

# PROVIDENCE

## CATHOLIC HIGH SCHOOL

### MISSION STATEMENT

United in mind and heart, the Providence Catholic High School family embraces the gospel of Jesus Christ in an atmosphere of acceptance, respect and love. We are a co-educational, college preparatory school under the direction of the Joliet Diocese and leadership of the Order of St. Augustine. Our dedicated and caring faculty and staff integrate the core Augustinian values of truth, unity and love into all dimensions of student life. A demanding curriculum, inclusive service programs, competitive athletics and comprehensive extracurricular offerings challenge students in a safe and nurturing environment. Firmly rooted in the Catholic faith, our students are inspired to use their God-given talents and to live their lives with integrity and compassion.

### VISION STATEMENT

#### *JESUS CHRIST IS THE REASON FOR OUR SCHOOL*

*We are a:*

**P**rayerful community of believers, striving to be one mind, one heart in God. We live and teach the gospel of Jesus with a strong sense of family. Together we worship, celebrate, learn and share our faith in Christ as the source of our love, compassion and strength.

**C**ollege preparatory school. We enhance the lives of our young people through a focused curriculum which develops their full human potential, nurtures a positive self-image, and guides them to strive for excellence. Our students become life-long learners who move beyond knowledge to wisdom, beyond information to truth.

**H**ealthy environment for spirit, mind and body. We provide a wide range of experiences both curricular and extra curricular that enhance the sense of belonging and well-being. We empower students to embrace the future with confidence, competence,

faith and hope.

Service oriented community. In serving God and others, students show the dignity and respect due human life. Made in the image and likeness of God, and under the Spirit’s guidance, we answer the call to become Disciples of Christ.

# PROVIDENCE

## CATHOLIC HIGH SCHOOL

1800 W. Lincoln Hwy.  
New Lenox, IL 60451  
[www.providencecatholic.org](http://www.providencecatholic.org)  
815-485-2136

**Direct Line Phone numbers:**

To report an absence.....	815-717-3130
Emergency closing and cancellations .....	815-717-3131
Main Office .....	815-485-2136
Administration Office.....	815-717-3177
Principal’s Office .....	815-717-3179
Assistant Principal’s Office .....	815-717-3180
Deans’ Office .....	815-717-3159
Athletics Office .....	815-717-3170
Counseling Office .....	815-717-3182
Pastoral Office.....	815-717-3173
Accounting Office .....	815-717-3174
Tuition Office.....	815-717-3176
Bookstore .....	815-717-3155
Harvest Drive .....	815-717-3163
Director of Institutional Advancement .....	815-717-3164
Transportation Department.....	815-485-0638
Providence Catholic Children’s Academy.....	815-485-7129
Augustinian Friary.....	815-485-6880

**Fax numbers:**

Main Office .....	815-485-2709
Athletics Office .....	815-485-8256
Business Office .....	815-485-5165

For a complete list of phone and email contacts,  
visit our website and click on “*Personnel Directory*”.

### THE ADMINISTRATION

**President, Fr. Richard J. McGrath, OSA, B.A., Tolentine College,**

M.Div., Catholic Theological Union,  
M.A., DePaul University  
M.Ed., Loyola University  
Ph.D., Loyola University

**Principal, Dr. John Harper, Ed.D**

B.A., University of St. Francis  
M.S. Ed., Illinois State University  
Ed.D., Ed., Illinois State University

**Assistant Principal, Mrs. Janlyn Auld**

B.S.in Ed., Illinois State University,  
M.A., Illinois State University,  
M.A., Governors State University

**Dean of Students, Mr. Keith Healy**

B.S., Univ. of Illinois at Urbana-Champaign  
M.S., Governors State University

**Pastoral Director, Fr. John Merkelis, OSA**

B.A., Villanova University  
M.A., St. Louis University  
M.Div., Catholic Theological Union  
M.A., Lewis University

**Director of Institutional Advancement, Mr. Edward Barrett**

B.S., Southern Illinois University

**Counseling Director, Mrs. Pamela Ryan**

B.A., College of St. Francis  
M.A., Governors State University

**Athletic Director, Mr. Douglas Ternik**

A.A., Brevard Junior College  
B.A., Columbus College  
M.S., Concordia University

**Technology Director, Mrs. Rosanne Grigoletti**

B.S., Lake Forest College  
M.A., Governors State University

## **PROVIDENCE CATHOLIC FIGHT SONG**

*Providence High! Fight for victory!  
We are with you all the way! With your  
colors of green and white Hold our  
spirits always high. Rah! Rah!  
Home of the Celtics, all hail to you!  
Our motto is "To Win"! Go! Go! Providence!  
Our hearts are true to you!*

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## **WELCOME PARENTS AND STUDENTS**

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Providence Catholic High School is a private, Catholic school. Attending school at Providence Catholic is voluntary by students, and is supported by their parents who want them to attend. Providence Catholic has standards and rules for religious formation, academic achievement, extracurricular participation and appropriate behavior. From the

day they are accepted as students until they graduate, all students are bound to obey all rules. All parents are expected to support the rules which are contained in this book, in other places, or announced to the student body and the parents. The Administration of Providence Catholic reserves the right to make and enforce whatever rules it believes necessary for the good of the school.

