will be active participants in their faith life

# **SECTION 1: ACADEMIC POLICIES**

Policies are applicable to all St. Benedict Preparatory School (SBPS) students in grades 6-12.

## **ACADEMIC EXPECTATIONS**

Teachers will distribute a syllabus at the beginning of each course, which details the means of evaluation used in their class. Satisfactory achievement cannot be maintained without sufficient effort on the part of the student. Generally students will have at least 1 to 2 hours of homework per day. Trimester exams will be given at the end of each trimester for 11-12.

## **GRADE EQUIVALENTS**

A+ 99 – 100%	B+ 91 – 92	C+ 83 – 84	D+ 75 – 76	
A 95 – 98	B 87 - 90	C 79 – 82	D 71 – 74	
A - 93 – 94	B- 85 - 86	C - 77 – 78	D- 69 – 70	F < 69 %

## **GRADE POINT AVERAGE(GPA) AND CLASS RANK**

The Grade Point Average (GPA) is determined by the grade points earned in the courses taken. The GPA is a cumulative average of grade points of present courses and all courses of previous years. Grades for summer school courses and transfer courses are also used in the determination of GPA. The GPA determines the student's rank in his/her class. Students transferring into St. Benedict Prep will not be ranked until after the completion of one trimester at St. Benedict Preparatory School.

Grade points are distributed as follows:

<b>Letter Grade</b>	<b>College Prep</b>	<b>Honors / AP</b>
<b>A+</b>	<b>4.33</b>	<b>5.33</b>
<b>A</b>	<b>4.00</b>	<b>5.00</b>
<b>A-</b>	<b>3.67</b>	<b>4.67</b>
<b>B+</b>	<b>3.33</b>	<b>4.33</b>
<b>B</b>	<b>3.00</b>	<b>4.00</b>
<b>B-</b>	<b>2.67</b>	<b>3.67</b>
<b>C+</b>	<b>2.33</b>	<b>3.33</b>
<b>C</b>	<b>2.00</b>	<b>3.00</b>
<b>C-</b>	<b>1.67</b>	<b>2.67</b>
<b>D+</b>	<b>1.33</b>	<b>2.33</b>
<b>D</b>	<b>1.00</b>	<b>2.00</b>
<b>D-</b>	<b>0.67</b>	<b>1.67</b>

## **REPORT CARDS/ACADEMIC PROGRESS**

Report cards are issued to parents three times a year. The academic grade for each course is indicated. Trimester grades given in November, February, and June are a composite of the whole trimester and the trimester examinations. Trimester average grades are the **only** grades that count for course credit or failure.

## **HONOR ROLL 6-12**

Honor roll listings are determined for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> trimesters. The Honor Roll ranking is based on current course earnings.

### **1<sup>st</sup> HONOR ROLL**

-Straight A's

### **2<sup>nd</sup> HONOR ROLL**

- B average (3.0) only A's and B's

## **COURSE FAILURES AND SUMMER WORK**

Any course failures in trimester grades must be made up in **summer school**. If a student fails a first trimester of a Foreign Language the student may remain in the class based on teacher recommendation.

**On-line Courses:** Students may take one credit (no GPA credit) on-line if:

- The course taken for credit is not offered at the school.
- The course is recommended by the guidance department.
- The course is approved by the Administration.

The Head of High School Transition must approve all summer school, on-line coursework, night school, and extension registrations for failed courses.

**Senior Failures:** Any senior failing any course(s) in the first or second trimester must register for night school for the first course failed and arrange for an on-line course for an additional failure.

Seniors cannot graduate:

- if the failures of their 1<sup>st</sup> or 2<sup>nd</sup> trimester are not made up by the week before the date of graduation.
- if 3<sup>rd</sup> trimester courses are failed.

They will not be allowed to participate in the graduation ceremony if they are missing more than .5 credit.

## **TEXTBOOKS/ COMPUTER DEVICE AND CLASS MATERIALS**

All textbooks are purchased prior to the first day of class. Students with online books are also required to be purchased on the first day of class. Students may be denied admittance to the class if materials have not been purchased. Any textbook which is rented by the student or a State issued textbook given to the student to use during the course is the student's responsibility. He/She must return that book to the teacher upon the completion of the course. Failure to return the book that was issued will result in the student being charged for the textbook.

**It is mandatory that all students come prepared to each class with the necessary books, materials and computer device. Failure to bring all the materials will result in possible academic probation and parent meeting.**

**A rental fee will be applied to classes that utilize school purchased textbooks. If the textbook that is rented to the student is lost, the cost of the book will be billed to the student's account.**

## **HOMEWORK/TEST MAKE-UP POLICY**

This homework/test make-up policy sets a minimum standard for requirements. Departments can set a more stringent policy with statements included in their course policy sheets.

### **All homework is due on the assigned day.**

- Homework assignments announced prior to an absence are due on the day of return.
- Homework assignments and tests announced during an absence are due dependent on the length of the absence.
- It is the student's responsibility to request assignments from each teacher after every absence.
- All students are required to take final exams on the assigned date/time. Any student who is absent from the final exam must produce a doctor's note or court slip in order to make up any missed final exam(s).

## **GRADUATION REQUIREMENTS**

**1** credit in Technology

**2** credits in the same Foreign Language

**2.5** credits Physical Education/Health

**.5** credit Consumer Economics

**4.5** credits Electives

**4** credits in Theology

**3** credits in Social Studies

**4.5** credits in English

**1** credit in Fine Arts

**3** credits in Science

**3** credits Math (Must complete Algebra 1, Geometry and Algebra 2)

## **VALEDICTORIAN AND SALUTATORIAN**

To be considered for Valedictorian status, students must be in attendance at St. Benedict Preparatory School for six consecutive trimesters preceding the semester of graduation. Whenever possible, valedictorian and salutatorian will be determined from second trimester grades. When possible, students will be notified after second trimester grades are finalized. The students are expected to maintain the same level of academic achievement to merit notification as valedictorian or salutatorian. If a decline in achievement occurs, students will not receive notification.

# Section 2: General Information and Policies

## CAMPUS AND BUILDING POLICIES

### **Boundaries**

St. Benedict Preparatory School campus includes the streets that surround the building: *Belle Plaine, Hamilton, Grace, and Oakley* for enforcement of handbook policies. All violations include this **area** of the campus. Stella's Restaurant and Walgreens and alley on the way to Walgreens are also included in this area.

### **Hours of Operation**

- Students may enter the building at 7:00 a.m. All students (Grades 11-12) must enter through the main entrance and be in the building for their advisory/homeroom before 8:00Am or they will be considered tardy.
- All students that enter the building prior to 7:30 must sign in and state where they are going to be. (Cafeteria, teacher classroom, computer lab, Student Center, etc)
- No student may leave the building during the day without the written consent of a parent or guardian and the authorization of the Administration. This applies to students that arrive at school and leave prior to the 8:00am bell.
- Students may only exit at appropriate times from the Gym Lobby or the Main Entrance. No student may be in the main building entrance foyer or the gym lobby foyer after 3:45 p.m. (Tuesdays after 2:30) unless under direct supervision of a teacher, moderator, or coach. If a student needs to remain in the building because of a practice, a meeting, or a ride home, the student will be required to wait in supervised areas such as the library or school cafeteria when supervised. Students may use their cell phones in the cafeteria before 8:00am and after dismissal. Vending machines are in operation after school in the cafeteria.
- All students need to exit from buildings 4 and 2 by 3:45 every day. Students can go to the library or cafeteria at the end of the day.
- At no time are non- St. Benedict Preparatory School students allowed in the building unless they are present for a supervised school event or they have checked in at the school office.
- **At no time should students open an exterior campus door to allow a non-St. Benedict Preparatory School student or adult into the building.**

### **Meetings**

The Administration reserves the right to determine place, time, structure, and content of all meetings and those to be in attendance.

