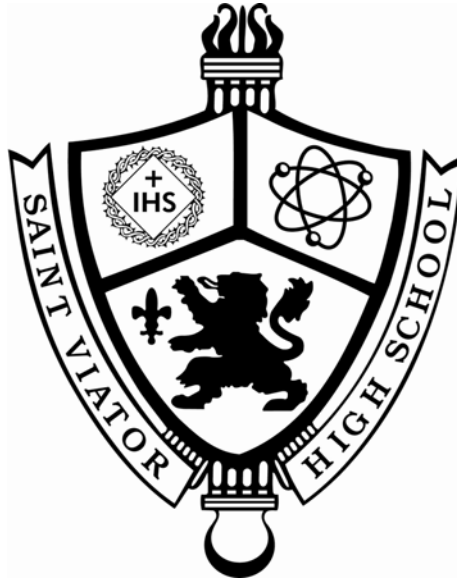


Saint Viator High School



Rev. Robert M. Egan, C.S.V. - President
Mrs. Eileen Manno - Principal
Mrs. JoAnne Francis - Director of Student Affairs
Mr. Tim Carlson - Athletic Director
Mr. Chris Kirkpatrick - Dean of Students
Dr. Deborah Scerbicke - Dean of Students

1213 East Oakton Street, Arlington Heights, IL 60004

School	847-392-4050
Administration Office	Extension 400
Attendance/Deans' Office	Extension 226
Finance/Tuition	Extension 219
Advancement	Extension 297
Athletic Department Fax	847-392-0035
School Fax Number	847-392-4101
Web Address	saintviator.com
After Hours Emergency No.	847-404-8864
	(Mrs. Manno)

MISSION OF SAINT VIATOR HIGH SCHOOL

Saint Viator High School is established by the Clerics of St. Viator and the Archdiocese of Chicago to continue the Viatorian mission in the Church “to proclaim Jesus Christ and His Gospel and to raise up communities where faith is lived, deepened and celebrated.” Saint Viator High School is, therefore, a Catholic educational community called to provide religious formation and an academic program of excellence to young men and women of the northwest suburbs of Chicago.

The school will attain these goals by providing a college preparatory curriculum integrated with Christian principles, which emphasize responsibility to society and to the Church. Saint Viator will foster a respect for the dignity and uniqueness of individuals and will challenge students to reach their maximum potential in intellectual, physical, spiritual and emotional growth.

Through the full collaboration of parents, students, faculty and staff in dimensions of the school’s life and governance, Saint Viator High School will achieve its mission by becoming an educational and formational community of faith.

Established April 19, 1990 Board of Governors

PROFILE OF SAINT VIATOR HIGH SCHOOL GRADUATES

Saint Viator High School graduates reflect the Viatorian values of life-long, collaborative learning within a Catholic community. They have benefited from instruction that responds to a variety of learning styles. Our graduates are critical thinkers who have the ability to recognize and evaluate information and apply appropriate solutions. Enhancing a global perspective, they are dynamic creators, communicators and collaborators. They seek to reach their maximum potential intellectually, physically, spiritually and emotionally as they meet challenges of the world.

As members of a Catholic and global community, Saint Viator graduates...

- understand Catholic history, traditions and beliefs resulting in the ability to make moral judgments based on Catholic principles;
- possess a developed sense of respect for self and others and respond to the needs of others with caring service;
- cultivate the ability to make responsible life choices;
- seek to be leaders within their faith community who model the values embodied in the Gospel message;
- accept and respect other cultures, traditions and values;
- master the essential concepts and skills of each discipline;
- solve problems collaboratively with an international perspective;
- navigate, using discernment and evaluation, the vast quantities of information available in the 21st century via changing modes of technology;
- possess a sense of pride in their country, religious tradition and family.

Revised May 2008

THE VIATORIAN VALUES OF A SAINT VIATOR GRADUATE

The Viatorian values are at the heart of our educational program that every Saint Viator graduate possesses. Teachers stress the importance of **intellectual independence** while allowing each student to develop their own **personal integrity**. Students build **strong character and confidence** both inside the classroom and through our co-curricular sports and clubs. Every month, the entire school community comes together for an all-school Mass to celebrate our **Catholic identity** and to keep us **centered on the Gospel**. We stress the importance of being **community oriented** within both the school community and the community at large. This allows individuals to be all God calls them to be while finding their place in the world.

The History of Saint Viator High School and the Clerics of St. Viator

Legend tells us that Viator lived during the fourth century in the area of Lyon, France. In his early years, he served as an aide to the bishop of Lyon. In particular, he worked as a catechist helping young people in the development of their religious beliefs. When the bishop resigned his position and withdrew to the deserts of Egypt to live a life of prayer and penance, Viator went with him. Nothing is known about what happened there except that within a few years, they both died and their bodies were returned to Lyon. By public acclamation, both Viator and Bishop Just were declared saints. The body of Saint Just is buried in the Church of the Seven Martyrs in Lyon. There is no marked grave for St. Viator.

Centuries later, after the slaughters of the French Revolution in which great numbers of clergy and religious people were wiped out, a parish priest in Lyon, Fr. Louis Querbes, saw a need to replace these losses, and he began by finding young men who could assist the clergy in their parish work and especially in the teaching of catechism to young men. They would serve as volunteers for whatever work had to be done. As this association of young men began to grow, it took the shape of a religious community. When Fr. Querbes looked for a model for his group, he remembered Viator, the saint from his home city of Lyon, who carried out similar work centuries before. From these simple beginnings emerged the congregation of the Clerics of St. Viator. Today, the congregation numbers around 670 men who work throughout the world in France, Spain, Canada, the United States, Peru, Chile, Colombia, Haiti, Japan, Taiwan, Belize and Africa. The central office of the congregation is in Rome. The headquarters for all Viatorians working in the United States is here in Arlington Heights at the Province Center located on the property adjacent to the school.

Saint Viator High School was founded by the Clerics of St. Viator as a school for young men. Ground was broken for the school building in June 1960. In September 1961, 72 sophomores and 250 freshmen enrolled at Saint Viator High School, becoming the first two graduating classes in 1964 and 1965. On October 21, 1961, Saint Viator High School was blessed and officially dedicated by Albert Cardinal Meyer, the Archbishop of Chicago. Reverend Francis E. Williams, C.S.V., served as the first principal.

Sacred Heart of Mary High School was founded in 1961 by the Religious of the Sacred Heart of Mary as a school for young women. One hundred thirty-eight freshmen, who became the first graduating class in 1965, entered the school in September 1961, attending classes in a wing of Saint Viator High School until their own building was completed. Sacred Heart of Mary High School in Rolling Meadows opened its doors in September 1962 and was dedicated by Albert Cardinal Meyer on May 9, 1964. Reverend Mother M. Loyola Carey, R.S.H.M., was the first principal. In 1972, the Archbishop of Chicago assumed ownership of the school.

In January 1987, the Clerics of St. Viator and the Archdiocese of Chicago agreed in dialogue with Sacred Heart of Mary High School to close the women's school and establish coeducation at Saint Viator, beginning with the 1987-1988 school year. The Class of 1988 became the first coeducational class to graduate from Saint Viator High School.

In the years that have passed, more than 13,000 young men and women have graduated from Saint Viator and Sacred Heart of Mary High Schools. Most of them have gone on to further their education in colleges, universities, seminaries and training schools throughout the country. Proud teams of "LIONS" have excelled in athletic competition over the years, and many students have distinguished themselves in academics, athletics, the arts and the sciences. The quality of educational programs, the environment of individual concern and personal care, and the relationship among the students and the faculty have become trademarks of the school.

SAINT VIATOR HIGH SCHOOL

SAINT VIATOR HIGH SCHOOL COLORS, MASCOT AND SEAL

Navy blue and white are the school colors. The school mascot is the Lion, a figure derived from the French City of Lyon, the home of St. Viator and Fr. Louis Querbes, the founder of the Viatorians. The school incorporates the red lion and white fleur-de-lis from the coat of arms of the city of Lyon, the crown of thorns surrounding the letters IHS that is the seal of the Clerics of St. Viator, and three orbitals symbolizing scientific learning. The torch behind the shield is a symbol of knowledge, truth and the Catholic faith.

LION CODE OF BEHAVIOR

STUDENT PLEDGE

As a member of the Saint Viator High School community, I promise to conduct myself in a manner which reflects positive Christian values. I will respect others at all times - my fellow students, my parent(s)/guardian(s) and teachers, coaches and moderators. I will demand a 100% effort of myself in the classroom and co-curricular activities. I will accept responsibility for my own actions and report any threats or harassment of others which endangers our school community. I will follow the rules and guidelines in the Parent-Student Handbook. I make this commitment to myself and to you, my classmates, to always be a Lion bringing honor to myself, my family and my school.

SAINT VIATOR SCHOOL SONG

Ye Fighting Men Of Viator
With Banners Of White And Navy Blue
Fight, Fight, With Might And Main
Loyal Hearts Beat For You.
Rah! Rah! Rah!
Bold Defiant Conquerors
Fight, Fight, Fight For Victory
The Cheers Ring Out, One Mighty Shout
For Viator's Varsity.

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President’s Right to Amend Handbook

The President of Saint Viator High School retains the right to make amendments to this Handbook during the course of the school year for just cause. The Administration of Saint Viator High School reserves the right to interpret rules and policies as individual situations and needs arise. In the event that changes are made, the parent(s)/guardian(s) will be given notification of such changes in writing through regular mailings to the home.

PLEASE NOTE: The terms and conditions set forth in the Parent/Student Handbook are incorporated as a part of the contractual agreement between Saint Viator High School and its parents and students. Students and parents hereby agree to abide by said provisions herein as well as those in the contract itself.

The Professional Staff		Extension
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Registrar	Mrs. Rose Ruffatto	218
Director of Building & Grounds	Mr. Stephan Burks	238
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 Department Chairpersons		
English	Mrs. Nancy Kieffer	241
Fine Arts	Mr. William Faltinoski	260
Computer Technology	Mr. Don Caprio	204
Modern World Language	Mrs. Janet Tan	244
Mathematics	Mrs. Mary Lee DeBelina	247
Physical Education	Mr. Daniel Edminster	265
Religion	Mrs. Rita Boeke	293
Scanlan Center	Mrs. Nancy Rosean	274
Science	Mrs. Eileen Cairo	239
Social Studies	Rev. Daniel Hall, C.S.V.	222
 Counselors		
College Counselor	Mrs. Kathy Duggan	233
Class of 2010	Mrs. Julie Kirkpatrick	225
Class of 2011	Ms. Kelly Kardaras	231
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Class of 2013	Mr. Joseph Majkowski	248

ACADEMICS

Admission Requirements

Saint Viator High School does not discriminate on the basis of sex, race, color or national/ethnic origin in the administration of our educational policies, admission policies, athletic or other school-sponsored programs. Admission to Saint Viator High School implies an acceptance on the part of the student and his/her parent(s)/guardian(s) of the mission, rules, regulations, procedures and policies of Saint Viator High School.

Ninth Grade Admission

All eighth grade graduates, regardless of sex, race, color or national/ethnic origin are eligible for admission to Saint Viator High School. In January, an entrance test is given to prospective students. Test scores and previous academic performance are used to determine admission. An admissions committee reviews the entrance test performance of any student whose score falls in the lowest quartile. The admissions committee considers entrance test results and weighs previous academic performance and teacher evaluation. Additional data may be required before admission is granted. The admissions committee makes the final decision concerning admission.

Transfer Students

Transfer students will normally be accepted only at the semester. Students requesting a transfer to Saint Viator must submit their academic and discipline records before any consideration will be given to the request. International students must submit TOEFL scores. All transfer students are admitted on academic and disciplinary probation for the duration of their first year at Saint Viator. Counselors will register transfer students. Department Chairpersons will assist whenever possible in placement of students.

Graduation Requirements

Christian Service Requirement – 100 hours

Pass the Federal and Illinois State Constitution Tests

Department	Required Credits (Class of 2010)	Required Credits (Classes of 2011, 2012, 20113)
English	4.0	4.0
Religion	3.0	3.5
Social Studies	2.0	2.0
U.S. History	1.0	1.0
Science	3.0	3.0
Mathematics	3.0	3.0
Modern World Language		2.0
Physical Education/Health	2.0	2.0
Fine Arts	0.5	0.5
Computer Technology	0.5	0.5
Electives	<u>3.0</u>	<u>0.5</u>
	22.0	22.0

All required credit hours for graduation should be taken at Saint Viator High School. If a student fails a required course, he/she must make it up during the summer following the failure or make plans with his/her counselor to make it up during a future semester at Saint Viator High School. If a student has multiple failures in required courses, he/she must meet with his/her counselor to plan and prioritize how the graduation requirements will be fulfilled. Every attempt should be made to make up a failure with the same or closely related course within the same department. Make-up courses taken in summer school must be the same or similar to courses offered at Saint Viator High School. Exceptions must be presented to the Principal for approval. All summer school courses taken at a college appear on college transcripts not high school transcripts. Courses taken in any district public school that are not graduation requirements should appear on a public school transcript.

Christian Service Requirements

Within the four years at Saint Viator, students are required to complete **100 Christian service hours** (minimum of 25 hours each year). These hours are to be completed in the following categories:

- 30 Hours** with the Marginalized
- 15 Hours** within a Parish/Church Community
- 15 Hours** within the Civic Community
- 40 additional hours of the student's choice in any or all of the three categories**

Along with the completion of the minimum number of Christian service hours, students will be required to complete a Personal Reflection Paper based on his/her service experience each year.