The President and Administration of Providence Catholic High School reserve the right to: a) change the requirements for admission or graduation announced in this handbook; b) change the arrangement, scheduling, credit or content of courses; c) change the books used; d) change fees charged; e) change tuition charged; f) change regulations affecting students; g) to refuse to admit or readmit any student, h) and to dismiss any student at any time, should it be deemed to be in the best interest of the student or school.

Registration at Providence Catholic constitutes a voluntary contract recognized by law between parents and the school. Parents and students assume responsibility for all obligations – religious, academic and financial, resulting from this contract. Students and parents are expected to be familiar with this handbook.

Parents and students should understand that tuition accounts must be paid on time, that fund- raising obligations must be fulfilled, that detentions must be served when given, that school days take priority over vacation time, and that cooperation with the religious and academic mission of the school is essential.

PCHS does not give parents the right to change the school calendar. All students are expected to be in attendance at school every day school is held.

Parents who are not able to meet their monthly tuition payment must call the tuition office. Any reasonable arrangements will be accommodated.

## **PROVIDENCE CATHOLIC WELCOMES YOU!**

God created man in His image, in the Devine image He created him;

Genesis 1:27

All that the Father give me will come to me,  
and whoever comes to me I will never cast out.

John 6:37

You are the salt of the earth. You are the light of the world.  
Just so, your light must shine before others, that they may see  
your good deeds and glorify your heavenly Father.

Matthew 5:13-16

Believing that all human beings are made in the image and likeness of God, Providence Catholic High School admits students without regard to their race, gender, religion, national or ethnic origin and other unique needs which can be reasonably accommodated in a healthy and productive learning environment. All students must be made to feel welcomed, loved and accepted as they are. All students are entitled to the rights, privileges, programs and activities generally accorded or made available to all students of the school. Providence Catholic does not discriminate in the administration of its educational policies, admission policies, and athletic and other school administered programs.

Providence Catholic High School is pleased to provide reasonable accommodations for students with special needs. Students with special needs must have the support of their parents or guardians, and acceptance by the school for registration and participation in the specific programs and roles which they fulfill as students. In accepting students as they are, Providence Catholic asks and expects all students to uphold the basic tenants of our

faith and our family community by being respectful, patient, kind, welcoming and accepting of all other students.

Providence Catholic High School accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. Providence provides a high level of individual attention in a warm family atmosphere. Following the teachings of the Catholic faith, all students are accepted with respect, compassion, and sensitivity. All students are required to follow the rules and eligibility regulations of the school, of the IHSA, and of other groups which govern participation in religious, athletic, academic, and non-athletic activities.

## ADMISSION

Providence Catholic High School, operating under the auspices of the Diocese of Joliet, admits students without regard to their race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs, and activities generally available to students at the school.

Providence Catholic High School accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. We seek to provide a high level of individual attention and a warm family atmosphere.

1. Students will be accepted from Providence Catholic families who have had a parent, grandparent, brother or sister graduate from Providence, or who have a brother or sister presently in attendance.
2. Students will be accepted to complete the available openings in our existing academic programs, yet maintain a reasonable class size. Providence Catholic reserves the right to serve a diversified student body composed of Catholic and non-Catholic students, and ethnic and racial minority students.

**It is the personal responsibility of each parent/guardian and student to acquire an active knowledge of all regulations set forth in this Providence Handbook. Before a student's registration is finalized, the parent/guardian and student must sign and submit a copy of the enrollment Contract.**

## ENROLLMENT CONTRACT

I understand that I am entering into a voluntary contract between me as a parent of /or student, and Providence Catholic High School for my child's/my Catholic high school education. I understand that, as a parent, I am responsible to pay all tuition and fees by the due date which will be billed to me through the mail. I understand that the tuition policies explained in the Student/Parent Handbook will be enforced and I agree to abide by them.

I agree to abide by, conform with, and support the rules and regulations of Providence Catholic High School and be governed by those rules as published in the Student/Parent Handbook and as announced or published in other places by the school administration. I must be familiar with and will read the published rules, regulations and general policies and procedures governing enrollment, attendance, grading, and student discipline at Providence Catholic High School.

My signature, previously submitted on the enrollment contract, means that as parent and student we accept these conditions for my student's/my enrollment which are binding through my student's/my graduation from Providence Catholic High School.