### **Office Information**

When classes are in session, the school's offices are open from 7:30 a.m. until 3:30 p.m., Monday through Friday. The school does not follow the practice of relaying phone messages to students during the school day. During summer the school's offices are open from 8:00 a.m. until 12:00 p.m., Monday through Friday. During the school day, students and parents will have access to Administration, per previous appointment. Students should check with the school secretary.

### **After School Building Access**

In an effort to strengthen our school safety and ensure all students are supervised after school please follow the guidelines regarding where students may go after school. Please make arrangements to pick your student up in a timely manner when the building closes. Should students not follow these guidelines or not be picked up in a timely manner the Administration may request a meeting with the family to discuss disciplinary action.

### **After School Building Access Cont.**

3:45pm- All students must be out of the foyers (front HS and gym lobby). Students may be in Study Center, Library, and Secondary School Cafeteria.

- Study Center (Library)- Monday, Wednesday, and Thursday 3:20-4:15  
Students should exit through 3911 N. Bell Ave.
- Secondary School Cafeteria – Monday, Wednesday, Thursday, Friday 3:15-6:00;  
Tuesday – 2:15-6:00  
Students should exit through 3911 N. Bell

3:45pm- The Leavitt Street Byron and Bell buildings. **No student may be in these buildings after this time unless they are participating in a school-sanctioned event or working with individual teachers.** If you cannot pick up your child by this time you must make arrangements or they must go to the cafeteria.

### **After school events and athletic events**

The school will close and lock the doors 15 minutes after the end of the event or game. The gym will open 30 minutes prior to the start of a game. Students can wait in the Secondary School Cafeteria prior to events hosted in the evening at the school.

### **Gym Lockers**

Gym locker room doors will be locked during the school day with the exception of the beginning and the end of each gym class. Varsity locker rooms are to be used for that sport only. The locker is not to be used as the student's gym class locker. The varsity locker room will be unlocked before practice and locked at the end of practice. The locker room will be locked during the school day and will not be opened until the start of practice. Varsity athletes are to use the gym locker room for their gym class.

### **Student Cars**

It is not recommended that students drive cars because there is no school parking lot. However, if necessary, the following must be observed:

- Students may never park in the courtyard without the expressed permission of the Administration.
- Students should refrain from playing stereos in cars so people outside the vehicle can hear it.  
This rule applies to anyone picking up or dropping off students. Violations of the above rules impose disciplinary actions.



## **REGISTRATION FOR CURRENT STUDENTS**

Finalization of registration for the next school year will not be permitted for any student who has not satisfied all financial obligations.

### **Registration changes**

Much depends upon the data obtained from the summary of course selections, the number of class sections, and the number of teachers to staff those courses.

The following will govern any registration changes after a student has registered and signed for courses:

- Errors made by the school will be corrected at no cost to the student.
- Changes made because of very unusual circumstances are at a cost of \$25.00 per single course change.
- Changes made due to summer school enrollment will not be charged as long as the enrollment was approved by the Administration.

## **TUITION AND FEES**

**Registration:** \$200 non-refundable fee

**Tuition:** Please refer to this year's published tuition and fees schedule found on our website at [www.sbps.stbenedict.com](http://www.sbps.stbenedict.com)

**Senior Graduation Fee:** This fee is added into the overall tuition balance.

### **HS Athletic Fees:**

\$175.00 1<sup>st</sup> season

\$125.00 2<sup>nd</sup> and 3<sup>rd</sup> season

Football Fee: \$250 plus insurance costs

**Insufficient Funds:** \$30.00 This is charged for any check returned for insufficient funds.

### **Payment Structure**

We offer one payment, two payment, or an 11 payment plan from July 2017 through May 2018. Payments are automatically withdrawn from your banking account through the FACTS tuition management program.

### **Exclusion**

The Business Office of St. Benedict Preparatory School is empowered to issue formal school exclusion to students whose accounts are past due. Students will be sent home if tuition is deficient after two weeks of the tuition payment due date. Students will not be permitted to return until tuition is up to date. Students may not take trimester exams until all tuition and fees are current. Students may not be able to participate in graduation activities or receive their diploma until all monies owed the school are paid in full. This applies to tuition, fees, fines and other monies owed the school.

**Refund Policy:** If a student leaves during the school year, the student will be charged for the complete trimester currently enrolled.

## **FINANCIAL ASSISTANCE**

Students coming from families who are in financial need may apply to participate in the St. Benedict Preparatory School Financial Aid Program. There are limited funds available each year to assist students from needy families. Students must secure an application, complete the form, and submit it to the school. The school will analyze the financial aid application form and award the amount of discount to the family.

### **Scholarships**

St. Benedict Preparatory School has several forms of scholarships granted to in-coming freshmen based on placement test scores and eighth grade records. Students must maintain a specified grade point average to reapply for their academic scholarship.

### **Work Study Program**

Students who are receiving financial aid through the work-study program are expected to honor their designated work-study assignment. The work-study package may be revoked if the student fails to fulfill the work-study obligations.

## **STUDENT RECORDS**

St. Benedict Preparatory School maintains two types of records on each student. The permanent record includes a minimum of personal information including the student's name, birthdate, birthplace, parents' names, and addresses. Also included in the student's academic record are grades achieved and any aptitude or achievement test scores, attendance record, awards and honors received, any involvement in school sponsored organizations, and completed service hours. The temporary record includes health records, accident reports, teacher's anecdotal records, disciplinary actions, and guidance reports. The temporary record is discarded once the student has left St. Benedict Preparatory School. Our policy on access of records is as follows:

- Parents have the right to inspect and/or copy all records.
- Students have the right to inspect and/or copy their permanent record.
- School personnel may be present to interpret information regarding school records.
- All requests to inspect and/or copy student school records will be honored within 72 hours.

The school will charge a fee of **\$5.00** for each record copied.

These guidelines do not limit the confidentiality of communications, which are protected by law and are given in confidence to a counselor or authorized school personnel by a student, parents, or any party.

School records and information contained in them shall not be released or disclosed to unauthorized persons. However, they may be released:

- to official representatives of the high school to which the student is transferring on written request of either the school or parent.
- to persons for research purpose provided that the student or parent cannot be identified.
- in response to a court order provided that the parents may be notified in writing and given a copy of the records released. Parents may request to see the records before they are released.
- To any person specifically required by law, provided that the person presents appropriate identification and the copy of the statute authorizing such access.
- in cases of emergency, to the appropriate persons when the information is necessary to the health and/or safety of the student or other persons, provided that the persons are informed as soon as possible about such releases.

Written records of any release of information shall be kept as part of the student record. Such reports will consist of any consent forms and the name and the position of the person requesting the information as well as the purpose, the date, and the name of the person releasing the information.

### **TRANSCRIPTS AND DIPLOMAS**

Transcripts and diplomas are issued only after all financial obligations have been satisfied. A fee of **\$5.00** is charged for each transcript requested by graduates. A signed release form or letter from parents or guardians must accompany the request of transferring students before a transcript will be mailed.

### **STUDENT ACTIVITIES**

The following student clubs are available for students to become involved in:

Newspaper	Sing It	Prom Committee
Student Council	Campus Ministry	Yearbook/Benoit
International Club	Art Club	Math Team
Theater Club	National Honor Society	

Athletics: All teams will be in a co-op with Chicago Waldorf High School

Extra-curricular participation is a privilege. Along with this privilege comes a responsibility. The following guidelines apply to all students involved in extra-curricular activities.

- Each participant must maintain passing grades in classes each week. If the student is not passing, he/she may be suspended from practice, competition, meetings, and/or performances until such progress has been made.

### **Academic Warning/Probation/Ineligibility**

Academic probation is intended to serve as a formal and serious warning to the student that their academic performance is not satisfactory. During the probationary period improvement is expected. The Head of High School Transition may require specific actions (such as a contract, assignment to a required homework center, suspension from co-curricular activities). The Head of High School Transition, the advisor, and the guidance departments will write the probation contract and will monitor these conditions. **If, in the judgment of the Administration, the student has not improved to its satisfaction, he/she may be required to withdraw from school, even though he/she has not exceeded the number of failures permitted.** Any student whose behavior does not reflect the standards and reputation of St. Benedict Preparatory School may be dismissed from participating in athletics or clubs.