The Christian Service Experience will run from June 16, 2009 – June 15, 2010. In the summer of 2009, hours completed after June 15 will be applied to the upcoming school year. *For the Class of 2010, all Christian service requirements (hours and paper) must be completed by April 15, 2010. This is to ensure that all requirements have been met in time for graduation. A senior who has not completed his or her service by April 15, along with being ineligible to graduate, will also not be allowed to participate in prom, senior celebration, spring sports or co-curricular activities until the Christian service requirement is completed.*

Federal and State Constitution Tests Requirements

Students are required by the State of Illinois to pass both the Federal and the State Constitution Tests in order to receive their diploma. Students must independently complete a study guide packet prior to taking the tests. This study guide must be submitted prior to the test by the deadline identified on the website. Constitution tests are administered once each quarter and three times during the summer. Review sessions are offered for students prior to each testing date. *Students must pass both Constitution tests by the first day of the second semester of their senior year.* Students who do not meet this deadline will be ineligible to participate in prom, senior celebration, sports and co-curricular activities until this requirement is completed.

Academic Integrity

Saint Viator High School seeks to establish an atmosphere in each classroom which actively fosters academic integrity. Teachers recognize that academic integrity is important to the learning environment. Students should also recognize that academic integrity is an integral part of the learning process. Academic dishonesty by students degrades their character and reputation and impedes the teaching/learning process. Any action intended to obtain credit for work, which is not one's own, is considered academic dishonesty. (See pages 13-15 for Academic Integrity Policy.)

Homework

A student at Saint Viator generally is given between two and three hours of homework each day. Various department labs are also open for student use when faculty are available. Homework for each class is posted every Monday on each teacher's QUIA page. Most homework will need to be completed at home. We encourage parent(s)/guardian(s) to ask to see the student's work. If parent(s)/guardian(s) have any questions regarding assignments, we encourage them to contact the teacher.

Agenda Program

Each student will receive an academic agenda/planner. It will include the Parent-Student Handbook, the school calendar, a personal planner and hall passes. Homeroom teachers will instruct freshmen in the use of the agenda. All freshmen will be required to have and use their agendas daily. They will record homework assignments and other information as assigned by the teacher. The agenda will be checked by their teachers to ensure that information is recorded correctly and students are aware of the performance expectations and assignment due dates. If the agenda is lost, a new one may be purchased in the Administration Office for \$5.00. A Family Agenda will be issued to each Saint Viator High School family. It will include the Parent-Student Handbook and the school calendar.

Loaner Book Policy

Students may be eligible to receive selected textbooks loaned by the State of Illinois. The school's goal is to provide at least one book per student. The Administration will determine the assignment of textbooks.

Loaner textbooks will be issued in August and must be returned and inspected during the final week of the semester of their use. Since the life expectancy of such textbooks is five years, certain rules are necessary to ensure their proper maintenance. Students are to keep the books assigned to them free of permanent writing, torn pages, punctures, etc. Fines or the cost of replacement will be assigned for books improperly maintained. Students who fail to return loaner books during the designated time must pay for the full cost of the books. Any financial obligations for textbooks must be met before grades/credits will be released.

Final Examinations

Final exams are given in all courses because such exams provide an opportunity for students to review and integrate all the material covered in the course. Such integrating skills and processes are valuable learning experiences. Final exams are given each semester at dates and times assigned by the Principal. Final exams may not be taken from the school building unless given to a certified district tutor for homebound tutoring.

At the 8th semester exam time, seniors may be exempt from final exams in courses in which they have maintained an average of 85% or higher. Teachers will determine which students are required to take a final exam and the policy will be included in the course syllabus.

Exam Dress Code

Students are required to be in the regular dress code during semester and final exam days. See pages 18-19 for "dress code" guidelines.

Grading Standard

93 - 100	Excellent
85 - 92	Above Average
77 - 84	Average
70 - 76	Below Average
Below 70	Failing

Senior Course Load - Seniors are required to take at least six classes the first semester. For eligibility reasons, seniors are strongly advised to take six classes both semesters.

Weighting of Grades - The Weighted Average is calculated with Level 2 (Advanced Placement and Honors) courses grades having a factor of 1.094.

Bonus Points - A bonus of eight points is added to a student's average for each half credit earned over three in a semester. There is a maximum of 16 points awarded per year. Bonus points are only figured into the Cumulative Weighted Average. They are not included in semester averages.

Grading

Students receive grades at the end of each quarter. Semester grades are based on each quarter worth 40% and a final exam worth 20%. An official grade report is issued at the end of the semester. At this time, credit is granted for each course receiving a passing grade. Saint Viator computes a cumulative grade point average at the semester.

Student progress should be monitored online by parents. Grades are updated on a regular basis. This frequent reporting of grades provides consistent information concerning student's progress.

Upon activating the Saint Viator Alpha Web Student Information System, student information is accessible to the parent(s)/guardian(s) via the Internet. This information is password protected and is available only to the student's parent(s)/guardian(s). Saint Viator High School will make every effort to secure and protect all Web-based information.

Schedule Changes

A schedule change will be considered during the **first five days** of a new semester only in the following situations: if a student has failed the last semester of the course in question or has failed to meet the prerequisite for the next level, if a student needs a course for college or graduation, or if there is an administrative change. Requests for schedule changes will not be honored for the following reasons: teacher preferences or conflicts, convenience of meeting time, course conflicts with a student's job, course is not what the student expected it to be, or personal opinion as to the difficulty of the course.

After August 25, 2009, the only changes that will be considered are those resulting from an academic misplacement or a counselor request. A schedule change made after August 25, 2009 (or January 26, 2010) may result in the student receiving a "WP" or "WF" on their transcript. An "F" will be issued for drops beginning with the 5th week of a semester.

Course Add and Drop Policy

In order to add or drop a course, students must first confer with their counselor and then get written approval from their parent(s)/guardian(s) during the first five days of the new semester (August 26, 2009 or January 25, 2010). A processing fee will be charged for any changes made.

A student granted permission to drop a course after week two of the new semester will not be able to join any class in progress but will be placed in an assigned study hall. Students are expected to be enrolled in six classes each semester; therefore, careful consideration should be made before dropping a class. (Remember a student must be passing five classes to remain eligible for participating in co-curricular activities.)

A course drop made after August 26, 2009 (or January 25, 2010) may result in the student receiving a “WP” or “WF” on their transcript. An “F” will be issued for drops beginning with the 5th week of a semester.

Advanced Placement - Honors

For the purpose of equitably determining grade point averages, grades are weighted according to the level of learning in each course. Honors and Advanced Placement courses are given a greater weight than all other courses. Honors courses are taught at an accelerated level. College-level material is studied in Advanced Placement courses.

Courses in the Advanced Placement (AP) Program are college-level studies. **Students who register for these classes are required to take the qualifying examination in May.** These examinations are based on college-level studies at an additional fee assessed by the College Board each year. During the 2008-2009 school year, the fee was \$86 per test. These fees will be added as an additional fee on the tuition bill. The scores are used as a measurement for appropriate placement in college classes with the possibility of receiving college credit. College Board charges a fee for the testing service.

Any student who completes the course but fails to take the AP Exam will forfeit the AP designation on their transcripts and not receive weighted grade points for the grade earned. Colleges will be notified of the change of designation on the transcript.

College Credit

St. Mary's University of Minnesota offers college credit for approved, upper-level Advanced Placement courses which are offered at Saint Viator High School. St. Mary's charges approximately \$60 per credit hour. St. Mary's will not allow a weighted grade point average, but students will still receive a weighted G.P.A. for the high school credits. Because universities and colleges will transfer these credits differently, you need to be in touch with the school your student plans to attend to inquire about transfer policies. Most schools will not transfer any grade less than a 78%. A list of universities accepting PACC St. Mary's transfer credits is available on their Web site (www.smumn.edu).

Honor Roll*

Saint Viator publishes an Honor Roll after every semester:

Principal's Honors: A Semester Average (Weighted) of 99% or above with no grades below 85%.

High Honors: A Semester Average (Weighted) of 93% or above with no grade below 85%.

"B" Honors: A Semester Average (Weighted) of 85% or above with no grade below 77%.

*Honor roll information is not included as part of the student's permanent record/transcript.

*Bonus points do not calculate into semester average when determining honor roll.

Graduation with Distinction

Graduation with Highest Honors - All seniors with a Cumulative Weighted Average 100% or above after seven semesters will be recognized as graduating with Highest Honors.

Graduation with High Honors - All seniors with a Cumulative Weighted Average 98%-99.99% after seven semesters will be recognized as graduating with High Honors.

Graduation with Honors - All seniors with a Cumulative Weighted Average 93%-97.99% after seven semesters will be recognized as graduating with Honors.

Note: Graduation with distinction information is not included as part of the student's permanent record/transcript.

National Honor Society

Students are selected to the National Honor Society (NHS) by demonstrating excellence in four areas: scholarship, leadership, service and character.

To meet scholarship requirements, students must have a Weighted Cumulative Average of 93% or higher at the end of their fifth and/or sixth semester. Cumulative averages are never rounded.

Outstanding leadership qualities are seen in students who promote school activities, uphold school ideals, exemplify a positive attitude, and inspire positive behavior in others. They demonstrate reliability, dependability, initiative and effectiveness in academic pursuits while holding positions of responsibility in the school and/or community.

Students typically demonstrate excellence in service by rendering service to the school, working well with others, willingly taking on difficult or inconspicuous responsibilities, volunteering dependable and well organized assistance, representing the school in competition, or participating in some outside organization (church groups, Scouts, volunteer services for those in need), or carrying out family duties.

The student of character demonstrates the highest standards of honesty and reliability; cooperates willingly in classes and activities; complies with laws, regulations and instructions both in the school and in the community; shows courtesy, concern, and respect for others; demonstrates perseverance and application to studies and tasks.

For NHS selection, a Faculty Council reviews student disciplinary records, faculty evaluations, and Student Activity Information Forms and essays submitted by candidates.

Awards

Awards are given at Saint Viator to reflect dedication in the areas of academics, athletics and service.

In addition to the above areas in which students are recognized for achievement, all seniors are eligible to be the recipient of the Erdmann Award. The Erdmann Award is granted annually in memory of Christopher Erdmann, a member of the Class of 1968. His parents initiated this award to recognize an outstanding senior who represents the values and ideals of Saint Viator High School. It is intended to recognize a student who has taken active involvement and leadership in the improvement of Saint Viator High School. The name of the recipient is engraved on a cup, which is held permanently at Saint Viator High School. The student will also receive a permanent cup for his/her possession and a check for \$500 to assist with college needs.

The 1991-1992 Inter-Class Council initiated a leadership award in honor of their classmate, Andrew Johnstone, Class of 1992, who died in June 1991. The A. J. Award goes to a senior who has shown outstanding leadership and spirit. The senior will receive a plaque and a cash award.

Special Academic Status

A student whose academic performance is less than expected and who receives an excessive number of grades below 77% and/or failing grades will be placed on academic watch. A student may be placed on academic watch after any marking period. During this period, the counselor and the teachers will provide additional support and feedback for the student. (A student who shows continued lack of improvement or cooperation during the period of academic watch will be placed on academic probation for the following semester.) The parent(s)/guardian(s) will receive a letter advising of academic probation. A student on academic probation is placed in a supervised study hall and denied early dismissal. A student who does not meet the requirements demanded during this probation period may be denied readmission for the semester following the probationary period.

School Withdrawal

A student withdrawing from school should meet with his/her counselor. A withdrawal form must then be obtained from the Registrar. All property owned by the school, including but not limited to textbooks, library books, athletic equipment and school I.D. card, must be returned. The student must secure the signature of all required personnel indicated on the withdrawal form and return the form to the Registrar. Signatures indicate that all student obligations have been met. No official transcripts will be released until this procedure is followed and completed.

SCHOOL POLICIES & PROCEDURES

ACADEMIC INTEGRITY POLICY

Academic integrity is a primary and essential part of the learning process. Saint Viator High School seeks to offer an environment that fosters the mission and values of Catholic education. All students are expected to make decisions and choices with high standards of integrity.

Teachers seek to foster an atmosphere that is fair to all students. In an effort to minimize the potential for dishonest behavior, teachers instruct and assess in a manner that is fair to each student. Parents are partners in the educational process and the primary influence upon their children. Parents need to support and complement Saint Viator High School's attempt to promote academic

honesty among its students. By sending their student to Saint Viator High School, parents agree to support the school's policies regarding academic honesty.

Students are expected to strive to maintain academic integrity, to refrain from academic misconduct and to avoid aiding others to violate the academic integrity policy. Academic misconduct is subject to the disciplinary policies of the school.