## PHILOSOPHY OF EDUCATION

Providence Catholic High School is a Catholic, coeducational, diocesan secondary school administered by the Augustinians and staffed by religious and lay people.

As an Augustinian school, the philosophy and values of St. Augustine are reflected in its purpose. "Before all else...love God and your fellow man, for this is the purpose of your coming together," (St. Augustine: Rule). Providence Catholic has a deep respect for students' individual dignity and worth which engenders a strong sense of community. Gospel values unite parents, students, faculty and staff in a climate of warmth and affirmation. The Eucharist is the inspiration of this faith community: "Father, may they be one in us as you are in me and I am in you," (John 17:21).

Providence Catholic High School assists students in the development of their full spiritual, intellectual, emotional, moral, social, physical, and civic potential. To achieve this, a focused college preparatory curriculum is offered to all students respectful of their diverse intellectual capabilities. "He is called studious who with all earnestness seeks those things which pertain to liberal culture and adornment of mind, especially if we add he studies to hear the open and pure Truth, especially knowledge of God," (St. Augustine: The Value of Faith).

Providence Catholic High School is committed to maintaining a professionally competent faculty which fosters a positive self-image and self-awareness in each student. Faculty members encourage students in the discovery of their unique potential and the development of their individual gifts. Through self-discipline and personal responsibility, students are directed to enhance their own lives while reflecting the spiritual and moral values of the Catholic Christian community. They are challenged to be responsible citizens and to change society for the better.

Providence Catholic High School is committed to an on-going program of cultural, athletic, service, and extracurricular activities with the intent of strengthening the sense of belonging and cooperation in every student. Through involvement in these activities, students learn a sense of fair play, accountability, responsibility, interpersonal skills and an understanding of success and failure. Their faith values are an underlying factor in their behavior and performance.

Providence Catholic High School exists to teach the Gospel of Jesus Christ to the Catholic Christian community. We prepare students of all faiths and races for the challenges of college and adult life through a quality college preparatory education. We are a community who strives to love one another as God loves us.

## **LEARNING READINESS**

Providence Catholic High School is capable of assisting learners with mild learning limitations which affect learning. Providence Catholic is not capable of assisting learners with moderate to severe learning difficulties, or other physical, emotional, social, autism spectrum or psychological disorders which interfere with learning or the educational environment.

The information parents completed on the Learning Readiness Statement, which was part of the complete registration information provided by parents, may be shared with those directly involved in your student's education. Parent signature(s) on the Learning Readiness Statement implies permission to share this information. Failure to disclose accurate and correct information may lead to cancellation of registration and removal of the student from Providence Catholic High School.

## **GOALS OF A PROVIDENCE CATHOLIC EDUCATION**

In the light of its philosophy and in addition to the purposes stated therein, Providence Catholic

High School seeks to develop:

1. An awareness of God as the source and goal of human life and activity, and the basis of all moral obligation

2. A thorough understanding of Catholic doctrine, practice, tradition, service and values
3. An appreciation for each person's individuality in an environment which fosters and nurtures a positive self-image
4. An understanding of the necessity of personal relationships in building a positive self-image, leading to the development of strong interpersonal skills to build community
5. A healthy human person whose vocational choice expresses a unique response to the love of God in the context of a faith community
6. The ability to think clearly, critically and creatively
7. An appreciation for the American form of government which exists for the benefit of the people, who have certain inalienable, God-given rights
8. A knowledge of history and an appreciation for our unique American heritage
9. Knowledge, understanding and appreciation of diverse cultures, ideologies, and languages
10. A mastery of the logical and computational skills of mathematics
11. A knowledge of integrated technology for practical use in all curricular areas
12. Facility in the use of language, appreciation of literature, and competence in basic communication skills
13. A scientific awareness of the physical world, its structure and beauty
14. An understanding of and respect for the human body and an appreciation of physical fitness
15. An appreciation of the fine arts, and the development of talents in art, music and drama
16. The integration and analysis of available resources in the library media center and the Internet
17. An understanding of the world of business and economics

## **CORNERSTONES OF A PROVIDENCE CATHOLIC EDUCATION**

1. Many opportunities for religious growth through scheduled liturgical and other religious activities within an atmosphere of a sharing Christian community
2. Faculty members with a love for teaching who are mature, highly qualified and dedicated, who serve as positive role models for the students entrusted to them
3. Multiple levels of study so that teaching may focus on the student's abilities and achievements
4. Courses and programs designed to help students with unique learning needs accelerate and better prepare for the demands of college
5. Courses designed to meet and exceed college entrance requirements and to prepare qualified students for placement in advanced college credit courses
6. A nurturing environment which fosters a love of teaching and a love of learning
7. A program of counseling which assists each student to define, understand and reach his/her spiritual, academic, intellectual, and emotional goals
8. A code of student conduct which encourages students to practice self-discipline, responsibility, courtesy and honesty
9. One hundred percent student participation in Christian service programs
10. Significant student participation in extracurricular activities
11. Cooperation and communication with parents in the shared task of helping students develop into young adults