<b>Level</b>	<b>Standing</b>	<b>Participation Ability</b>
<b><u>WARNING</u></b>	Student is receiving a grade of D+ or lower	Student can participate in meetings, practices, and games/performances.
<b><u>PROBATION</u></b>	Student is receiving a grade of D+ or lower for 2 consecutive weeks	Student can participate in meetings and practices. Student are not allowed to participate in games/performances.
<b><u>INELIGIBLE</u></b>	Student is receiving a F for 2 consecutive weeks.	Students may not participate in any meetings, practices, and games/performances

### **Academic Warning**

Student is receiving a grade of D+ or lower. A electronic warning is sent home notifying parents that the student is on academic warning and has one week to improve grade. Notifications are emailed home on Monday.

**Academic Probation:** Student is receiving a grade of D+ or lower for the second consecutive week . Student will be assigned a 7:00-7:50am morning study detention for the entire week.

Eligibility lists are reported on Monday by 1:00pm. If a student has grade of D+ or below they will report to morning study detention Tuesday, Wednesday, Thursday and Friday. Morning study detentions take priority over any meeting/sports practice. Student may still participate in club meetings and practices.

*If a student fails to show up at the morning study detention then they will not be granted the privilege of practicing with sports teams or meeting with extracurricular activities.*

Students who are repeatedly on the academic probation list may be asked to withdraw from St. Benedict Preparatory School at the end of the trimester.

**Academically Ineligible:** Student is receiving a grade of F in a course for two consecutive weeks. Student will be completely removed from the team/club/activity until satisfactory grades are established. Student is not allowed to attend athletic, club, or drama functions until grades improve.

Students who are ineligible will attend the Study Center until grades improve Student will be assigned a 7:00-7:50am morning study detention for the entire week.

Eligibility lists are reported on Monday. If a student has grade of F they will report to morning study detention Tuesday, Wednesday, Thursday and Friday.

### **ADDITIONAL ATHLETIC ELIGIBILITY RULES**

- Students involved in IHSA sponsored activities must meet the participation guidelines published in the IHSA Athletic Eligibility Rules.
- Each student who wants to participate in any sport will have a record of a recent physical examination valid for one year on file in the Nurse's Office before being allowed to try-out for a team. This one-year examination must be valid until the end of the season.
- Each student representing St. Benedict Preparatory School in Athletics and participating in student clubs must demonstrate behavior that is becoming of a St. Benedict student and be in compliance with expectations for positive behavior and social interactions.

### **STUDENT SERVICES**

#### **Cafeteria**

Students may either bring their own lunch to school or purchase their lunch in the cafeteria. Both hot and cold lunches are available on a daily basis.

#### **VENTRA CARDS**

Students will have the opportunity to purchase a student VENTRA Card at a cost set by the CTA. This bus pass will allow the student to ride to and from school on the CTA at a reduced rate.

#### **Driver Education**

State law requires that a student passes at least eight courses in the previous four trimesters to be eligible to enroll in Driver Education.

#### **Guidance and Counseling**

St. Benedict Preparatory School has guidance counselors available to help students understand their abilities, aptitudes, and interests so that they can make appropriate choices toward citizenship in school and society. The various services from this department include the following: Parent information, academic counseling, personal/social counseling, standardized test interpretation, college and career planning, scholarship investigation, financial aid information, vocational and educational information, and group counseling. Students and their families may make appointments with the guidance counselors for individual conferences and are invited to browse through catalogues, brochures, and announcements in the office.

#### **Medication**

Students taking medication during the school day must follow the Archdiocesan medication policy. A medication authorization release form needs to be signed by the attending physician as well as parents before medication is taken. Parents may contact the school nurse for more information.

#### **Student Identification Cards (IDs)**

All students receive IDs the first week of school. All ID's must be attached to a lanyard and worn at all times during the school day. No ID alterations or exchanging of IDs with other students will be permitted.

## **TESTS OFFERED**

### **American College Tests (ACT)**

Our school code number is 141130. Students must register for the ACT through the ACT website at [www.actstudent.org](http://www.actstudent.org). Test dates, payment information, and test preparation materials are available through the website. St Benedict hosts the October, February, and April ACT test dates.

### **Scholastic Aptitude Test (SAT)**

Our school code number is 141130. Test dates for the SAT are posted on the SAT website, [www.collegeboard.org](http://www.collegeboard.org). St Benedict does not host the SAT.

### **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**

This test is the first step to enter the scholarship program administered by the National Merit Scholarship Corporation. It is available to Sophomores and Juniors and is administered in October. The test date for the PSAT/NMSQT will be posted and announced to the students by the Guidance Counselor.

## **SECTION 3: Campus Ministry**

St. Benedict Preparatory School's vision of ministry is guided through the tradition of St. Benedict and inspired by the Holy Spirit, faculty, and parish staff. The Campus Ministry department is committed to providing students with programs where they can demonstrate compassion for their neighbor, encounter the Living God through ritual, prayer and service work, and find friendship with God through Jesus Christ.

### **RETREATS**

In order to be an exemplary Catholic school, St. Benedict students will have the opportunity to reflect on their spiritual formation through the spirit of retreat. Retreats are vital components that shape and strengthen our life of prayer, worship and to respond to Christ's call to serve others. Students in grades 6-12 will attend a mandatory retreat with their classmates throughout the calendar school year. If a student is absent, another retreat opportunity outside of normal school hours will be required to make up for his/her absence. Juniors and seniors will have the option to attend Kairos, a three night, four day retreat based on Ignatian principles.

### **SERVICE**

Because St. Benedict's is a place where students become seekers of social justice, service opportunities will be embedded within the student's curriculum across departments in grades 9-12. St. Benedict students will be encouraged to undertake service work at department-approved locations. Service is an opportunity to build relationships directly with communities who are in need. The true gift of service is found in the new found relationship forged by God's love. Ideally, this will root our students in a lifelong commitment of service, justice and faith.

As reflection is yet another vital component of our Catholic identity students will then be required to reflect upon their service experience in their online portfolio as part of their high school experience at St. Benedict Preparatory School.

## **SECTION 4: STUDENT CONDUCT**

*NOTE: ITALIC PRINT INDICATES NEW CHANGES FROM THE 2016-17 SCHOOL YEAR*

### **DISCIPLINE CODE**

St. Benedict Preparatory School affirms the fact that we are all children of God and human beings, and as such, understands how errors and lapses in judgment occur. While we are a forgiving community, we also understand that there are consequences to our actions, whether good or bad. The St. Benedict Preparatory School student holds strongly to the tenets of Catholic doctrine. Abstinence, respect, and charity are an important part of growing up safely and free from temptation, especially in our world today. The St. Benedict Preparatory School student seeks the road of integrity and honor.

Since the goal of the St. Benedict Preparatory School discipline code is to encourage positive behaviors in students, it includes the following features:

- **A system comprised of clear rewards and consequences.** To help students develop strong values, we do more than just punish their mistakes. With a system of merits, students can learn that good actions have positive consequences. 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.

### **THE MERIT SYSTEM**

Each faculty and staff member is given a number of Merit cards each week. These card can be awarded to students throughout the school day for an act that exemplifies our school's mission in one of five categories, Excel, Challenge, Create, Honor, Serve. When a student receives a Merit card he turns it into either the main office or the student center. This then registers a point toward the house system for each Merit turned in and the student is then entered into a weekly raffle for various prizes.

This system motivates students to do good deeds and promote house system spirit.

The following is an outline of infractions. Detailed information of specific rules follows this outline. The Administration reserves the right to adjust these policies throughout the year. **Detentions will be served throughout the week. Students in grades 11-12 may be issued a same day detention that will not exceed 60 minutes.**

### **Tardy Policy Grades 11-12**

When students are tardy to school in the morning, they will receive a tardy slip to give to their teacher. When students arrive to school after 8:00 am, they will also be issued a 30 minute detention to be served the following day beginning at 7:00am. Phone calls from parents do not excuse the student from the tardy or the detention. During inclement weather students will be given extra time to arrive to school as determined by the administration.