Definition of Academic Misconduct (Not Inclusive)

- 1. Scholastic Dishonesty** - A violation of the standards of academic integrity, including all forms of academic cheating; e.g. plagiarism, collusion, falsifying academic records and any other act designed to give unfair advantage to the student.
- 2. Cheating** - Any attempt to deceive or mislead the teacher in arriving at an honest evaluation of learning. Cheating includes helping others to cheat, using notes, cheat sheets, etc.
- 3. Plagiarism** - A form of cheating that involves presenting as one's own, the ideas, or work of another. This means submitting others' work (print, electronic or oral) in whole or part without thoroughly citing its origin.
- 4. Furnishing False Information** - Writing a term paper for another student or asking someone else to write a paper is dishonest. Copying the work of another student (current or former) is a violation of this policy. All assignments, quizzes, and tests, unless specifically indicated otherwise, are to be completed by individual students. Teachers will direct students when it is appropriate to complete an assignment with another student.
- 5. Selling and Distributing Materials, or Buying and Receiving Materials** - Selling or distributing tests, quizzes or term papers is unacceptable behavior. Buying or receiving tests, quizzes or term papers is equally unacceptable behavior.
- 6. Stealing** - Stealing copies of tests or answers keys in order to enhance performance raises serious moral concerns.

Standard Consequences

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the suspicion and an opportunity to explain his/her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred.

First Violation

- The student receives a failing grade of zero on the assignment or test.
- The teacher notifies the counselor and the Dean of Students by completing a disciplinary referral. (**Saturday Detention**)
- The teacher will notify the student's parents.
- Academic Misconduct is added to the student's disciplinary file.
- The student must meet with his/her counselor to discuss the infraction.
- The student is dismissed from all honor societies, including National Honor Society.
- The student may be removed from positions of leadership within the school.

Second Violation

- The student receives a zero on the assignment or test.
- The teacher notifies the counselor and Dean by completing a disciplinary referral. (**Two Saturday Detentions**)
- The Dean of Students will notify the parents and arrange a conference.

- The student, parent, Dean, and counselor will meet with the Principal to discuss the seriousness of the academic misconduct and formulate a plan for academic success. Failure to attend the conference will result in a suspension.
- Academic Misconduct is added to the student's disciplinary file.
- The student is dismissed or denied an application from all school honor societies, including National Honor Society.
- The student is removed from positions of leadership within the school
- Depending on the nature of the second infraction in the same school year, a student may be placed on Social Probation for a period of time determined by the Principal.

Third Violation

- The student receives a zero on the assignment or test.
- The teacher notifies the counselor and Dean by completing a disciplinary referral. **(Level IV violation.)**
- Academic Misconduct is added to the student's disciplinary file.
- The parents and student will meet with the Dean of Students and the Principal.
- Consequences may include, but are not limited to the following:
 - Social and Academic Probation for a period of time determined by the Principal
 - A failing grade for the course
 - Temporary or permanent removal from all co-curricular activities
 - Suspension or expulsion from Saint Viator High School
 - Exclusion from consideration for academic awards and recognition

To encourage and support the development of academic integrity, a student who successfully completes two consecutive semesters without a violation of the Academic Integrity Policy will be re-evaluated.

TURNITIN

Saint Viator High School has entered into a licensing agreement with Turnitin.com. This is an Internet-based computer system that uses a compilation of the Internet, academic database and student submissions to check papers for original writing. The goal is to teach students to express themselves effectively and properly through writing and to avoid plagiarism. The Internet provides many new opportunities for education. Most of our students use technology to communicate and to acquire information; however, with advancements in technology comes both accidental and intentional plagiarism. Papers submitted to the service are stored in their database as long as this service (Turnitin) remains in existence. Turnitin has taken steps to insure that student privacy is not violated. Saint Viator will further insure that privacy by allowing students to submit papers under assumed names. Turnitin is the final arbitrator of the originality of the paper. Students will be required to submit their writing assignments to TURNITIN during the school year.

ATTENDANCE

Daily Attendance

Regular and punctual attendance is required. There is a correlation between class attendance and successful academic achievement. If a student is absent from school, the following procedure is to be observed:

The parent(s)/guardian(s) must phone the Deans' Office before 10:00 a.m. on the day of the absence for the absence to be excused. **A message regarding an absence, including the reason for the**

absence, may be left on the Deans' Office voicemail system during non-school hours. A parent's phone call is mandatory for a student's absence to be excused, otherwise a student will be considered truant.

<p>To reach the Deans'/Attendance Office, call 847-392-4050, ext. 226</p>
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Participating in Athletics and Co-Curricular Activities

Saint Viator High School is committed to the position that academics take precedence over all co-curricular activities. Therefore, in order to practice or participate in a co-curricular activity, **the student must arrive at school by 10 a.m. or cannot leave before 1 p.m. on the day of the activity.**

Exceptions: A family funeral, court date or doctor's appointment with official documentation provided to the Deans' Office.

Full-Time Attendance & Senior Early Dismissal

All Saint Viator students are full-time students and are expected to attend classes periods 1-8. Only seniors may have the privilege of leaving campus with early release.

Excused Absence

A student's absence is considered excused if due to illness, injury or family emergency. The student is responsible for any work missed. Please consult the faculty Web pages at saintviator.com for make-up work.

Extended Absences

If the student will be hospitalized for a long-term, serious illness or injury, contact the student's counselor to arrange a program of studies for the period of extended absence. In addition, a physician's note is required to the Deans' Office upon return to classes.

Vacations, Trips

Please observe our scheduled vacation dates. It is disruptive to the academic program to leave early for or return late from vacations. **Saint Viator High School discourages extended absences during the school term.** Students cannot afford to take extended time off from class. To encourage and foster student responsibility, the student must arrange for and complete work missed due to his/her absence. **The student and his/her parent should notify the Principal and the Deans' Office in writing at least one week prior to the anticipated absence.** The school faculty assumes no responsibility for work missed on extended absences.

Unexcused Absences

A student's absence is considered unexcused if it is due to an out-of-school suspension, cut class, truancy or non-compliance with attendance rules. The student will receive a failing grade for tests, quizzes or other in-class work on the day of an unexcused absence.

Class Attendance

A student is expected to be in attendance in all classes. Punctuality is necessary for success in academic and employment endeavors. Students are expected to arrive on time for school and for each of their classes during the school day.

No student is to leave a class without the permission of the teacher in charge of the class. A student who is absent from class without approval from the Deans' Office is considered cutting class.

“Ditch Days”

Saint Viator High School does not recognize a class "ditch day." Parent(s)/guardian(s) are asked not to condone a "ditch day."

Student Sent Out Of Class

Any student sent out of class by a teacher is to report immediately to the Deans' Office. In such instances, the teacher will notify the parent on the same day. The teacher will also complete a disciplinary referral on the same day. If this problem becomes habitual, a parent-student-teacher conference will be required and may result in permanent removal from that class.

Excessive Absences

Excessive, repeated or prolonged absence from course work may result in lower academic achievement, failure or loss of credit in courses. The State of Illinois defines a "chronic or habitual truant" as a child subject to compulsory attendance who is absent without valid cause from such attendance for 10% or more of the 180 regular attendance days. Excused, extended and unexcused absences are all recorded as absences on the student attendance record. A student who has exceeded twelve (12) absences in a class in one semester will be recorded as unexcused for every time thereafter unless a physician's note is provided for the absence in question.

Exceptions to the Above Regulations

Absences due to field trips, retreats, athletics or any course-sponsored activities are not recorded as absences on the student's attendance record.

Class absences due to extended illness, hospitalization or injury may be reconsidered as exceptions to the 12-day absence limit. A physician's note stating the reasons for the absence is to be submitted to the Deans' Office upon return to school for a student to be considered for this exception.

Tardiness

A student who is tardy to school including period 0 must report to the Deans' Office immediately upon his/her arrival at school. Each student is penalized upon the third, sixth and ninth tardy to school. If tardiness to school continues after the ninth incident, the sanctions will increase as explained in the "Consequences for Unacceptable Behavior" section herein.

Excessive Tardies to Class

A student who is tardy two (2) times in any given school day for periods 0-8 and/or has five (5) or more tardies for periods 0-8 within any given week will receive a Level I detention.

Late Arrivals or Early Dismissals

Any student arriving late or leaving early must sign in and out in the Deans' Office. Parent(s)/guardian(s) are discouraged from scheduling doctor, dental or other appointments during the school day. If it is unavoidable that a student leave early or arrive late, such a request must be made by a parental phone call to the Attendance Office at extension 226. **Upon the student's return to school, he/she must present to the Attendance Officer a note from the physician's or dentist's office documenting the date and time of the appointment.** Without such documentation, the student's absence will be recorded as unexcused.

Illness During the School Day

If a student becomes ill during the day, the student must report to the Deans' Office. The student must secure a pass signed by the classroom teacher indicating knowledge of the student's presence in the Deans' Office. A student may leave school only after contact has been made with the parent by the Deans' Office.

Closed Campus Policy

Saint Viator High School is a closed campus. After arriving at school, students may not leave campus for any reason without approval from the Deans' Office. Students who leave campus without official approval are considered truant (cf. Truancy). Only seniors may leave after seventh period if they do not have a class scheduled during eighth period. Seniors who are dismissed early may not loiter in the parking lots or general areas of the building. They may leave campus or go to the café or resource center. The campus is closed from 10:30 p.m. until 6:30 a.m. each day. No one is to be on campus during this time, except when a school event is being held in the building.

Assemblies

As a community, shared religious, social and learning experiences are an important part of our school life. These include all-school Masses, assemblies and other group meetings planned throughout the year. All students are required to attend.

Field Trips

Students are required to obtain written parental approval for any school-sponsored, off-campus activity. The sponsoring teacher distributes forms for parental signatures. Field trips are privileges. Students must meet academic and behavioral requirements to participate.

Homeroom

All students are required to be present in homeroom so that attendance can be taken and information for the day may be disseminated. Students are to remain in homeroom for the full period.

DRESS CODE

Goals for the dress code are 1) to create an atmosphere conducive to learning; 2) to be easily observable and enforceable; 3) to promote student safety; 4) to project a good image of the school; 5) to allow for comfort and variety; and 6) to be in good taste and ensure modesty.

Enrollment at Saint Viator implies agreement with and acceptance of the dress code. All students are to arrive at Saint Viator properly attired and to remain in dress code at all times during the school

day. **Final interpretation of the dress code is made by the Dean of Students.** A student out of dress code will be required to change before returning to class. Also, class periods missed for dress code violations are considered unexcused absences.

For complete ordering information and assistance, please contact the Saint Viator Bookstore at 847-392-4050, ext. 246.

General Guidelines: Men/Women

Tops

- Shirts, crewneck sweatshirts and the Red Lion jackets sold exclusively in Saint Viator Bookstore. Dress code polos/crewneck sweatshirts can be worn with solid colored T-shirt underneath.
- A dress code polo must be worn underneath the Red Lion Jacket.
- Oxford shirts must be tucked in.
- Outdoor jackets are to be left in lockers and not worn during school hours.

Please note: Hooded sweatshirts, team, club or organization polo shirts, and sweatshirts are not part of the regular dress code.

Pants/Slacks:

- Traditional classic cut or relaxed fit, chino-style cotton twill in **beige or tan colors only**.
- No cargo style pockets. No baggy or oversized pants. Pants should not have any rips, tears or slits.
- Pants must be worn at the waist.
- Women – No skirts or skorts.

Shoes

- Dress shoes, athletic shoes or closed-toe clogs may be worn.
- Socks, stockings or nylons must be worn.
- No flip flops, slippers or boots above the ankles.
- Any shoes/boots deemed unsafe or extreme by the Dean are not permitted.

Summer Optional Dress Code: Months of August, September, May and June

- **Knee-length / chino-style shorts** may be worn in the following solid colors: beige, tan, khaki, black, navy only.
- Women – **Capris** may be worn in **beige or tan colors only**.
- Students may wear **sandals with heel straps**, without socks. For safety reasons, sandals must have heel straps.

Other General Guidelines

- Hats or other headwear and sunglasses must be removed upon entering the building.
- Earrings may only be worn in the ear. Students are limited to wearing a maximum of two earrings per ear. This applies to school hours only. Other body piercing is not acceptable.
- Extreme jewelry is not permitted. References to tobacco, alcohol or illegal narcotics are not permitted.
- Chains cannot be worn as outerwear draped from pants pockets, belts, etc.
- Visible tattoos and other body art are not permitted.
- Hair is to be kept neat and clean. Extreme hairstyles, multi-layered cuts, unnatural colors, etc. are not acceptable. The length of men's hair should not exceed the collar nor cover the eyes. Men may not wear ponytails. Facial hair must be neatly groomed.

Viator Spirit Days

On those days designated by the Administration, students may wear blue denim jeans (pants only) and any Saint Viator shirt, including any Saint Viator logo spirit t-shirt or sweatshirt. Students who choose not to wear blue denim pants or Saint Viator spirit shirts must be in regular dress code clothing. Cargo pants are not permitted. On “Proud To Be A Lion” Days-Fridays with a student’s sport is in season, members of that team may wear the jersey, shirt or warm-up top from that sport.

Special requests for other non-dress code days should be submitted and pre-approved by the President.

SECURITY, SAFETY & SPECIAL POLICIES

Closing of School

In the event of severe weather or an emergency, tune to one of these stations for emergency closing information: WBBM (780), WBBM-FM (96.3), WGN (720), WMAQ (670), WKQX-FM (103.5), WFLD-TV (32). Information will also be posted at emergencyclosings.com or saintviator.com. Saint Viator High School’s telephone message will be changed to verify school closing as soon as the decision has been made.

Severe Weather Alert

In case of a disaster, students will remain in the building in safe areas. In full cooperation with the local and state authorities, every precaution possible is taken for the safety and protection of the students. Parent(s)/guardian(s) are advised that in the event of severe weather, students are not released from school, but are relocated to safe areas within the building. For status of athletic events and practices, call the Sports Hotline at 847-392-4050, ext. 339.