## **DETENTIONS**

Detentions may be assigned for the following times:

<b><u>Monday-Friday</u></b>	<b><u>Friday Afternoon</u></b>	<b><u>Saturday</u></b>
<i>7:00am-7:55am (55 minutes)</i>	<i>3:10-4:10 (60 Minutes)</i>	<i>7:30-12:30</i>
<i>7:00am-7:30am (30 minutes)</i>		
<i>MS Lunch (30 Minutes)</i>		
<i>Recess Detention (30 Minutes)</i>		

*\*Students with excessive violations may be assigned an in school suspension, out of school suspension, or a Saturday detention*

### LEVEL A:

*Automatic 30 minute detention*

A-1 Dress Code Violation

A-2 Tardy to advisory, homeroom, academic lab, or periods 1-6

A-3 Non-Classroom Misconduct (Hallway, Cafeteria, Bathroom, Foyers, etc)

A-4 Food/Drink outside Cafeteria (including gum)

A-5 Littering

A-6 Rough Housing / Play Fighting

A-7 *Failure to serve detention or failure to have detention slip signed by parent.*

A-8 *Missing detention*

A-9 *No dress uniform on mass day (unless a student in 6-8 has gym)*

### LEVEL B:

*Minimum of two consecutive 30 minute detentions*

B-1 Possession of Prohibited Items

(Laser Pens, Headphones on, cell phones/music device in hallways)

B-2 Profane Language

B-3 Violation of Classroom Rules

B-4 Disrespect Towards Classmates/Students

B-5 Not Attending Teacher-Assigned Study Center

B-6 Inappropriate Display of Affection

### LEVEL C:

*Minimum of 2 one hour detentions*

C-1 Refusal to Surrender Prohibited Item

C-2 Use of a cellular phone in the building in non-cellphone areas of the school during the times of 8:00-3:15.



- C-3 Disrespect Towards Faculty/Staff
- C-4 Off Campus Behavior Reflecting Negatively on St. Benedict
- C-5 Disrespect in Church (sleeping, chatting, use of phone, gum chewing, etc)

*Please note that excessive Level A-C violations can carry additional consequences and a combination of several different behavior modification approaches as deemed appropriate by administration **which can include in-school suspension.***

**LEVEL D: THESE VIOLATIONS ARE DEALT WITH ON A CASE BY CASE BASIS BY THE ADMINISTRATION AND WILL LEAD TO DETENTION(S), SATURDAY DETENTION, SUSPENSION OR EXPULSION.**

- Academic Dishonesty: cheating, plagiarism, copying
- Violation of Computer Policy
- Harassment or Discrimination
- Bullying
- Smoking While on Campus or in Uniform
- Cutting Advisory, Homeroom, academy lab, or any classes
- Use of Profanity toward Faculty or Staff
- Lying to a Faculty/Staff Member
- Gang Activity
- Weapons Possession
- Use, Possession, or Distribution of Controlled Substance
- Fighting
- Theft / Vandalism / Destruction of School Property
- Other dangerous or criminal actions not specified

**VIOLATION EXPLANATIONS:**

**A-1 Dress Code Violation**

This is any violation of the dress code throughout the school day. Please see the dress code section in the handbook for the rules pertaining to dress code.

**Bag or purse use during the school day**

Students may use book bags to transport school materials between home and their school locker. Once in the building, all book bags, string bags, or similar items must remain in the designated school locker until the student is leaving the building to go home. **Purses about the size of pencil case in length and computer bags no larger than necessary for the computer contained may be used during the school day.**

**No ID Card/ID not displayed properly**

- All students receive photo IDs and a house lanyard on which to wear them in the first weeks of the school year.
- Students must wear their IDs on their lanyard around their neck at all times in the school building.
- A \$8.00 fee is required to obtain a new lanyard.
- Any student using someone else's ID or giving his/her ID card for someone else's use is subject to additional penalties.

- Only the official ID of the current school year may be used for reduced admissions to home basketball games or school dances.

### **Out of uniform without permission**

(see “Saint Benedict Preparatory High School Dress Code” at the end of this document)

### **A-2 Tardiness**

Tardiness to periods 1-6 will result in a detention. Tardiness to morning advisory remains an attendance issue. A tardy will be defined as less than 40 minutes late for a student’s first period class and less than 5 minutes for each period after the first period. Anyone arriving to first period more than 40 minutes late may be considered absent/truant. Tardies exceeding 12 per class will result in the student being removed from the class, and/or removal of extracurricular activities and/or in-school suspension or expulsion from school without refund. A parent conference is mandatory after the 6<sup>th</sup> tardy to class.

- **Tardy Policy Grades 6-12**
- When students are tardy to school in the morning, they will receive a tardy slip to give to their teacher. When students arrive to school after 8:00 am, they will also be issued a 30 minute detention to be served the following day beginning at 7:00am. Phone calls from parents do not excuse the student from the tardy or the detention. During inclement weather students will be given extra time to arrive to school as determined by the administration. All 6-12 will serve this detention at 7:00am.

### **A-3 Non-Classroom (Hallway/Cafeteria/Foyer/Bathroom) Misconduct**

All students are to exhibit proper behavior at all times while in the school building including before and/or after school. Proper behavior should be exhibited in the foyers. Beyond behaviors specifically prohibited elsewhere in this code of conduct, improper behavior also includes but is not limited to:

- Shouting or yelling
- Running
- Leaving books or clothing on the floor by lockers
- Leaving a mess at one’s table in the cafeteria
- Spitting

### **Leaving cafeteria or classroom without a pass during class period**

If in the event a student must leave the cafeteria/classroom he/she must have written permission to leave from the supervising teacher. Any student in the hallway during a class period or lunch without a pass may receive one demerit.

### **Dangerous hallway/cafeteria misconduct**

Hallway/cafeteria misconduct (B3) becomes dangerous when, in the judgment of the teacher/staff member the potential for harm exists. Running in the hallway becomes increasingly dangerous when others are in the way of the runner, for instance.

### **Locker violations**

- Each student will be assigned one locker and must use only the locker issued to him/her.
- Students may use only locks that are purchased from the school.
- Since St. Benedict Preparatory School owns all school lockers, the school reserves the right to examine lockers.
- Students are urged **not** to reveal their lock combinations to any other student.
- Lockers must be locked at all times.

- If a student forgets his/her combination, he/she must ask the Head of High School Transition for the combination.
- Lockers in the gym corridor are not to be used in place of lockers in the academic building.
- Students may not go to lockers during class periods.
- Students may not use gym lockers overnight unless they are participating in a sport that is in season. Gym lockers will be assigned by the athletic department. Students are responsible for items stored in lockers.

#### **A-4 Food/Drink Outside of Cafeteria (30 minute detention)**

The cafeteria is the only area where students are allowed to eat and consume beverages during school hours. Carrying food or drinks out of the cafeteria incurs a detention. The food or drink will be taken away from the student and disposed of. Teachers should not ask students to get food for them during the course of the school day. Students chewing gum will also incur a detention.

#### **A-5 Littering (30 minute detention)**

All members of the St. Benedict Preparatory School community are responsible for keeping our environment clean, healthy, and safe. Trash receptacles are plentiful; use them!

#### **A-6 Rough-housing / Play Fighting (30 min. detention)**

St. Benedict Preparatory School does everything possible to maintain a safe school climate where students are free from the threat of violence. While participants in rough-housing may view it as play, those around them may not share that interpretation. Additionally, participants and non-participants alike can be injured just as seriously by accident as by intention.

#### **A-7 Failure to have detention slip signed by parent/guardian. (30 min. detention)**

*All detention slips MUST BE SIGNED BY A PARENT OR GUARDIAN, and must be turned in at the time the detention is served.*

#### **A-8 Failure to serve detention (30 min. detention)**

*If a student unexcused absent for detention, the student will be assigned another detention. If there are 3 missed detentions in a trimester, that student will be placed on a student contract.*

#### **A-9 Out of Mass Uniform**

*This is any violation of the mass dress code throughout the school day. Please see the dress code section in the handbook for the rules pertaining to dress code.*

#### **B-1 Possession of Prohibited Items (2 consecutive 30 min. detentions)**

Cell phones must be locked in lockers and turned off during the school day. Cell phones may be used either in the gym lobby or in the small lobby near the Main Entrance after the finish of the school day. Outside cell phone use will be kept to a minimum on the St. Benedict Preparatory School campus (refer to Campus and Building Policies section).

- Upon entering the school, all electronic devices unless used for classroom work should not be visible and then should be secured in the locker for the duration of the school day. If visible during the school day, they may be confiscated for the remainder of the school day in addition to demerits
- Laser Pointers are not allowed on campus at any time and will be confiscated on sight.
- Headphones and earphones may only be used with permission of supervising teacher and may only be connected to a desktop, laptop, or tablet computer.
- Other prohibited items are: illegal drugs (see E12), weapons of any kind (see E11), alcoholic beverages (see E12), tobacco products (see E12), lighters, fireworks of any kind, permanent markers,

chewing gum, excessive or inappropriate jewelry, profane or inappropriate writings, magazines, clothing.

### **B-2 Profane Language(2 consecutive 30 min. detentions)**

St. Benedict Preparatory School is a faith community where respect for individuals and for self is paramount. Sexually over-toned language, gestures, or immodest dress is not allowed. Inappropriate, vulgar, or lewd language is unacceptable.

### **B-3 Violation of Classroom Rules and Expectations (2 consecutive 30 min. detentions)**

(varies by course/teacher/room)

#### **Sleeping in class**

Sleeping during class time is never appropriate. Moreover, it is disrespectful to teachers, classmates, and those who work hard to pay private school tuition. If a student is having difficulty staying awake because he/she is ill, that student should not be in school that day.

#### **Failure to bring necessary materials to class**

(varies by course/teacher/room)

### **B-4 Disrespect Towards Classmate/Students (2 consecutive 30 min. detentions)**

All members of the St. Benedict Preparatory School community are expected to respect one another. Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or belligerent behavior directed toward any school personnel or another student. Included in this is disrespect through computer sites such as but not limited to Facebook, You Tube, and others. Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel.

### **B-5 Not Attending Teacher-assigned Study Center (2 consecutive 30 min. detentions)**

When students are assigned to study center, the student needs to serve within the week. Failure to report to study center will result in 2 detentions per missed study center.

### **B-6 Inappropriate Display of Affection (2 consecutive 30 min. detentions)**

Signs of physical affection or explicit sexual conduct are never permitted in the building or on the campus.

## **All Level C Violations incur a minimum of 2 consecutive 1 hour detentions)**

### **C-1 Refusal to Surrender Prohibited Item (2 consecutive 1 hour detentions)**

In some cases, a teacher or staff member may decide it is necessary to confiscate a prohibited item because of potential risk. Such an item will be turned in to the Head of High School Transition who will decide when and if it would be appropriate to return the item and whether or not parents/guardians need to be notified.

### **C-2 Use of a Cellular Phone/Tablet/MP3 Player in the building between 8:00 a.m. and 3:15 p.m. (2 consecutive 1 hour detentions)**

Emergencies do happen. If anyone should need to get in touch with a student during the actual school day, a call to the main office is the only acceptable means of doing so. Similarly, if a student needs to get in touch with someone off campus, a school phone will be made available. The use of a cell phone for any reason—calling, texting, listening to music; checking the time, the weather, the news; whatever—is prohibited during school hours.

### **C-3 Disrespect Towards Faculty/Staff (2 consecutive 1 hour detentions)**

Disrespect toward ANYONE is prohibited by this code of conduct; disrespect toward faculty/staff carries more demerits simply because these are the people who have the responsibility and the often unpleasant task of enforcing these rules. Disrespect toward them makes it more difficult to do a very necessary part of their job.

### **C-4 Off-campus Behavior Reflecting Negatively on St. Benedict Preparatory School (2 consecutive 1 hour detentions)**

Students who damage the good name and reputation of St. Benedict Preparatory School by action in or out of the school have committed a serious infraction of this code. Depending on the severity of the offense, the consequences of conduct which does not reflect the values and standards of St. Benedict Preparatory School may include denial of certain privileges, such as: participation in the Graduation Ceremony, holding any office in school organizations, and/or any involvement in extracurricular activities. Any public media such as blogging and/or web creation that uses the name of the school or names of staff or students within its sphere is strictly prohibited. This judgment is at the discretion of the Administration.

### **C-5 Disrespect in Church (2 consecutive 1 hour detentions)**

Students engaging in disrespectful church behavior including, but not limited to sleeping, chatting, use of phone, and gum chewing.

### **Level D: The following infractions will result in a meeting the Head of High School Transition for discussion and disciplinary action:**

#### **Academic Dishonesty**

Academic dishonesty is:

- forgery or representing someone else's work as your own.
- permitting or assisting another to present your work as their own.
- making use of unauthorized resources or materials (plagiarism).
- altering grades, grade assignments, answers.

Any senior who is caught cheating/plagiarizing on any final paper or exam will not be allowed to participate in the graduation ceremony.

#### **Student Being in an Unsupervised Area Without Explicit Permission /Skipping class**

The faculty and staff take their supervisory responsibilities very seriously, but they cannot be everywhere. Students are expected to cooperate by avoiding (or not lingering in) areas that are unsupervised such as empty classrooms, stairwells, the chapel and so forth unless they have explicit permission to be there.

#### **Bullying**

St. Benedict Preparatory School encourages all students to value each individual for the potential he/she possesses and looks to provide a learning environment free from any form of harassment. For these purposes harassment has been defined as, but is not limited to, continued or aggravated verbal, written (internet included), and/or physical abuse based upon race, ethnic background, gender, or any other reason. Included in this are lewd, suggestive, or obscene comments of a sexual nature. This would also include phone calls, text messaging, or other comments made through electronic communications. St. Benedict Preparatory School does not condone any activity or situation created with the intention of causing another student mental or

physical discomfort, embarrassment, or ridicule. These prohibitions extend “hazing”: mistreatment of freshmen, for instance, or team/club initiations rites.

A student who threatens another member of the St. Benedict Preparatory School community will be disciplined and, depending on the circumstances, may be suspended or expelled.

### **Skipping Detention**

Students are expected to attend detention on the day they are assigned. Skipping detention is punishable by an additional detention. Missing a Saturday detention may result in temporary suspension until a meeting with parents/guardians. 3 missed detentions in a trimester will result in the student being placed on a behavior contract

### **Lying to a Faculty/Staff Member**

Each Student is expected to be truthful in his/her contacts with all members of the St. Benedict Preparatory School community especially Administration, faculty, and staff members. For this reason any student who exercises dishonesty toward a member of the Administration, faculty, or staff by any means of lying, deliberate withholding of information, or other form of deception will be subject to a minimum of 2 consecutive 1 hour detention.

### **Gang Activity**

Participation in gang or gang-related activity is strictly prohibited. Visible representations (i.e. graffiti, tagging, etc.) of gang affiliation/involvement on lockers, personal possessions, clothing, or school materials are likewise prohibited. Anyone suspected of participating in gang or gang-related activity will likely be dismissed. St. Benedict Preparatory School reserves the right to seek counsel from and act in conjunction with the Gang Crimes Unit and the Chicago Police Department pertaining to the status of a student’s suspected gang activity/involvement.

“Tagging,” perceived gang or gang-related writing/graffiti, or any visible representation of gang or gang-related involvement will not be tolerated on any personal possessions, lockers, or other school property.

### **Weapons Possession**

Weapons of any nature (look-a-likes included) are strictly forbidden in any school building at any time. Any violation will likely result in confiscation and other penalties determined by the school. A weapon will be defined as any instrument that can be used to bring harm to another person.