Fire, Tornado and Lockdown Drills

Fire, tornado and lockdown drills will be held from time to time at different periods of the day. It is important that students move quickly and in an orderly manner to the assigned exits as soon as the alarm is sounded. In each room, there is a sign indicating the exit to use for fire and tornado evacuation.

Respect for School Property

School property is to be respected as it is meant to facilitate the educational goals of the school. This property includes, among other things, lockers, bathrooms, desks, cafeteria tables and chairs, as well as the cafeteria itself. Misuse or abuse of the property of the school will not be tolerated.

If school property is accidentally damaged or lost, the damage or loss must be reported to the Deans’ Office. If property is deliberately damaged or damaged due to abuse, the student responsible must pay for the damages and will be liable for detention, suspension or expulsion. In the case of serious damage to school property, parent(s)/guardian(s) will be notified and a conference arranged.

Lockers

Lockers are the property of the school. The student's use of the locker is exclusive only with regard to other students but not to the official representatives of the school. A student may only use the locker assigned to him/her. It is the student’s responsibility to keep lockers assigned to him/her neat

and clean. Defacing lockers inside or out is not acceptable and is considered an act of vandalism. Confetti is not to be used to decorate lockers. Birthday decorations are limited to the locker of the person celebrating his/her birthday. Combinations are not to be exchanged. Lockers must be locked at all times. Only combination padlocks supplied by the school and purchased by the student may be used on the book lockers. P.E./athletic lockers are assigned to a student by the teacher/coach while the student is involved in P.E. or athletic seasons. Non-Saint Viator padlocks will be cut off. **The school is not responsible for items missing from lockers.**

Money/Personal Effects

Though precautions are taken to guard against loss or theft, incidents of each occur. Students are urged to leave large quantities of money and valuable personal effects at home. We strongly recommend that students keep their lockers locked at all times. **Saint Viator High School is not responsible for any loss or theft experienced by persons on Saint Viator High School property.**

Hall Conduct

To encourage and foster learning at Saint Viator, students are expected to maintain an atmosphere of quiet in the following areas: classrooms, corridors, the resource center and all departmental offices. During unscheduled time, a student is to be in the resource center, a departmental office/lab or the cafeteria. Loitering, lounging or studying is not allowed in the corridors at any time during the school day. Misuse of unscheduled time may result in the loss of that time for a period to be determined by the Deans (cf. Out of Bounds).

Food and Beverages

The students may eat, chew gum or drink soft drinks **only in the cafeteria** during the academic school day. Eating, gum-chewing and drinking as well as open food and drinks are not allowed in the auditorium, classrooms, hallways, resource center or locker rooms at any time.

Out-of-Bounds

A student who is in a place he/she should not be on campus without approval from the Deans' Office is considered out-of-bounds.

Public Displays of Affection

For good order and decorum within the school, students should avoid outward displays of affection on campus. Repeated and/or chronic incidents of public displays of affection will be referred to the Dean of Students for appropriate disciplinary action.

Snow Throwing

For safety reasons, students are not permitted to throw snow on campus at any time.

Visitor Policy

Only authorized visitors are permitted to visit the school while classes are in session. Grade school shadow days are arranged through the Office of Student Recruitment. Students may not have visitors from other high schools while classes are in session. All authorized visitors must sign in and wear appropriate identification.

Pregnancy Statement

Saint Viator High School is committed to helping all of our students with special needs. As a Catholic community, we foster the Church's teaching that pre-marital sex is inconsistent with the Christian life. However, as a Christian community, we will encourage and support a pregnant student as she carries her pregnancy to term. For this reason, the Administration, Counseling Department and faculty will extend every effort to assist and to support a pregnant student personally and academically should she choose to continue her education at Saint Viator. Saint Viator men who find themselves in a situation involving a girlfriend's pregnancy are also encouraged to seek guidance and counseling from a member of our professional staff.

DISCIPLINE POLICIES & PROCEDURES

GENERAL POLICIES

Saint Viator High School works to maintain a safe, orderly and reputable academic institution. Therefore, the school expects its students to avoid situations, both on and off campus, where activities are contrary to its stated philosophy and policies and detrimental to the good order and reputation of the school. The school, acting in place of the parent(s)/guardian(s), is responsible for maintaining an atmosphere of safe, orderly and appropriate conduct among its students while they are on campus or attending school-sponsored events. See "Off-Campus Conduct" section that follows for additional information.

Random Drug Testing Policy

The mission of Saint Viator High School is grounded in the Viatorian Community and its mission in the Church to "proclaim Jesus Christ and His Gospel and to raise up communities where faith is lived, deepened and celebrated." Saint Viator High School is, therefore, a Catholic educational community called to provide religious formation and an academic program of excellence for young men and women. Saint Viator is committed to fostering respect for the dignity and uniqueness of individuals and to challenging students to reach their maximum potential in intellectual, physical, spiritual and emotional growth.

We recognize that our students face many challenges that may become obstacles to their growth and development. One of those obstacles is the illegal use of alcohol and drugs. We further recognize that our students deserve a learning environment where the culture of illegal drugs is not present or tolerated. We are committed to providing and maintaining a school environment that is drug free and that supports our students in their decisions not to use drugs and to resist the peer pressure that students encounter.

In an effort to maintain and enhance such a drug-free environment at Saint Viator High School, beginning on August 15, 2007, Saint Viator High School adopted a mandatory random drug testing policy for all students. The Board of Trustees approved this policy and entrusted the responsibility and authority to implement this policy to the Administration of Saint Viator High School.

The drug testing program uses a hair sample to detect the presence of illegal drugs. Testing will begin during the first week of school in August and every student will be tested within the first six weeks of school. Students testing positive during this initial testing will be required to attend a confidential conference with their parents, counselor, and the President. The meeting will include an explanation of test results and counseling options. The student will be retested (at student's expense) after 100 days. A second positive test may result in dismissal from school.

After the initial testing of every student, a computer program will randomly select 15 students on a weekly basis for testing throughout the year. Students testing positive for the presence of illegal drugs will be immediately subject to the school disciplinary policy as outlined in the Student Handbook.

Computer/Internet Policy

As a part of the tuition contract, the student and parent/legal guardian(s) agree to the terms and conditions outlined in this policy as a privilege of the use of the computer/Internet at Saint Viator High School during the academic year noted in this Student Handbook.

1. **Acceptable Use** - The purpose of the computer/Internet access at Saint Viator is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and be consistent with the educational objectives of Saint Viator High School and not violate basic requirements of academic honesty. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets.
2. **Privileges** - The use of the computer/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or supervisor will deem what is inappropriate use and that decision is final. Also, the system administrator may close an account at any time it is required.
3. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette:
 - **Student e-mail accounts will not be accessed from any computer.**
 - Personal Web pages cannot be created or edited from school computers.
 - Students may not access or edit any social networking websites.
 - Do not use the network in such a way that you would disrupt the use of the network by others.
 - Do not engage in, encourage, or conceal from authorities any “hacking,” unauthorized tampering, or other unauthorized use or deliberate disruption of computers.
 - Exercise good judgment by not making personal disclosures of address, phone numbers, and so on for yourself or other members of the Saint Viator community.
 - Exercise good judgment by not misrepresenting yourself, by accessing chat rooms, inappropriate or illegal materials, and other sites that are not appropriate for students at Saint Viator High School.
 - Rules posted in labs are binding, whether noted in this policy or not.
4. **Respecting Resource Limits** - You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. There is no limit on use for appropriate educational and career activities. Those students doing research have priority. The printer is not a copy machine. If you need to print more than one copy, use the copy machine that is available for students.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user’s privileges.
6. **Damages** - Saint Viator High School will not be responsible for damages you suffer. This includes loss of data resulting in delays or service interruptions. Use of any information

obtained via the Internet is at your own risk. Saint Viator High School cannot be held responsible for the accuracy or quality of information.

7. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism includes, but is not limited to, the malicious attempt to harm or destroy data of other users, damage to computer hardware or software.
8. **Blogs/Online Journals** - Due to the focus on educational use of school computers, students are not permitted to contribute/connect to online journal websites unless it is part of a classroom assignment.
9. **Misuse of School Name** - In light of the off campus conduct policy (see below), students may not misuse the good name of Saint Viator in either its educational or co-curricular programs.

Off-Campus Conduct

In off-campus situations that do not have any connection to Saint Viator's educational and co-curricular programs, the school expects its parent(s)/guardian(s) to exercise their role as the primary educators and disciplinarians of their children. The school may exercise jurisdiction for student misconduct that may occur.

In determining whether a specific non-school, off-campus activity violates the spirit of the statement above and requires the intervention and response of the school, the Administration will consider each of the following criteria:

- the seriousness of the violation according to the school's philosophy, school policy, or federal, state or local ordinance;
- whether or not the incident occurred at or in relation to a school-sponsored event;
- direct connection to or public mention of the "Saint Viator" name in reference to the incident;
- the proximity of the location of the occurrence to the school's campus;
- conduct or consequences threatening the safety and/or harmony of members of the school community;
- conduct or consequences obstructive to the good order and educational and moral climate of the school;
- police charges, judicial appearances, convictions, and/or any other civil or criminal actions that may take place.

In those off-campus situations where one or more of the seven criteria listed above apply, the Administration may deem it necessary to act for the good of the school community. The offending student will be subject to any and all of the "Disciplinary Measures" identified above.

Students are reminded that their conduct off-campus also includes the Internet. Online journals/blogs (such as, but are not limited to: myspace.com, xanga.com or facebook.com) should not be used to demean, harass, or threaten any member of the Saint Viator community or misuse the good name of Saint Viator. Disciplinary consequences may result as off-campus conduct comes into and affects members of the Saint Viator learning community. (For on-campus conduct via the Internet see pages 23-24 "Computer Internet Policy.")

Violations of federal, state and local ordinances and/or the fundamental philosophy of Saint Viator High School not specifically mentioned herein are also cause for disciplinary action by the school.

Disciplinary Referral Form

A disciplinary referral form is a notification to the parent(s)/guardian(s) regarding a student's disregard of classroom policy or school policy. The form must be signed by a parent/guardian and returned to the Deans' Office before 8 a.m. the next school day. The Dean will notify the

parent(s)/guardian(s) by letter when a student receives a fifth Level I referral and/or a third Level II referral in a given semester. Upon the tenth Level I and/or sixth Level II referral in a given semester, the student and his/her parent(s)/guardian(s) may be required to meet with the Principal and Dean of Students. The student will also be subject to disciplinary probation at this time. At any time when deemed necessary by the Principal and Dean of Students, continued disrespect of school policies may result in disciplinary probation, suspension or expulsion of the student.

Detention

Detention is held after school each day beginning promptly at 3:05 p.m. and ending at 4:05 p.m. Students may be detained until 4:30 p.m. for misconduct during detention. The student is expected to begin serving detention time on the day following his/her receipt of the detention slip. It is the student's responsibility to arrange transportation in order to serve detention. No student is excused from serving detention without the express, prior approval of a Dean of Students.

Work, personal obligations, transportation, team practices and other co-curricular meetings or rehearsals are not legitimate reasons for missing a detention and may result in further disciplinary action.

A student who is excused by a Dean of Students for a Physician or Dentist appointment must present to the Dean on the next school day a note from the doctor's office documenting the date and time of the appointment.

A student is expected to arrive on time for detention and sit quietly. No study or other materials are allowed at the student's desk. Students must arrive and remain in dress code during detention. Sleeping is not permitted. The student may be required to do service work for the school.

Each student must complete all detention time accumulated prior to the end of each semester. Report cards and registration materials will be withheld from any student who fails to serve his/her detention time from the previous semester. In the case of an eighth-semester senior, his/her diploma will be withheld until all detention time is served.

Saturday Detention

A Saturday detention may be assigned for a serious violation of the discipline code. Only the Dean of Students or a member of the Administration may assign a student to a Saturday detention. Saturday detention is held from 8-11 a.m. and a student must be in Saint Viator Spirit Wear. Students assigned to a Saturday detention could assist with projects inside or outside of the school. Students who are truant/unexcused from a Saturday detention must serve the next scheduled Saturday and will be assigned an additional Saturday detention. If a student is truant a second time they will be referred to the Administration for possible suspension from school.

Discipline Agreements

Students, with serious or numerous disciplinary referrals, and their parent(s)/guardian(s) may be required to sign a discipline agreement with Saint Viator High School as a condition of continued enrollment. Failure on the part of the student to fulfill the terms of this agreement may result either in suspension or immediate expulsion, depending on the gravity of the situation. The President will make the final decision in these cases.

Disciplinary Probation

Serious/chronic acts of irresponsibility demand greater accountability and more directed efforts toward correction. A student who is placed on Disciplinary Probation may be suspended from school pending a conference with the Principal and Dean of Students and signing of a disciplinary agreement by the student and his/her parent(s)/guardian(s). A student on probation is assigned a determined period of time to give evidence that his/her behavior and attitude have improved and are consistent with the expectations of the whole school community. During the period of probation, the student will be required to meet with his/her counselor on a regular basis to work through the problem area(s) and to develop a program of improvement. An evaluation of the student's behavior and attitude will be made based on teacher and counselor reports. At the end of the period of probation, the case will be reviewed by the Administration. There must be clear evidence of improvement.