### **Use, Possession, or Distribution of a Controlled Substance**

Any student under the influence of, in possession of, found in use of, or selling alcohol, narcotics, or any other controlled substance during the school day, at a school sponsored activity, on the St. Benedict Preparatory School campus, or off campus is subject to dismissal from St. Benedict Preparatory School. Any student suspected of drug use can be required to take a drug screen at the expense of the family. Results must be shown to the Administration. Once the Administration has determined that a drug screen is necessary the family has **one day** to make an appointment and be screened for the test results. The Administration must be shown the results as soon as possible. Any St. Benedict Preparatory School student found on any public medium or otherwise (i.e. pictures, blogs, etc.) to have been holding alcohol or other illegal narcotics will incur penalties by the Administration. Any student found giving away, distributing, and/or selling any of the substances prohibited above may be dismissed immediately.

### **Fighting**

Students who engage in a serious fight (resulting in injury) on campus incur immediate suspension. The students must return, as directed by the Head of High School Transition and/or Head of Parish School, each with a parent or guardian for a conference. A serious fight or repeated fighting is cause for expulsion.

## **Theft/Vandalism/Destruction of School Property**

- Stealing/vandalism will result in suspension, payment for the theft and/or vandalism, and/or expulsion. The police will be contacted.
- “Dry-marking”/permanent marker pens and tagging tools are not permitted in school. Defacing school property may require restitution in the form of paying for damages.
- Damage or theft of computer equipment will result in serious penalties and possible expulsion.

## **Other Dangerous or Criminal Actions Including but not Limited to:**

- Gambling. Gambling is not allowed on campus.
- Lunch Card. Allowing someone else to use your lunch card is considered to be a criminal offense.
- Reckless driving. Because of the danger to other students or faculty members, a student who speeds or drives in any other kind of reckless manner will be subject to disciplinary action.
- False Alarms/911 Calls/Bomb Threats. Any student issuing a false alarm or calling a bomb threat will be dismissed immediately and will have other disciplinary consequences.

## **DRUG AND ALCOHOL TESTING**

St. Benedict Preparatory School is aware of the responsibility and the right to uphold standards for itself and for the students who attend, while being determined not to overly intrude into the private lives of these same students. It is our goal to be proactive and to continue our tradition of a safe learning environment for all students Pre-K through grade 12. The school has assumed the responsibility for, and, therefore, has jurisdiction over the behavior of students at any school-related and/or school-sponsored events on or off campus. The school will also hold accountable students whose actions at any time jeopardize the good name of St. Benedict Preparatory School.

## **DETENTIONS & SUSPENSIONS**

The student must serve the detention by the assigned date. Any detention not served on time incurs additional detentions for every unexcused detention *and may result in additional consequences.*

- Only the Administration can excuse the late serving of detention and must be made prior to the assigned detention.
- Parents will be notified upon the detention that their student will not be allowed to participate in any extracurricular activities if their student receives their tenth detention. Any student who receives a tenth detention will not be allowed to participate in any activity until a contract meeting is held. The contract meeting must be held within 3 days of receiving the tenth detention involving the student and parent/guardian. Failure to meet within 3 days, unless agreed upon by the parents and Head of High School Transition, will result in the student not being allowed to participate in any activities for the remainder of the school year. Any student who receives 10 detentions is automatically placed on Disciplinary Probation. Disciplinary Probation limits the student to 3 additional detentions or an out of school suspension. If a student violates the probation that student faces dismissal from St. Benedict Prep.

**Note: The Administration reserves the right to decide each case on an individual basis.**

### **Detention:**

Detentions will be served throughout the week and on Saturdays. Students must be on time *to detention. If the student is late to detention the student will serve the detention and be given an additional detention. If the student does not show up for detention, that is considered “cutting” and a Level C violation.* Students late or absent to a Friday detention may be issued a Saturday detention.

- *The following people alone can reschedule a detention:*

*Head of Parish School or Head of High School Transition.*

- *Detentions CANNOT be served concurrently with study sessions, tutoring, work study, or teacher conferences. Detentions can only be served in the designated detention area.*
- *After school activities, such as athletic competitions/practices or club meetings/activities do not release students from serving detentions. Detentions take precedence over all other activities and will not be rescheduled without prior approval from the Administration.*
- *Students observe silence in the detention room. Detention is not a study hall and will not be used for that purpose.*
- *Students will complete work designated by the Saturday detention monitor. If work is not completed to the satisfaction of the detention monitor, the student may receive additional detentions.*

**Suspension:** When a student is suspended the students' parent(s)/guardian(s) must meet with the Head of High School Transition prior to the student's return to classes. The suspended student may not participate in or attend social events or extra-curricular activities until the suspension is lifted. We make some differentiation between in-school suspension and out of school suspension. A student may have make-up privileges for an in-school and out of school suspension. Make-up privileges are defined as allowance to make -up homework, tests, and/or quizzes.

**Dismissal:** When a student is dismissed, the student is not allowed to return to campus without a scheduled appointment. A student who has been dismissed is not allowed on campus for extra-curricular activities (i.e., dances, athletic events, etc.). Any student who has been dismissed will not be allowed re-admittance to St. Benedict Preparatory School. If the dismissed student should be on the school campus without administrative permission, that student will be considered as trespassing.

## **DISCIPLINE BOARD**

The Discipline Board consists of the Head of High School Transition, a faculty representative appointed by the Head of High School Transition, and the counselor. The counselor will invite any input from the student's teachers and will act as a non-voting member. The Discipline Board will meet when the student has demonstrated a consistency in acquiring detentions within a short period of time, such as receiving 4 detentions within 2 weeks, or has committed an offense of a more serious nature, which could result in expulsion. The student and parents will have the opportunity to meet with the Discipline Board. The Board has the authority to recommend whatever disciplinary action it deems necessary, including the dismissal of the student from school. The Head of High School Transition will make the final decision after considering the recommendation of the Discipline Board. The decision of the Head of High School Transition is final. Once a contract is violated, the student can be dismissed without a discipline board meeting.

## **END OF THE YEAR REVIEW**

Students are reviewed for academic and behavioral standards. Upon review a student may experience, but is not limited to, the following consequences:

- The student will be accepted for the upcoming year on Disciplinary Probation. The student will have a disciplinary contract.
- The student will not be invited to return for the upcoming year.

## **ATTENDANCE POLICIES**

### **6. Absenteeism**

- **To report illness or absence, parents/guardians must call the school at (773) 539-0066, before 9:00 a.m.**
- Any absence not confirmed by a telephone call by 9:00 a.m. will be considered an unexcused absence. Students that acquire 3 unexcused /excused absences within in a trimester for any class will



have a letter/email sent to the parents and may incur a meeting with the parents and Administration. Students that acquire 6 unexcused /excused absences within a trimester will placed on a Behavior Contract. Failure to comply with the contract will result in the expulsion of the student from SBPS.

- A note from a parent/guardian must be in the school office before the student attends his/her first class. Failure to return with the note will result in the student's absence to be considered a truancy with loss of credit for the day.
- Students who are absent from school or who miss part of the school day may not be present at or participate in any after school activity without permission from the Administration.
- Each day of school missed is considered an absence and is marked as such. An absence for more than one consecutive day will be counted as only one absence if the student returns with a doctor's note verifying the illness and treatment. Exceptions to the policy will be extended for chronic illness, required pre--admission days at a college, funerals, and mandated court appointments with proof of attendance. In these cases students will be able to make up work missed, according to department and/or individual teacher's policies.
- Seniors are allowed one college visit in the first or second trimester only. College visit requests must be completed through the college counselor.

### **Tardy Policy Grades 11-12**

When students are tardy to school in the morning, they will receive a tardy slip to give to their teacher. When students arrive to school after 8:00 am, they will also be issued a 30 minute detention to be served the following day beginning at 7:00am. Phone calls from parents do not excuse the student from the tardy or the detention. During inclement weather students will be given extra time to arrive to school as determined by the administration.

### **2. Anticipated Early Dismissal**

Parents requesting early dismissal need to submit a note at least 24 hours in advance of the early dismissal and call the school the day of the early dismissal to verify the note and the time of departure. Students that miss 6 full class periods due to an early dismissal may be put on Behavior Contract. Failure to comply with the Behavior Contract will result in the expulsion of the student from St. Benedict Preparatory School.

### **3. Illness**

- The student reports to the Nurse's Office if he/she becomes ill during the school day. Students are not to call home prior to seeing the nurse. If a student goes to the nurse's office and she is unavailable the student is to sign the sheet on the nurse's door and report to the main office or student center.
- The nurse's office will determine if the student needs to be sent home.
- The nurse calls a parent/guardian for permission for the student to leave school.
- The parent or emergency contact must come to pick up a student in grades 6-12 and sign out in the main office. For students in grades 9-12 only and on rare occasion the administration reserves the right allow a student to go home unaccompanied by a parent or emergency contact. This is contingent on the nurse's assessment of the illness and the availability of appropriate supervision.
- The Administration reserves the right to determine if a student is capable of attending and if he/she is physically capable of returning after a long illness.
- Students leaving school before 12:00 noon will receive a half--day absence.
- Students who leave school during the day due to illness will not be permitted to participate in any after school activities.

### **4. Vacation or Leave**

- Students are expected to take vacations during vacation times scheduled on the school calendar.

- Parents/guardians who plan to take students on the above must submit written notification indicating times and dates of the absence including parental signature(s) prior to the vacation or leave.
- St. Benedict Preparatory School does not condone absences due to family vacations, sports tournaments or anything unrelated to the school community. Teachers are not required to provide tests, quizzes, or assignments ahead of time or create special make-up work for students who miss school because of family vacation.

## 5. Dances

\* *A student's discipline report will be taken into consideration to determine eligibility to participate in school activities. Students with 10+ detentions within a trimester will not be able to participate in extracurricular activities.*

- Students must present their school ID at the door. Tickets are usually purchased in advance through the Student Council. Students from other high schools may be admitted with their own high school ID and approval from the Head of High School Transition. Non-St. Benedict Preparatory students must obtain a Guest Approval Form from their current school which is signed by the school administration and faxed to the main office. Guests will not be admitted without an approved form from their home school. Only high school students are allowed to attend school dances. Exceptions may be made for Prom with the permission of the administration. Each St. Benedict Preparatory School student is allowed only one guest. Guest forms must be submitted at least three school days prior to the event.
- The dance sponsor designates the dress code prior to the dance. Students whose dress is deemed immodest and/or inappropriate may not be admitted or be asked to leave the dance.
- All rules pertaining to student conduct while in school are effective at dances. Anyone suspected of drinking, using drugs or being involved in gang-related activity will not be admitted and/or will be dismissed. Action will be taken by the Administration.
- Students must arrive no later than 1 hour after the start of the dance – unless permission was given by the Head of High School Transition prior to the dance and anyone who leaves after being admitted to the dance will not be readmitted. The student signs out at the time he/she leaves.
- Chaperones reserve the right to define and enforce appropriate dancing.

## 6. Extracurricular Activities

Extracurricular activities refer to those events, which occur under the school's sponsorship outside of the regular school day. Unless otherwise specified by the Administration, all school guidelines apply to extracurricular activities. The IHSA, which governs high school athletics, states that, "Persons who are found to be in violation of the ethics of competition or principles of good sportsmanship may be barred from inter-scholastic contests." Inappropriate or immodest style of appearance will prohibit a student from participating in the event.

## 7. Pregnancy Policy

As a Catholic community, we affirm, encourage, and emphasize the need to make good moral choices, which include abstinence from engaging in pre-marital sex, as well as not considering abortion as a possible course of action. The Administration and Student Services personnel of St. Benedict Preparatory School will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment.

Application of the above policy includes the following requirements of the pregnant student. As many as are applicable will also be required of the father if he is a student at St. Benedict Preparatory School:

- School counseling, including options of staying in school or leaving temporarily and adoption

- Classes outside of school in parenting
- Outside counseling
- A medical release indicating that the student is permitted medically to be in school
- Return to school after delivery within a reasonable time; a medical note will be required for any extended delay in returning

### **8. Transportation To and From School-Sponsored Activities**

Any activity for which the school provides transportation obligates students participating in the activity to use the transportation provided. Failure to comply will invoke school penalties. School rules and policies govern student behavior on buses/school transportation.

## **SECTION 6: UNIFORM DRESS CODE: GRADES 11-12**

**ALL UNIFORM CLOTHING TO BE PURCHASED FROM LANDS' END.**

**Preferred School Number: 900079146**

### **ST. BENEDICT PREPARATORY SCHOOL DRESS UNIFORM FOR 6-12**

**ALL STUDENTS (11-12) MUST OWN AT LEAST ONE "DRESS" UNIFORM FOR SCHOOL EVENTS (ex. MASS DAYS or volunteering at OPEN HOUSE)**

#### **Young Men Dress Uniform Options (11-12):**

- Any color SBPS embroidered long or short sleeve oxford with burgundy tie.
- Burgundy St. Benedict Preparatory School embroidered sweater
- Lands' End or the equivalent of khaki pants (Jeans and cargo pants are not permitted)

#### **Young Women Dress Uniform Options (11-12):**

- Any color SBPS embroidered long or short sleeve oxford (burgundy tie optional)
- Burgundy St. Benedict Preparatory School embroidered sweater
- Lands' End or the equivalent of Khaki skirt (Jeans or cargo pants are not permitted)
- Plaid Kilt

### **ST. BENEDICT PREPARATORY SCHOOL EVERYDAY UNIFORM FOR**

**11-12 Young Men/Boys Everyday Uniform Options:**

#### **Shirt Options:**

- Burgundy or grey St. Benedict Preparatory School embroidered knit polo shirt
- White Oxford SBPS embroidered long or short sleeve shirt with burgundy tie
- Blue Oxford SBPS embroidered long or short sleeve shirt with burgundy tie (9-12 only)
- Blue and White striped SBPS embroidered long or short sleeve shirt w/ burgundy tie (9-12 only)

#### **Sweater/Sweatshirt/ ¼ Zip Options:**

- Burgundy St. Benedict Preparatory School embroidered Cardigan
- Burgundy St. Benedict Preparatory School embroidered V-neck vest
- Burgundy St. Benedict Preparatory School embroidered Pull over sweater
- Navy Blue Sports Coat Fleece Options: **MUST BE WORN WITH A UNIFORM SHIRT**
- Burgundy St. Benedict Preparatory School embroidered fleece vest
- Burgundy or Grey St. Benedict Preparatory School embroidered fleece jacket

- ¼ Zip or Crew Neck Sweatshirt ordered from the school’s Spirit wear website

**Pants:**

- MUST be worn with a black or brown belt.
- Lands’ End or the equivalent of khaki pants
- No Khaki color jeans/cargo pants are allowed

**Shorts:**

- May be worn from beginning of school to October 15<sup>th</sup> and April 15 to end of school only
- Lands’ End or the equivalent of khaki shorts

**Shoes:**

- Black or brown shoes
- When wearing shorts, student may wear predominately white gym shoes.
- No Gym Shoes except for warm weather uniform.
- NO sandals, flip flops, boots, high tops, slipper style, open toe, or open back shoes
- Socks must be worn

**11-12 Young Women/Girls Everyday Uniform Options:**

**Shirt Options:**

- Burgundy or grey St. Benedict Preparatory School embroidered knit polo shirt
- White Oxford SBPS embroidered long or short sleeve shirt (burgundy tie optional)
- Blue Oxford SBPS embroidered long or short sleeve shirt with burgundy tie (11-12 only)