Evidence of improvement means that the Administration, when evaluating the student, sees that the problem area has been resolved and the student demonstrates sincerity in trying to live up to his/her responsibilities within the school. Violation of the terms of probation will require that the student and his/her parent(s)/guardian(s) meet with the Disciplinary Review Board. The decision of the Disciplinary Review Board may result in dismissal of the student at any time during the probationary period.

A student who is placed on disciplinary probation and his/her parent(s)/guardian(s) must sign a disciplinary agreement as explained above.

Social Probation

Serious violations of school rules require greater accountability of the student. Restrictions may be placed on his/her participation in co-curricular activities for some period of time (e.g., attendance at athletic events or dances and participation on an athletic team or in clubs, etc.) in accordance with each activity's approved by-laws and constitution and the policies of the school.

Suspension

A student will receive an out-of-school suspension for gross misconduct or when the student must be removed from school for the general welfare of the school or for the benefit of the student involved. The student is not allowed on school grounds or permitted to attend or participate in any school function on or off campus on the day or days of the out-of-school suspension. For the student to be readmitted to school, the parent and student must meet with the Principal and Dean of Students. Assignments due will be accepted and graded, but the student will receive a failing grade for tests, quizzes and other class work given during the time of suspension. The percentage for the failing grade will be determined for each course by the instructor in consultation with the Principal. Violation of suspension rules may result in further disciplinary action.

Description of Levels of Unacceptable Behavior

The level of the disciplinary response to unacceptable behavior is proportionate to the level of the violation.

LEVEL I: MINOR VIOLATIONS

Student receives a minimum of a one-hour detention to be served after school from 3:05-4:05 p.m.

1. **Bus Misconduct** - Students may not create any disturbance which may interfere with safety or cause inconvenience to the driver and/or other students on the bus. When a student causes an undesirable situation on any bus, the student may have his/her bus pass withdrawn immediately by the driver. The student is then subject to disciplinary action by the Deans' Office. Bus misconduct subjects the student to Level I detention and temporary or permanent suspension from school bus transportation. This policy also applies to students riding the school's vans or other school-sponsored transportation.
2. **Check-in with Study Hall Moderator** - All students must report to their assigned study hall on time and check-in with the moderator. Any student who fails to check-in will receive a Level I detention.
3. **Classroom Misconduct** - Any student who acts in a manner which causes disruption to a class is subject to the teacher's classroom regulations. A teacher may also submit a disciplinary referral form to the Deans' Office. Classroom misconduct may result in Level I detention. Continued misconduct referrals will lead to the student being placed on disciplinary probation.
4. **Computer Misuse** - The use of computers and their software at Saint Viator is intended to be in support of the educational curricula. Misuse of the computer and its software includes, but is not limited to, misuse of the Internet per Computer/Internet Policy on pages 23-24, games on the computer, use of software not provided on the school's computers, or any use deemed non-educational.
5. **Disruptive Devices** - Cell phone/electronic pager use is prohibited during school hours. Cell phones and electronic pagers must be turned off during the school day and left in the locker or car. A student will be subject to a Level I sanction and their cell phone/electronic pager will be left in the Deans' Office until the end of the school day under the following conditions:
 - If a student is found with a cell phone or electronic pager during school hours, or their cell phone/electronic pager goes off during the course of the school day.
 - No cell phone may be used for picture taking.
 - No harassment or threatening of persons via a cell phone is permitted.
 - Cell phones may not be used for game playing, Internet or e-mail access, text messaging, gambling or making purchases of any kind.
 - With each violation an additional hour of detention will be added.
 - Those who repeatedly violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

The school does not permit its students to possess or use laser pointers nor any other laser devices on campus or at any school-sponsored event, whether on or off campus. A student in violation is subject to Level I sanctions and the device will be confiscated.

Students do not have permission to use radios, stereos, cell phones, cameras, portable radios, disc players, MP3 players, iPods or other potentially disruptive devices during the school day. The student in violation will receive a Level I detention and the device will be confiscated. Confiscated items will be brought to the Deans' Office and returned to the student at the end of the school day. (After 3:00 p.m., students may use electronic devices while waiting for an after-school activity, etc.)

6. **Dress Code** - Students who are inappropriately dressed will be referred to the Deans' Office and are subject to a Level I detention. Students will be required to change into proper dress before returning to class. Classes missed will be marked as unexcused absences. Repeated violations of the dress code will result in a parental conference with the Dean and may lead to disciplinary probation.
7. **Failure to Comply with Procedures** - All students are expected to comply with routine school procedures including but not limited to: carrying a student ID card, presenting it when requested

by a school official, and returning detention slips and other required school forms on time signed by a parent. Students not in compliance with these school procedures are subject to a Level I detention.

8. **Food/Drink Outside of Cafeteria** - The students may eat, chew gum or drink soft drinks only in the cafeteria during the school day. Furthermore, eating, gum-chewing and drinking are not allowed in the auditorium, hallways, classrooms, resource center, gym or locker rooms at any time. Violators are subject to a Level I detention or sanctions assigned by classroom teachers.
9. **Foul Language** - Students who use obscenities, profanity or any other kind of inappropriate language on campus or at any school-related activity are subject to a Level I detention.
10. **Gambling and Card Playing** - A student involved in any form of gambling or card playing is subject to a Level I detention.
11. **Late Arrivals or Early Dismissals** - Any student arriving late or leaving early must sign in and out in the Deans' Office. Students who fail to do so are subject to a Level I detention.
12. **Misconduct** - Students are expected to conduct themselves in a manner that is conducive to the school's safe, orderly and non-disruptive atmosphere. Behaviors such as, but not limited to, horseplay, shoving, pushing, roughhousing, booking another student, etc., are prohibited any time students are on campus or at any school-related activity. Students involved in misconduct are subject to a Level I detention.
13. **Out-of-Bounds** - A student who is in a place he/she should not be on campus without approval from the Deans' Office is considered out-of-bounds. The student must serve a minimum of one Level I detention for out-of-bounds violations.
14. **Tardiness** - A student who accumulates three (3) tardies to school in a given semester will receive one (1) Level I detention. Upon the sixth (6) tardy to school in a given semester the student will receive another Level I detention. Upon the ninth (9) tardy to school in a given semester the student will receive a third Level I detention.
15. **Excessive Tardies to Homeroom and Class** - A student who is tardy two (2) times, in any given school day for periods 0 -8 and/or has five (5) or more tardies for periods 0-8 in any given week of school will receive a Level I detention.
16. **Unjustified Absence from Class** - Any student 15 minutes late to class without an excused pass will receive a Level I detention.
17. **Tardy to Detention** - Students are expected to begin serving detention time on the day following the receipt of the detention slip. It is the student's responsibility to arrange transportation in order to serve detention. No student is excused from serving detention without the express, prior approval of a Dean of Students. A student who arrives late to detention will not only serve that day's detention, but will also be assigned another hour of detention for the following day.
18. **Unexcused Absence from Homeroom** - If a student misses the homeroom period without permission from the Deans' Office, he/she will receive a Level I detention.

LEVEL II: SERIOUS VIOLATIONS

The student receives a minimum of two one-hour detentions to be served from 3:05-4:05 p.m. on consecutive school days. Depending upon the circumstances of the Level II violation, the student may also be suspended and/or placed on disciplinary probation at the discretion of the Dean of Students.

1. **Academic Dishonesty** - Cheating on any kind of academic work through the use of any form of dishonesty is a serious offense. (A student who cheats will receive a zero on the academic work involved. The quarter or semester grade will be lowered in proportion to the importance of the academic work. Cheating will also result in Level II sanctions. Teachers will file a report on each case of cheating with the Dean of Students. A first offense results in one Saturday detention; a second offense will result in two Saturday detentions.) See pages 14-15.

2. **Cutting Class** - A student who is absent from class without approval from the Deans' Office is considered cutting class. The student will receive Level II sanctions for cutting class. The student will receive a failing grade for all class work, assignments due, quizzes and tests missed while cutting class. The actual percentage for the failing grade will be determined by the instructor in consultation with the Principal. Parent(s)/guardian(s) will be notified. Three cuts in any class during a semester will result in failure in that course for the semester.
3. **Dishonesty** - Each student is expected to be truthful in his/her contacts with all members of the Saint Viator community, especially Administration, faculty and staff members in the pursuit of their duties. 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 Level II sanctions.
4. **Disrespect** - All members of the Saint Viator community are expected to respect one another. Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or contemptuous behavior directed toward any school personnel or another student. Any student acting in this manner will receive Level II sanctions. Depending on the circumstances, the student may be placed on disciplinary probation, suspended or expelled.
5. **Fireworks** - The use or possession of any type of fireworks which are not considered explosives is forbidden. A student found in possession of or using fireworks will receive Level II sanctions. Depending upon the circumstances, the student will be placed on disciplinary probation, suspended or expelled.
6. **Forgery** - A student signing another person's signature or inciting a third party to forge a signature on school documents, including but not limited to, disciplinary referrals, passes and official forms will receive Level II sanctions. A second incident will result in disciplinary probation and further detention time.
7. **Insubordination** - Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel. Any student acting in this manner will receive Level II sanctions.
8. **Reckless Driving** - Because of the danger to other students and faculty members, a student who speeds or drives in any other kind of reckless manner will receive Level II sanctions for a first offense. Additional occurrences will result in Level III sanctions and disciplinary probation and/or loss of the parking privilege at Saint Viator.
9. **Tardiness** - Upon the tenth (10) tardy to school in a given semester, and for every tardy thereafter, the student will receive two (2) one-hour detentions (Level II).
10. **Tobacco Use** - Smoking, tobacco chewing and dip are demonstrated health risks and prohibited by civil law for minors. Therefore, smoking, tobacco-chewing and dip are forbidden before, during and after school in every area of the building as well as on school grounds. Smoking is prohibited at any and all school-sponsored events whether on or off campus. Possession of matches, lighters or tobacco products constitutes intent to smoke and is a violation of the smoking policy. A student who violates the smoking/tobacco policy will receive Level II sanctions for a first offense. A second violation will result in Level III sanctions, including disciplinary probation. Smoking and tobacco items will be confiscated.
11. **Truant from Detention** - Each student is expected to serve any detention which he/she may receive on the next school day following assignment of the detention. A student who is truant from detention will receive two (2) one-hour detentions in addition to the hour missed. A student who is truant from detention on three (3) consecutive days will be suspended pending a parental conference with the Dean of Students. Chronic truancy from detention will result in more severe disciplinary action including the possibility of suspension, probation or expulsion.
12. **Parking Violation** - A student who parks illegally, parks without a permit, fails to display his/her parking tag, or in any other way violates the school's parking regulations, is subject to a Level II detention.

LEVEL III: EXTREMELY SERIOUS VIOLATIONS

At the discretion of the President and depending upon the circumstances of the Level III violation, the student may be assessed detention time, suspended, placed on disciplinary and/or social probation.

1. **Alcohol or Other Drug Use or Possession** - See the Alcohol/Drug Policy on pages 31-33.
2. **Computer and Software Tampering (Viruses)** - Students are expected to respect the computer hardware and software that the school provides for their use. Violations include, but are not limited to, physical damage done to computer equipment, tampering with software, adding software or viruses to school equipment, and copying or altering documents or software belonging to the school or other students. Students in violation are subject to Level III sanctions as well as loss of computer privileges. A second violation or major incident may result in expulsion.
3. **Cyber-bullying** - The use of online journals/social networks (such as, but not limited to: myspace.com and facebook.com) to demean, harass or threaten any member of the Saint Viator community is considered cyber-bullying. This results in disrespect to a member of the learning community when it comes into the school and affects performance and conduct. Any student acting in this inappropriate manner will be referred to the Dean of Students for disciplinary actions. Depending on the severity of the offense, the matter may be referred to the President or Principal for further disciplinary consequences.
4. **Harassment** - Saint Viator encourages its students to value each individual for the human potential he/she possesses and seeks to provide a learning environment free from any form of harassment. Harassment shall be defined as, but not limited to, continued or aggravated verbal, written, and/or physical abuse based upon race, ethnic background, religion, gender or any other reason. A student who harasses another member of the Saint Viator community will receive Level III sanctions and, depending upon the circumstances, may be expelled.
5. **Hazing** - Saint Viator does not condone any activity or situation created with the intention of causing another student mental or physical discomfort, embarrassment or ridicule. When such activity reaches the level of hazing, it involves but is not limited to: treatment of freshman; team or club initiations or rites. Depending upon the circumstances, the student may be referred to the President for expulsion.
6. **Reckless Driving** - Because of the danger to other students and faculty members, a student who speeds or drives in any other kind of reckless manner will receive Level II sanctions for a first offense. Additional occurrences will result in Level III sanctions.
7. **Tobacco Use (Second Offense)** - A second violation of tobacco use will result in Level III sanctions including disciplinary probation. Smoking and tobacco items will be confiscated.
8. **Theft** - Each student should respect the school, teachers, and fellow classmates' property. In reference to the school or another person's property, theft includes, but is not limited to: stealing, misappropriation, breaking in and/or unlawful entry, possession of property that has been reported stolen, unauthorized possession, etc. A student involved in any way in an act of theft will be required to make restitution and will receive Level III sanctions. Future incidents or major theft may result in expulsion. The school is not responsible for lost or stolen property.
9. **Truancy** - A student who is absent from campus for part of the day or for the entire school day without legitimate permission from parent(s)/guardian(s) and without approval from the Deans' Office is considered truant from school. The student will receive Level III sanctions for truancy. The student will also receive a failing grade for all class work, assignments due, quizzes and tests missed while truant.
10. **Vandalism** - Students are expected to respect school property, as well as the property of other people. Vandalism includes, but is not limited to, the willful destruction, damaging or marring of the school or another person's property. A student involved in an incident of vandalism will be required to make restitution and will receive Level III sanctions. A future incident of vandalism or one which causes major damage may result in expulsion.

11. **Violence** - Violence includes, but is not limited to, pushing or shoving in anger, fist-fighting and any other kind of physical assault (abuse) against another student. Because of the nature of this type of activity and the danger of permanent injury, any student involved in a violent act will receive Level III sanctions. Depending upon the circumstances, the student(s) involved may be expelled. The student will be sent home the day of the occurrence and will serve an out-of-school suspension for a minimum of two (2) academic days.

LEVEL IV: UNACCEPTABLE BEHAVIOR

Student meets with the Disciplinary Review Board. If the Board determines the student to be guilty of the Level IV violation, the student may be expelled.

1. **Alcohol or Drug Sale or Distribution** - See the illegal substance/possession policy on pages 31-33.
2. **False Alarms/9-1-1 Calls** - Any student who pulls a fire alarm without cause, makes a fraudulent 9-1-1 emergency call, or creates any other kind of false alarm while on campus or at a school-sponsored event is subject to Level IV sanctions. The offending student is also subject to police action based upon the laws and ordinances governing false alarms.
3. **Gangs** - Gang and gang-related activities are prohibited on school property or at school-affiliated activities. Any indication of gang membership or gang-related activities would result in Level IV sanctions.
4. **Weapons and Explosives** - Students are not to have weapons or explosives, including look-alikes, facsimiles or accessories of any kind in their possession. Any weapon or explosive found will be confiscated, the police will be notified, and the student will be subject to Level IV sanctions.

In addition to the aforementioned descriptions, gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules may subject the student to a meeting with the Disciplinary Review Board for a consideration of expulsion.

ALCOHOL AND ILLEGAL SUBSTANCE USE/POSSESSION POLICY

Possession, whether actual or constructive, purchase, receipt, or use of alcohol or other mood altering drugs is strictly forbidden on or off campus for all students. A student who is in possession of, purchases, receives, uses, or is under the influence of alcohol, marijuana, drugs, or any illegal substance, or is in possession of any drug-related paraphernalia on school property or at any school-related function is suspended immediately and may be liable for expulsion.

Constructive possession means that the student, being a minor, was present in or at a location where the illegal possession and/or consumption of alcohol/drugs by minors took place. The student him/herself does not have to be in actual possession of alcohol/drugs to be in violation of this policy.

Any student selling, distributing or transferring drugs or alcohol at school or any school function will be suspended immediately. The student will be subject to expulsion and police charges, whether the exchange took place on or off campus.

School policies and procedures regarding alcohol and other drugs apply to all students and must be adhered to in order for the students to be eligible for participation in athletics, activities and organizations.

A student suspended for a violation of the Alcohol and Other Drugs Policy cannot participate in practices, rehearsals, activities or games. A school-owned alcohol breath analyzer may be used when necessary to assist in determining if the student has consumed alcohol.

In the case of suspected drug use, a student may be tested at school or referred to a testing center approved by the school for a drug test. A list of possible testing centers is available in the Deans' Office. The student's parent(s)/guardian(s) will incur the cost of the drug test. Refusal to submit to either an alcohol or drug evaluation will be considered an admission of guilt and the student will be liable to the disciplinary sanctions noted in this Handbook.

To facilitate a safe school environment, the Administration, in conjunction with Interquest Detection Canine Service®, will periodically conduct an evaluation of school property. In addition, the Administration may choose to administer a random alcohol breath-analyzer test or drug test at school-sponsored activities.

◆ **First Offense**

A student who appears under the influence or is in possession of drugs/alcohol during the school day or at a school-sponsored activity will be immediately suspended from school. When this occurs, parent(s)/guardian(s) will be notified by school officials and expected to pick up their son/daughter or make arrangements for a responsible adult to pick him/her up. The student will remain suspended from school until a conference is held between the student, his/her parent(s)/guardian(s), the Dean of Students and the President. The student's school counselor will also be present at this conference. The student will be placed on social probation immediately upon verification of the offense for a minimum of four (4) weeks.

The student is also ineligible, for a minimum of four (4) weeks, for any school-sponsored activity or sport from the date of verification of the violation, unless an athletic team or activity has approved by-laws and constitution more stringent than four weeks ineligibility.

The student will also be placed on disciplinary probation for a minimum equivalent of one (1) semester or two (2) academic quarters.

The student must also receive a drug-alcohol evaluation. If the evaluation indicates that the student has a problem with drugs/alcohol, the student must attend a drug/alcohol education program. The following steps outline this process:

- The initial appointment for the assessment must be made within two (2) days of the meeting with the President and Dean of Students. If the appointment is not made within two days, the student will be suspended until the appointment is confirmed.
- The student's parent(s)/guardian(s) must sign a release permitting the school to receive the assessment agency's evaluation of the student.
- The student must participate in any treatment program that may be recommended as a result of the assessment.
- At the conclusion of the treatment program, the family agrees to provide the school with a copy of the student's re-evaluation report. If the report indicates that the student has not made progress while in the treatment program, the school may expel the student.

The student must also agree to random drug/alcohol screening for the remainder of their enrollment at Saint Viator. All costs associated with such screening are the responsibility of the parent(s)/guardian(s). Refusal to cooperate with random screening and payment of incurred costs will result in immediate suspension. A Disciplinary Review Board conference will be held for consideration of expulsion. The student may face expulsion from school depending upon the circumstances of the first offense.

◆ **Second Offense**

A second violation of the drug and alcohol policy at any time while the student is enrolled at Saint Viator High School may result in an immediate Disciplinary Review Board conference for a consideration of expulsion.

DISCIPLINARY REVIEW PROCESS

Disciplinary Review Board

The Disciplinary Review Board is appointed by the President and chaired by a member of the Clerics of St. Viator on the faculty. The Disciplinary Review Board may conduct disciplinary review conferences where any student may have committed gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules. The Disciplinary Review Board ordinarily conducts a conference in cases of Level IV violations.

It shall be sufficient and necessary that at least five (5) of the seven (7) Disciplinary Review Board members be present to conduct the conference and render a decision in each case submitted to the Board. One of the Deans of Students shall present the case before the Board and not act as a voting member. The other Dean of Students shall act as a voting member of the Board.

Each Disciplinary Review Board member reserves the right to recuse himself/herself, at his/her sole discretion, from a particular case submitted to the Board. If the student and/or his/her parent(s)/guardian(s) should request that a Board member recuse him/herself, it shall remain the President's decision, at his sole discretion, whether to recuse the member of the board.

Charge of Misconduct

Where any such misconduct or violation shall come to the attention of the President or Dean of Students directly, indirectly, or by means of a disciplinary referral form, after investigation, he/she may require that the student meet with the Disciplinary Review Board.

Evidence of Charge

The Dean of Students under the direction of the President will investigate and gather the evidence required to validate the charge of gross misconduct or serious or chronic violations of the School's rules against the student. Once he/she completes the investigation, the Dean of Students shall then make a recommendation to the President as to the submission of the confirmed charge(s) to the Disciplinary Review Board that will be based upon the criteria noted in the "Disciplinary Review Board" section above.

Notice of Charge

After the President has validated the charge(s) and determined that the charge(s) are submissible to the Disciplinary Review Board, the Dean of Students shall submit the charge(s) in writing to the Board. The Dean of Students shall then promptly notify the parent(s)/guardian(s) by phone and schedule a conference for the family with the Disciplinary Review Board to take place in a timely fashion. The President will place the student on out-of-school suspension pending the conference with and decision of the Disciplinary Review Board.

Disciplinary Review Board Conference

The student and his/her parent(s)/guardian(s) have an obligation in good faith to present all information that they wish the Board to consider at the time of the conference. However, since this is a private Catholic high school, the School, the parent(s)/guardian(s), and the student agree and confirm that no attorney shall be permitted to be present either for the School or the student and/or his/her parent(s)/guardian(s), since such attendance could be disruptive to the Disciplinary Review Process to which the parties have agreed as a part of the contract of education entered into by the student and his/her parent(s)/guardian(s) with the School upon entry into the School.

Considering their contract with the School, the student and his/her parent(s)/guardian(s) agree to attend and participate in a Disciplinary Review Board conference when required by the Dean of Students. If a student and/or his/her parent(s)/guardian(s) fail to appear for a scheduled Disciplinary Review Board Conference, the Board will proceed in their absence. In that case, the student in question may be expelled.

Decision of Disciplinary Review Board

After hearing all the facts presented by the Dean of Students, the student, and his/her parent(s)/guardian(s), the Disciplinary Review Board will meet in executive session to make its decision concerning the student's status. The Board's decision for the School may be: (1) to take no action; (2) to retain the student under specified conditions; or (3) to expel the student. The decision is reported to the parent(s)/guardian(s) by the Chair of the Disciplinary Review Board.

Appeal

The student's parent(s)/guardian(s) reserves the right to appeal a decision of expulsion by the Disciplinary Review Board. They must submit the appeal in writing directly to the President within two (2) school days after notification by the Disciplinary Review Board of its decision.

Final Decision upon Appeal

The President will make the final decision regarding any appeal of the Disciplinary Review Board's decision. No further recourse is available or allowed.

STUDENT SERVICES

Bookstore

Saint Viator clothing, textbooks, and some school supplies are sold in the Bookstore. Dress code shirts, blouses, sweatshirts and Red Lion jackets are to be purchased in the Bookstore. The dress code may be found on the Saint Viator website, saintviator.com under "Prospective Families" in "Daily Matters" or you can contact the Bookstore at ext. 246.

Cafeteria - The Red Lion Room

The Red Lion Room cafeteria serves breakfast items from 7-8:30 a.m. and lunch is served during designated periods. The Lion's Den is open for snacks from 9:00 a.m. until 1:15 p.m. (Hours may vary due to special schedules.) Beverage machines are available throughout the day. The cafeteria is supervised by a faculty member during each period of the day and can be used for open study periods. Students who arrive at school early or need to wait for transportation home are welcome to

use the cafeteria. Food and drink should not be taken from the cafeteria to the classroom. Each student is responsible for:

- disposing of his/her garbage in the wastebasket provided;
- keeping tables and floor clean;
- cleaning spills using the cloths and mops available at the front of the cafeteria;
- carrying trays to the designated areas;
- not using cosmetics or curling irons and hair spray in the cafeteria;
- following directives of the cafeteria supervisors.

Campus Ministry

The Campus Ministry staff works with students, parent(s)/guardian(s) and faculty to help our development as a Christian community. The role of Campus Ministry is to provide services that will assist the Saint Viator community in putting the mission of the school into action. Through the Campus Ministry program, students become contributing members of a Christian community that responds to the needs of others, especially the poor, with loving service.

The primary objective of the campus minister is to incorporate religious beliefs and values into everyday student life by means of services, programs and activities for participation by the entire Saint Viator student community.

Christian Service

Each student is required to complete a minimum of 25 hours of Christian Service each year along with a Personal Reflection paper. Campus Ministry provides several opportunities each month for students to participate in service activities to fulfill this service requirement. Students of all grade levels are welcome to participate. The Christian Service page of the Saint Viator website also provides information about area organizations where students can complete their hours.

Retreats

Retreats are special opportunities offered to teachers and students at Saint Viator to spend some time together, away from the normal routine of the day, thinking, sharing, praying and getting to know themselves, each other and God a little better. Students who have gone on a retreat agree that the retreat was one of the most memorable points of the year; they are also terrific spirit builders throughout the school.

All freshmen are required to participate in a retreat experience. An on-campus retreat will be offered on two separate dates and freshmen will be notified as to which retreat they are scheduled for. Freshmen and sophomores may also attend the overnight Quest retreat. A two-day optional retreat will be offered for juniors. Both juniors and seniors may apply to attend a Kairos retreat. All retreats are scheduled to provide opportunities for deeper spiritual development.

School Liturgies

Each month, the Saint Viator High School community gathers to celebrate Liturgy. Students are invited and encouraged to participate in our liturgies in many ways. Students participate as Worship Team members to plan the Mass, lectors, cantors, musicians, Eucharistic ministers and other ministry opportunities.

Chapel

The Chapel is available to students for quiet reflection and prayer. Liturgies and other prayer services are celebrated in the Chapel throughout the year. The Chapel is not to be used as a study or social area.

Counseling

The role of the counselor at Saint Viator High School is to provide services that will facilitate an educational and developmental process for all students. The counselor serves the school community through personal, social and academic counseling. The counselors organize and administer a guidance program that disseminates information to support students in planning occupational, vocational and college goals.

The program includes personal development, basic life skills and supportive programs. Some of the services provided by the counselors include academic planning, college and career planning and supervision, administration, and interpretation of various educational tests. Counselors meet with parent(s)/guardian(s) during informational meetings, staffings and for academic advising. Counselors serve as advocates for students at Disciplinary Board hearings. The counselors serve as facilitators for administrators, teachers, parent(s)/guardian(s) and students.