**Sweater/sweatshirt/¼ zip/Jacket Options:**

- Burgundy St. Benedict Preparatory School embroidered Cardigan
- Burgundy St. Benedict Preparatory School embroidered V-neck vest
- Burgundy St. Benedict Preparatory School embroidered pull over sweater
- Navy Blue Sports Coat/Fleece Options:
- MUST BE WORN WITH A UNIFORM SHIRT UNDERNEATH
- Burgundy St. Benedict Preparatory School embroidered fleece vest
- Burgundy or Grey St. Benedict Preparatory School embroidered fleece jacket
- ¼ Zip or Crew Neck Sweatshirt ordered from the school’s Spirit wear website

**Skirts/Pants:**

- Gray and Burgundy Plaid Kilt
- Lands’ End Khaki skirt
- Skirts MAY NOT be worn with a belt
- Lands’ End or equivalent khaki pants.
- No Khaki color jeans are allowed
- Pants MUST be worn with a black or brown belt

**Shorts:**

- May be worn from opening day to October 15<sup>th</sup> and April 15 to end of school only
- Lands’ End or equivalent of khaki shorts

**Shoes/socks:**

- Black or brown shoes
- When wearing shorts, student may wear predominately white gym shoes.
- No Gym Shoes except for warm weather uniform.
- NO sandals, flip flops, boots, high tops, slipper style, open toe, or open back shoes
- Socks must be worn

**GYM UNIFORM FOR ALL STUDENTS available on Lands End**

**The PE uniform is to be worn during PE class.**

- Maroon shorts or sweatpants
- Maroon sweatshirt (may also be worn on spirit days)
- Gym T-shirt (long and short sleeve option)

- Predominately white gym shoes

### **SPIRIT DAYS**

On special dress code days, known as spirit days, students are to wear the following items.

- Jeans in good repair, free from holes on any part of the clothing item or other modest style pants
- Any Bengal wear purchased online from the spirit store.
- St Benedict Sweatpants
- In-season sports jerseys if the team coach permits (Everyday uniform must be worn underneath)
- Gym shoes or other appropriate shoe item. NO flip flops, sandals, shower shoes, boots, high heels, slipper style, open toe, or open back shoes.
- Uniform shirts, pants, and shoes.
- Pajama bottoms are NOT allowed.
- Only St. Benedict Preparatory School hooded sweatshirts may be worn during the school day. NO OTHER HOODED SWEATSHIRTS may be worn in school during class time. HOODS MUST BE DOWN AT ALL TIMES IN THE SCHOOL BUILDING.

### **ADDITIONAL GUIDELINES FOR ALL STUDENTS**

- No jewelry should be worn around the neck except for crosses and small necklaces.
- Hair should be professional in appearance and in good taste. Also, it should avoid exaggerated styles/colors, (i.e., lines designs, two-tones), and not cause undue attention.
- Male students are to be clean shaven. If the student has multiple violations of not shaving, the student will be sent home and must return with parents.
- Hats and all headgear are not to be worn in the building AT ANY TIME.
- Students must dress in school uniforms during any school function on a school day. This includes retreats, field trips, pep rallies, or any school function not mentioned here unless otherwise excused.
- No female student should have more than 2 earrings in either ear.
- Piercing(s) are not permitted for male students. No other type of body piercing is allowed for females.
- No visible tattoos are allowed in school, at school-sponsored or sporting events.
- Belts may NOT be worn with skirts.
- Belts MUST be worn with pants (black or brown belts only).

### **DRESS CODE ON CAMPUS BEFORE SCHOOL OR WHEN SCHOOL DAY IS OVER:**

- Students are expected to come to school dressed in proper uniform attire. They are not to get dressed at their locker in the morning.
- Clothing such as tank-tops, tee shirts, half-shirts, flannel shirts or sweatpants, pajama bottoms (plain or with designs), are not permitted.
- Clothing with pictures, sayings, numbers, or athletic teams is not permitted.
- Dresses with spaghetti straps or no straps, halter tops, low-cut, bare midriffs or sleeveless blouses are not permitted.
- Hats, gloves, or coats during school are not permitted. Any type of headgear is never permitted to be worn in the building.
- Military clothing, gang clothing or clothing containing insignias/writing, which could be interpreted as gang-related, may not be worn.
- Clothing with names of other schools may not be worn to or in school.
- Silver chains that extend from the belt loop and pockets are not allowed
- Stomachs are never to be seen during on out of dress code days. If the stomach is visible, detentions may be given.

## **Technology Policy**

All policies regarding technology are listed on the St Benedict website. Students are to review and adhere to all published technology policies.

## **Concussion Information**

### **What is a concussion?**

A complex pathophysiological process affecting the brain induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
- Concussion may result in neurologic changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
- Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note that, in a small percentage of cases, post concussion symptoms may be prolonged.
- No abnormality on standard structural neuroimaging studies have been seen in concussion.

### **What are signs and Symptoms of a concussion?**

A diagnosis of a concussion can include one or more of the following clinical domains: headache, feeling in a fog, lack of concentration, memory loss, unstable, loss of consciousness, amnesia, loss of balance, irritability, acting abnormally for them, slowed reaction times, slower movements, sleep disturbances, drowsiness, slurred speech, double vision, dizziness, nausea, spots before eyes, sensitivity to light and sound

### **What should I do if my son or daughter has one or more of the above signs and symptoms?**

- If they can rest comfortably and all signs and symptoms are stable, allow to continue rest or sleep.
- Call your physician to seek advice and for an appointment.
- Monitor the signs and symptoms for any change.
- Make comfortable.
- If condition becomes unstable or are unable to rest comfortably seek immediate medical assistance (emergency room).

## Do Not's

- Use a computer
- Text message
- Play video games
- Wear headphones
- Stay in a bright place
- Give aspirin for any reason
- Watch television
- Stay in a loud area

## Do's

- Allow to sleep
- Monitor symptoms
- Take to emergency room if symptoms worsen
- Allow to eat
- Make an appointment with your physician
- Keep hydrated

Take a student with concussion symptoms to the emergency Room if they are uncomfortable/restless. If you do not have a physician we can recommend a few that diagnose and treat concussions. For more information contact your school nurse or athletic trainer.

### Secondary School Schedules

2017-2018

#### LUNCH SCHEDULE

	11/12
4A	Advisory
4B	Academic Lab
4C	Lunch

#### Regular Bell Schedule

Homeroom	8:00-8:10	(10)
Per 1	8:14 – 9:15	(61)
Per 2	9:19 – 10:20	(61)
Per 3	10:24 – 11:25	(61)
Per 4	11:29 – 1:05	(96)
A Lunch/B&C Adv	11:29 – 11:59	(30)
B Lunch/A&C Adv	12:02 – 12:32	(30)
C Lunch/A&B Adv	12:35 – 1:05	(30)
Per 5	1:09 – 2:10	(61)
Per 6	2:14 - 3:15	(61)

year. St. Benedict Preparatory School reserves the right to turn away individuals who do not adhere to these policies, and reserves the right to accept/decline a student's enrollment for the next term. Conduct unbecoming or unacceptable for a St. Benedict Preparatory School student, as determined by the Administration, constitutes sufficient reason for discontinuing a student's enrollment. Statements made within this handbook are subject to amendment.

#### Tuesday Mass schedule

#### Seminar: Prayer Buddies, AGORA, House Time

Homeroom	8:00 – 8:10 (10)
House Locations	8:10 - 8:25 (15)
Mass	8:30 – 9:25 (55)
Seminar	9:30 – 10:10 (40)
Per 1	10:14 - 10:42 (28)
Per 2	10:46 – 11:14 (28)

St. Benedict Preparatory School complies with all Archdiocesan policies and state mandates. This handbook constitutes a contract between St. Benedict Preparatory School and the student and parent(s)/guardian(s). The contract is for one

Per 3	11:18 - 11:46 (28)
Per 4	11:50 - 1:11 (81)
Lunch A/B&C Adv	11:50 - 12:15 (25)
Lunch B/A&C Adv	12:18 - 12:43 (25)

Lunch C/A&B Adv	12:46 - 1:11 (25)
Per 5	1:11 - 1:43 (28)
Per 6	1:47 - 2:15 (28)