The counselors coordinate and facilitate various school groups throughout the school community. Orientation for new students and parent(s)/guardian(s) is also a function of the counselors. The counselors publish a newsletter, college resource calendar and informational booklets.

ID Card

Student ID pictures are taken during the school day within the first week of school. Each student is required to carry his/her Saint Viator identification card at all times. A student must replace a lost or stolen ID card in the Bookstore. A fee of \$2.00 will be assessed for lost or stolen cards.

Messages to Students

Phone messages will be given to students only in **EMERGENCY** situations such as illness or death in the family. Delivery of non-emergency messages interrupts classroom activities and should be avoided whenever possible. Please do not text or call your students during the school day. Please call the Deans' Office. An emergency message may be left for a student on the message board outside the Deans' Office if a parent calls the attendance officer at ext. 226. Names for those who have messages will be announced before the first lunch period and at the end of the next to last period of the day. Information regarding rides, doctor appointments, etc. should be discussed with your student before or after school. If any emergency situation arises, call the Deans' office at 847-392-4050 ext. 226 to relay the message. We do not deliver items such as books, projects, flowers, lunches, etc. to the classroom.

Marie Gallagher Resource Center (Library)

The Marie Gallagher Resource Center is open every weekday to students from 7:30 a.m. until 3:30 p.m. A current student ID card is required to check out any resource center materials, to use the computer lab, or to use conference rooms.

Resource Center Guidelines

- The resource center is normally an area of quiet study; it is also possible for students to arrange to study as a group or work on a project in the conference rooms. The staff is available to help students and teachers find materials in many formats for either school or personal use.
- All students are welcome to borrow books or folders from the vertical file at any time. Except in special cases (e.g., when many students need to use the same materials), the librarian will not limit the number of materials that may be borrowed.
- Books are borrowed for a two-week period but may be renewed.
- Materials may be returned to the book drop or placed on the circulation desk as well as given directly to a member of the staff.
- There is a 10¢ per day fine for each school day a book is overdue.
- The small group study rooms are available for students' use on a first come-first served basis.
- **All food, gum and beverages are prohibited in the resource center.**
- A student may be asked to study in a different location or leave the resource center if his/her behavior is disrupting the quiet atmosphere of the room.

Computer Lab, Rooms 211, 213 and Wireless Lab Guidelines

- No food or liquids are permitted in the computer labs.
- Saint Viator students may use only licensed software for educational purposes.
- Saint Viator is in compliance with Federal Copyright laws (Title 17, USC) and students are restricted from copying software. When students use Saint Viator computers, they agree to adhere to all rules and regulations.
- Students agree to follow the Saint Viator Computer/Internet Policy as outlined on pages 23-24 of the student handbook.
- Computers are for educational purposes and students are not to play games.
- Students are to maintain a data disk; in the event of a temporary loss of a data disk, permission is given to store data on the computer. However, Saint Viator does not accept responsibility for loss of data stored on the computer.
- Students must work quietly, either individually or cooperatively, on school-related projects.
- Students are expected to treat computers, furnishings and classroom materials with care and to dispose of all litter in appropriate containers.
- Failure to abide by rules may result in loss of privileges and contacting the local law enforcement authorities.

Scott R. Scanlan Center

In 1993, Saint Viator High School established the Scott R. Scanlan Center to provide a program for students who have specific diagnosed learning differences but who have the potential to succeed academically. Students must qualify for this program by meeting a specific set of criteria with current educational diagnostic testing on file.

Medical Needs

Students are not permitted to have any medications with them or in their lockers at any time. This includes non-prescription medicine. Exceptions for life-threatening circumstances, including inhalers, Epipens, etc. must be specified by your child's physician and cleared by the Deans' Office. Illinois Law permits students with an asthma condition to carry and self-administer their medication if the appropriate documentation is provided to Saint Viator High School. A form authorizing any kind of medication must be filled out by parent(s)/guardian(s). Forms are available in the Deans'

Office. Students are to sign in at the Deans' Office whenever they take their medication. However, please note that Saint Viator High School is not responsible for students remembering to take medication. You are welcome to call the Deans' Office at any time to verify that your son or daughter is taking the medication as prescribed. Information regarding life-threatening or chronic conditions is made available to teachers and staff on a confidential basis.

Student Parking Guidelines

Students driving to school must register each vehicle they will drive with the Deans' Office. The registration fee is \$75 per family. In the 2nd semester, sophomores who receive their drivers' license and chose to drive to school must register their vehicles with the Deans' Office for a fee of \$35 for the remainder of the school year. This fee only applies to sophomores as they begin to drive to school. All students who drive to school must park in the school's parking lot unless it is full. Overflow parking is on the south side of Oakton Street and on the east side of Dryden Street along the athletic fields.

Students must completely affix the parking registration stickers assigned to each vehicle in the **lower left-hand corner of the front windshield**. No student may park a vehicle in the school lot without a parking sticker affixed in this manner. Students may not allow another person to use their parking stickers. **Parking registration stickers do not guarantee a parking space.**

Students are permitted to park **only in student designated parking spaces** on campus. Students may not stop, stand or park in the following areas:

- the alcove between the Auditorium and Cafeteria wing;
- the exit drive and parking spaces on the east side of the school building at any time during the school day;
- the fire lanes and other areas that do not have designated, lined parking spaces;
- the spaces designated and marked for visitors, the handicapped, reserved parking, school vans or any other marked restricted spaces.

The speed limit is **10 miles per hour in all areas of the campus**. Speeding, reckless driving, riding outside vehicles, obstructing traffic and all other driving or pedestrian misconduct is absolutely prohibited at all times. Loitering, playing, sitting inside vehicles and any other kind of "hanging out" is not permitted in the school's parking lots at any time. Students also must not "hang out" in the surrounding residential neighborhoods.

Violation of any of the aforementioned parking regulations will result in appropriate disciplinary action.

Please note: A car or other vehicle that prevents or obstructs the plowing or removal of snow from public streets is in violation of Village of Arlington Heights Ordinance Section 18-209. The Police Department is authorized to cause the removal of the car or other vehicle by towing and storage.

STUDENT ACTIVITIES & ATHLETICS

ATHLETICS AND CO-CURRICULAR PROGRAMS

Saint Viator High School recognizes that it is a combined parent and school responsibility to provide the finest environment for the development of our youth. We believe that only by offering our students programs which strive to achieve high standards can we hope to maintain an outstanding reputation in education, activities and athletics.

Sports, Clubs and Organizations

Ambassadors Club	Peer Mediation
Anime Club	Pom Pons - Fall and Winter
Baseball - Spring	Recycling Corps
Basketball, Boys and Girls - Winter	SADD
	Scholastic Bowl
Cheerleading - Fall and Winter	Science Club
Computer Club	Show Choir
Cross Country, Boys and Girls - Fall	Ski and Snowboard Club
Eucharistic Ministers	Soccer, Boys - Fall
Football - Fall	Soccer, Girls - Spring
Modern World Language Clubs - French, Italian, Spanish	Softball - Spring
Golf, Boys and Girls - Fall	Student Action Tribe/STAND
Hockey Club - Winter	Student Council
Lacrosse Club - Spring	Student Ministry Team
LINK Crew	Swimming, Girls - Fall
Literary Magazine - Roar	Swimming, Boys - Spring
Math Club	Tennis, Girls - Fall
Men's Ensemble	Tennis, Boys - Spring
National Art Honor Society	Theater Productions - Musical, Spring Play
National French Honor Society	Track and Field, Boys and Girls - Spring
National Honor Society	Viatribes
National Italian Honor Society	Volleyball, Girls - Fall
National Spanish Honor Society	Volleyball, Boys - Spring
Newspaper - Viator Voice	Water Polo, Boys and Girls - Spring
Orchestrals	Wrestling - Winter
Outdoor Adventure Club	Yearbook - Viator

Scholastic Eligibility Requirements

◆ Daily Attendance

Saint Viator High School is committed to the position that academics take precedence over all co-curricular activities. Therefore, in order to attend practice or participate in a co-curricular activity, **the student must arrive at school by 10 a.m. or cannot leave before 1 p.m. on the day of the activity.**

◆ Weekly Requirements

As a member of the Illinois High School Association, Saint Viator High School requires that each student must be passing 25 credit hours of schoolwork per week (2.5 credits) to be eligible for co-curricular activities. Teachers will evaluate a student's performance **EACH WEDNESDAY** while his/her sport or activity is in season and while school is in session. If the student is declared ineligible by the Administration, his/her period of ineligibility will be a **minimum of ONE WEEK**, beginning on a Monday and concluding the following Sunday. If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Sunday after school is back in session.

◆ **Grading Period**

- At the end of a semester grading period (January and June), a student shall have earned 2.5 credits (five academic classes) of high school work on his/her school record for the previous semester to be eligible for co-curricular activities.
- A student who has not earned 2.5 credits during the first semester will be ineligible for participation the entire second semester. A student who has not earned 2.5 credits in the second semester will be ineligible for the next semester unless he/she has made up the necessary credits in summer school.
- A student can gain eligibility for activities in the fall by attending summer school to make up credits.

A student who has been declared academically ineligible may NOT attend practices, meetings, rehearsals, or participate in games or activities for the arts, athletics, organizations or publications.

A student who feels that extenuating circumstances resulted in his or her ineligibility may appeal to the Principal.

Use of Illegal Substances

Because students are either participating in season or training or conditioning in the off season, the school's alcohol and drug policy is in effect year round for all Saint Viator students. The scholastic eligibility requirements and the restrictions on the use of alcohol and other drugs apply equally to all Saint Viator students who participate in the arts, athletics, organizations or publications. Please refer to the complete illegal substance policy on pages 31-33.

Attendance at Practices, Contests and Meetings

A student is expected to be on time for all required practices, contests and team/activity meetings. If a student must miss a practice, contest or meeting, he/she must personally notify the moderator or coach of the activity beforehand. An unexcused absence on the day before an event may result in the student not participating in the next day's event. Also, practices, rehearsals and meetings do not take precedence over detention time to be served. Attendance at a school-sponsored retreat excuses a student from practices.

Violations of Team/Activity Rules

A student found to be in violation of team/activity rules by the coach or moderator, in addition to being subject to the sanctions identified in the Parent-Student Handbook, is also subject to the team/activity sanctions. If the offense is a serious infraction of a team/activity rule, the coach or moderator may remove the student immediately from the activity for the remainder of the season or year.

Posting of Flyers, Handbills, Etc.

It is the responsibility of the organization posting flyers, etc. to obtain prior approval from the Director of Student Affairs and to remove all materials posted in the building within a day after completion of the advertised event. Birthday decorations are limited to the locker of the person celebrating his/her birthday.

Dance Behavior Policy

Only Saint Viator students with ID cards will be admitted to school dances, except for guests of Saint Viator students attending Homecoming, Winter Ball and Prom. Guests must comply with all Saint Viator rules. Guests must complete and return a Dance Guest Pass form to the Director of Student Affairs at the time tickets are purchased.

Saint Viator High School reserves the right to exclude any student or guest from a school-sponsored activity or event.

Student IDs and Dance tickets are required from all students for admission into the dance.

Students are expected to dress appropriately and in good taste. Young men must keep their shirts on throughout the dance. Dresses with bare midriffs, totally backless, or extremely short are not appropriate for young women. Students who are dressed inappropriately will be required to conform to the dance dress code before admission into the dance.

Students are expected to arrive at a dance no later than 30 minutes after the scheduled start. They may not be permitted to enter after that time. Also, they may not leave the dance until 30 minutes before it is scheduled to end. Once they leave the dance, they are expected to leave the campus.

Students are expected to stay inside the building once they have entered. If a student leaves the dance, the student will not be allowed to re-enter.

Damage to property should be reported to the adult coordinator of the dance. If property is deliberately damaged or damaged due to abuse, the person responsible will be asked to pay for the repair or replacement of the item and may be subject to disciplinary sanctions. (cf. herein Vandalism)

Activities, including, but not limited to, slam dancing, grinding or other inappropriate dancing, shoulder riding, mosh pits, inappropriate treatment of others, violent behavior, drug use, smoking, etc. are not permitted.

Random testing for alcohol and other drugs may be administered as students enter the school dance or at any time during the dance. If a student is found to be under the influence, school policies will be enforced. Students who are found to be in violation of the school's drug and alcohol policy will be removed from the dance. Their parent(s)/guardian(s) will be notified to come immediately and take the student home. The student will be placed on out-of-school suspension immediately and may be re-admitted to classes only after a conference is held with the student's parent(s)/guardian(s). Rules and procedures as set forth in the school's drug/alcohol policy will be enforced.

A coat check, free of charge, is available to students. No backpacks, bags, glow sticks, etc. may be brought into a school dance. Chaperones will check bags, hold them, and return them when students leave the dance.

ATHLETIC REGULATIONS

All families are provided the parent/student-athlete handbook with specific athletic regulations.

Athletic Injuries

All injuries must be reported to the coach immediately.

Dress Code

A student-athlete presents an image of Saint Viator High School not only at athletic contests, but also in traveling to and from contests. Teams will dress for away contests as designated by the coach.

Equipment, Uniforms, etc.

All athletes are responsible for any team equipment and uniforms issued to them. **A lock must be used on lockers at all times at home and away to ensure the security of the athlete's property.** Any item issued by the equipment manager or coach not returned at the conclusion of the season is subject to the cost of actual replacement and will be added to the student's tuition account.

Illinois High School Association

According to IHSA regulations, an athlete is not allowed to participate on any outside team of the same sport while his/her school team is in season.

Required Forms/Medical Certificate

A current medical certificate must be on file with the Athletic Office before an athlete is allowed to practice or compete with a team. In addition, an eligibility form must be completed, signed and filed with the Athletic Office before an athlete is allowed to practice or compete with a team. The eligibility form includes emergency contact, insurance and transportation information.

The Athletic Director reserves the right to remove athletes from practice who do not have both forms filed.

Physical Education Class Participation

No athlete will be excused from participating in physical education classes while his/her sport is in season. The athlete must dress for gym on days of games and matches. He/she must participate in the class as prescribed by the teacher.

Training & Weight Room

No athlete is allowed in the training or weight room without a staff member in attendance.

Transportation

Saint Viator High School provides bus and/or van transportation to and from all athletic contests. In some instances, permission may be given to individuals to drive to contests. Only the Athletic Director, who must have a letter on file from the student's parent(s)/guardian(s), may give this permission.

FINANCIAL POLICIES

The mission of Saint Viator High School is to provide a quality, affordable college preparatory education for all students. All expenses are tightly budgeted to keep annual tuition fees as low as possible. The annual budget, however, assumes full payment of all tuition contracts for all students. The tuition contract at Saint Viator High School is a valid contract between the parent(s)/guardian(s)

of the student and the school itself, wherein the parent(s)/guardian(s) provide the funds necessary to operate the school and the school provides the education for the child. Tuition payments are thus contractual obligations and not charitable donations to the school. If tuition payments are not current, the school operates at a deficit, and such a deficit must be made up by larger tuition increases in subsequent years, which places an unfair burden on the parent(s)/guardian(s) who make the scheduled tuition payments.

Financial Policy

1. Saint Viator High School will refuse to allow students whose tuition/accounts are in arrears to take first or second semester examinations in any courses until such tuition accounts are current.
2. No student denied taking first semester examinations due to tuition being in arrears may attend second semester classes until tuition is current and examinations scheduled.
3. Participation in co-curricular activities and athletics may also be denied if tuition accounts are not current.
4. No family with tuition and/or fee accounts in arrears will be allowed to register any student(s) for subsequent academic years.
5. All tuition and/or fee payments received will be applied first to outstanding balances until the year is fully paid.
6. Any past due payments made after December 19, for the first semester, and May 15, for the second semester, must be in the form of cash, cashier's check, money order or credit card. Past due payments for seniors paid after April 24 must be in the form of cash, cashier's check, money order or credit card. After these dates, no personal checks will be accepted for payment of past due accounts.
7. Official school records will not be released for a student whose tuition accounts are in arrears and, in the case of graduating seniors, no transcripts/diplomas will be released.
8. Should problems arise regarding timely tuition payment, an appointment should be made with the Controller of Saint Viator High School to work out a mutually agreeable payment plan to avoid interference with the educational process of the student.
9. Scholarship or financial assistance grants will not be applied to the student's tuition until the tuition owed prior to the grant is paid in full.
10. If any student should depart Saint Viator High School with tuition and/or fees in arrears, Saint Viator High School reserves the right to forward such debt to our collection agency for payment.
11. A late charge of 1% will be added to tuition accounts 15 days or more past due. All checks must be received by the Business Office within the 15-day grace period.
12. There will be a \$15 charge for each occurrence of a check returned to Saint Viator High School by the payer's bank.
13. Students who register for more than 6 credits (6.5 credits for freshmen) have until June 30 to reduce the number of credits and receive an adjustment to tuition. After June 30, any student who drops a class for the coming year will not receive an adjustment to tuition.

Fees and Payment

Tuition and fees may be paid by cash, check, Visa, MasterCard or Discover Card. At registration, there will be a non-refundable tuition deposit payment which will be applied to the following year's tuition account. If the tuition account is in arrears, any and all payments are first applied to past due amounts; therefore, a student is not considered having paid the registration fee if an outstanding balance exists.

Each student will be charged an athletic fee for each sport in which they participate. The fee will be included on the family's tuition account one week after the team is established. The Athletic Fee

(pro-rated) may be refunded if the student leaves the team for reasons beyond their control, e.g. season ending injury. Quitting or academic ineligibility are not acceptable reasons for refund.

Financial Aid and Scholarship Assistance

It is important to note that, through the generosity of our alumni and the gifts of many other individuals, we are able to provide limited financial aid to those students committed to a Saint Viator education and in need of some assistance to achieve their goal. Financial Aid applications are available in the Administration Office after the second Saturday in January. This confidential form is to be filled out and mailed to a corporation in Ohio which sends back their evaluations and recommendations to the Controller of Saint Viator High School. Deadline for application for the coming school year is March 1 of the previous school year. All are given consideration relative to the amount of funding available. Saint Viator High School will then notify the parent(s)/guardian(s) of the amount of aid granted. For any questions regarding these applications, please call the Controller at Saint Viator at (847) 392-4050, ext. 215.

Projected Cost for Any School Year

In addition to tuition, other costs that should be considered are:

1. Purchase of Books
2. Uniform
3. Food: Our cafeteria provides a lunch program, but students are free to bring their lunches with them.
4. Fees
 - a. Graduation Fee
 - c. AP Exam Fee
 - c. Athletic Participation Fee: one fee per student per sport, payable upon athlete making a team.
5. Mandatory Student Fundraiser
6. Parking Fee
7. Publications Fee
8. Athletic Game Spectator Admission
9. Transportation Shuttle Fee, if desired

Insurance

Voluntary student accident insurance is offered by a third party vendor at nominal rates, providing some benefits in case of accident, athletic injuries, etc. If one chooses to enroll in this plan, mail the application to the insurance company directly with the required fee. Forms will be available on Book Day. Any student wishing to participate in athletics must complete an eligibility form which notes their insurance coverage.

Insurance Claims

Any student injury must be reported immediately to a faculty member or the Deans' Office. The student will be referred to the Deans' Office for necessary care. If parent(s)/guardian(s) have purchased Student Accident Insurance and need to make a claim, they should contact the insurance company directly.

Transportation

A train shuttle service is provided between the downtown Arlington Heights Metra station and the school meeting both east and west bound Metra trains and transporting students in both the morning and afternoon for a minimal charge. Contact the Deans' Office for more information.

Transportation Reimbursement

Provided the State of Illinois continues to appropriate funds to reimburse our parent(s)/guardian(s) a specific amount for the cost of mileage annually, we anticipate that our parent(s)/guardian(s) will receive a partial transportation reimbursement from the State of Illinois for the school year. The form to be completed by the parent(s)/guardian(s) for the reimbursement is mailed in the spring and must be returned to the school to be filed electronically with the State of Illinois.

**Saint Viator High School English
Department: Twenty Seven Ways to
Better Writing**

1. Don't over-use *is, are, was, were*.
Use strong verbs instead.
No: *The girl is walking into the room.*
Yes: *The girl glides into the room.*
2. Unless a big word is exactly the right word, don't use the big word when a little one will do.
No: *Cancer has numerous causes.*
Yes: *Cancer has many causes.*
3. Don't use two words when one will do.
No: *Ben Franklin's inventions helped to improve society.*
Yes: *Ben Franklin's inventions improved society.*
4. Cut unnecessary words.
No: *He is extremely fortunate to have many people who, he can honestly say, will be life-long friends.*
Yes: *He is fortunate to have people who will be life-long friends.*
5. Use adjectives and adverbs sparingly.
No: *The extremely nervous husband paced the floor frantically.*
Yes: *The husband paced the floor frantically.*
6. Combine choppy sentences.
No: *Shakespeare wrote Romeo and Juliet. It tells the tragic story of "two star-crossed lovers."*
Yes: *Shakespeare wrote Romeo and Juliet, the tragic story of two star-crossed lovers.*
7. Show, don't tell.
No: *Patrick Henry said, "Give me liberty or give me death" with great vehemence.*
Yes: *Patrick Henry spat out the words, "Give me liberty or give me death."*
8. Use the active voice. Avoid the passive voice.
No: *A proposal to eliminate the dress code was made by the Student Council.*
Yes: *The Student Council made a proposal to eliminate the dress code.*
9. Turn nouns into verbs.
No: *The author makes a clear statement of her intentions.*
Yes: *The author clearly states her intentions.*
10. Don't be redundant.
No: *She was shocked and amazed.*
Yes: *She was shocked.*
11. Don't tease the reader. If your writing promises to reveal or explain something, deliver.
No: *My sister says weird things.*
Yes: *My sister says weird things. For example, at her graduation...*
12. Don't use clichés.
No: *I will always be there for you.*
Yes: *I will always support you.*
13. Never use *very, really, truly*.
No: *Jane Austen is a very important author.*
Yes: *Jane Austen is an important author.*
14. Don't say *tries to* when talking about a professional's work.
No: *In her poem, Emily Dickinson tries to say that...*
Yes: *In her poem, Emily Dickinson says that...*
15. Don't say, "I couldn't help but..."
No: *I couldn't help but notice your new shoes.*
Yes: *I noticed your new shoes.*
16. Don't use *only to* when you mean *and*.

- No: *He spun around only to see his best friend holding the keys.*
 Yes: *He spun around and saw his best friend holding the keys.*
17. Don't use *and* when you mean *but*.
 No: *I went shopping and found nothing.*
 Yes: *I went shopping but found nothing.*
18. When talking about a person, use *who* instead of *that*.
 No: *A girl that fibs grows a long nose.*
 Yes: *A girl who fibs grows a long nose.*
19. In most cases, use *that* instead of *which*.
 No: *The dog which I want is gray and white.*
 Yes: *The dog that I want is gray and white.*
20. Write out numbers under 100.
 No: *I can give you 99 reasons why you should clean your room.*
 Yes: *I can give you ninety-nine reasons why you should clean your room.*
21. Never say, "the reason is because..."
 No: *The reason women live longer than men is because...*
 Yes: *Women live longer than men because...*
22. Never use an exclamation point.
 No: *The Great Gatsby is the best book ever written!*
 Yes: *The Great Gatsby is the best book ever written.*
23. Never begin an essay by referring to your own writing.
 No: *In this essay I will show that snowmen once ruled the earth.*
 Yes: *Snowmen once ruled the earth.*
24. Use the present tense when writing about literature.
 No: *Hamlet did not make a decision.*
 Yes: *Hamlet does not make a decision.*
25. Don't begin a sentence with the words "There are" or "There is."
 No: *There are many positive things that happened to him.*
 Yes: *Many positive things happened to him.*
26. Don't use contractions in formal writing.
 No: *Don't use contractions in formal writing.*
 Yes: *Do not use contractions in formal writing.*
27. Don't define something with the expression "is when."
 No: *A simile is when you use the word "like" to compare two things.*
 Yes: *A simile uses the word "like" to compare two things.*

Usage and Mechanics

The Writer:

1. avoids sentence fragments
2. avoids fused sentences and comma splices
3. has subjects agree with verbs
4. has pronouns agree with their antecedents
5. maintains the same tense, preferably the present tense.
6. avoids misspelled words
7. uses apostrophes correctly
8. understands homophones
9. correctly uses commas
10. uses numbers correctly
11. is consistent in person
12. ***maintains parallel structure***
13. ***understands complex punctuation marks: dashes, hyphens, colons and semi-colons, double and single quotation marks***

Daily Schedules

Regular Schedule (45 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:45
HR	8:50 - 9:05
2	9:10 - 9:55
3*	10:00 - 10:45
4*	10:50 - 11:35
5*	11:40 - 12:25
6*	12:30 - 1:15
7	1:20 - 2:05
8	2:10 - 2:55

Late Start Schedule (30 Minute Classes)

0	9:40 - 10:00
1	10:00 - 10:30
HR	10:35 - 10:50
2	10:55 - 11:25
3*	11:30 - 12:00
4*	12:05 - 12:35
5*	12:40 - 1:10
6*	1:15 - 1:45
7	1:50 - 2:20
8	2:25 - 2:55

Activity Schedule (40 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:40
HR/Activity	8:45 - 9:40
2	9:45 - 10:25
3*	10:30 - 11:10
4*	11:15 - 11:55
5*	12:00 - 12:40
6*	12:45 - 1:25
7	1:30 - 2:10
8	2:15 - 2:55

Faculty Meeting (35 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:35
HR	8:40 - 8:55
2	9:00 - 9:35
3*	9:40 - 10:15
4*	10:20 - 10:55
5*	11:00 - 11:35
6*	11:40 - 12:15
7	12:20 - 12:55
8	1:00 - 1:35
FM	1:40 - 3:15

Afternoon Assembly Schedule (35 Minute Classes)

0	7:40 - 8:00
1	8:00 - 8:35
HR	8:40 - 8:55
2	9:00 - 9:35
3*	9:40 - 10:15
4*	10:20 - 10:55
5*	11:00 - 11:35
6*	11:40 - 12:15
7	12:20 - 12:55
8	1:00 - 1:35
Assembly	1:40 - 2:55

Mass Schedule (30 Minute Classes)

1	8:00 - 8:30
HR	8:35 - 9:05
Mass	9:10 - 10:50
2	10:55 - 11:25
3*	11:30 - 12:00
4*	12:05 - 12:35
5*	12:40 - 1:10
6*	1:15 - 1:45
7	1:50 - 2:20
8	2:25 - 2:55

*Lunch Periods