## 12. Community support and involvement through various parent sponsored functions

### **PARENT'S ROLE IN EDUCATION**

We, at Providence Catholic High School, consider it a privilege to work with parents in the education of students because we believe parents are the primary educators of their students. Therefore, it is your right and your duty to become the primary role models for the development of your student's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Providence Catholic High School involves a commitment and exhibits a concern for helping your student to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your student relates to God and others. Ideals taught in school are not well rooted in the student unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Providence Catholic High School, we trust you will be loyal to this commitment. During these important high school years, your student needs constant support from both parents and faculty in order to develop his/her moral, spiritual, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your student may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year and every year with a commitment to partnership as we support one another in helping your student to become the best person he/she is capable of becoming.

### **PARENTS AS PARTNERS**

As partners in the educational process at Providence Catholic High School, we ask parents:

- To set rules, times, and limits so that your student:
  - gets to bed early on school nights.
  - arrives at school on time and is picked up on time at the end of the day.
  - is dressed according to the school dress code.
  - completes assignments on time.
- To actively participate in school activities such as Parent/Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.



- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To treat teachers with respect and courtesy in discussing student problems.

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## PASTORAL PROGRAM

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**“You have made us for yourself, O Lord,  
and our hearts are restless until they rest in you.”** (Confessions I.1)

St. Augustine believed that we are companions on a journey which leads to the discovery of self (interiority), an appreciation of friendship (community), and ultimately, a relationship with God. We do not have to seek God outside of ourselves; God is closer to us than we are to ourselves (City of God IX.7).

The Pastoral Department at Providence Catholic High School provides experiences to nurture the personal and communal prayer of the “Providence Family”. Our philosophy is most succinctly captured by the acronym, IALAC: I Am Lovable and Capable. Foundational to our Catholic Christian faith is the belief that each person is lovable, made in the image and likeness of God (Genesis 1:26).

We are steeped in prayer! A Mass is offered in the chapel prior to the beginning of school each morning. Our school community prays together every day during the all-school prayer. Each class period also begins with teacher or student-led prayer, and our day ends in prayer. All-school liturgical celebrations occur at least once a month and include Masses, penance services and retreats.

In conjunction with the Theology Department, we seek to foster the spiritual, intellectual and emotional growth of the students and staff and to promote the Gospel message of love. This love calls us to form a community of “one heart and mind” (Acts 4:32) by loving God and our neighbor (Luke 10:27).

Academically, students are required to take four years of Theology. It is also a graduation requirement that every student must participate in an annual, school-sponsored retreat. Seniors may opt for either a one-day Senior Retreat or the three-day Kairos Retreat.

### **A.C.T.S.**

The **A Call To Serve Program (A.C.T.S.)** is another opportunity for our students to practice our faith. The primary focus of A.C.T.S. is to bring the message of Jesus Christ to life by providing an experience of Christian service in the everyday world. By virtue of our baptism, we are not just passive members of Christ's body; we are also called to serve. Because Providence Catholic takes community service so seriously, the following obligations are an integral part of the Theology program:

**Seniors** are responsible for 25 hours of volunteer service plus a reflection paper. The hours may be accomplished by service for Providence Catholic (up to 10 hours), for their church or for any legitimate community charity (approved in advance by the Senior ACTS Coordinator). Failure to complete either requirement will result in failing the second semester Theology class. Diplomas and transcripts will be withheld until the

requirement is completed.

**Juniors** are responsible for 15 hours of volunteer service plus a reflection paper. The hours may be accomplished by service for Providence Catholic (up to 7 hours), for their church or for any legitimate community charity (approved in advance by the Junior ACTS Coordinator). Failure to complete either requirement will result in the lowering of one letter grade in the second semester Junior Theology class.

**Sophomores** are responsible for 10 hours of volunteer service plus a reflection paper. The hours may be accomplished by service for Providence Catholic (up to 5 hours), for their church or for any legitimate community charity (approved in advance by the Sophomore ACTS Coordinator). Failure to complete either requirement will result in the lowering of one letter grade in the second semester Sophomore Theology class.

**Freshmen** are responsible for 10 hours of volunteer service and a reflection paper. The hours may be accomplished by service at their home, for their church, for Providence Catholic (up to 5 hours) or for any legitimate community charity (approved in advance by the Freshman ACTS Coordinator). Failure to complete either requirement will result in the lowering of one letter grade in the second semester Freshman Theology class.

The Pastoral Department supports many other programs and activities that promote Christian spirituality, service and community within the Providence family. These include:

Adult Faith Sharing	Men’s Club Night of Reflection
All-School Retreats	Mission Awareness
Augustinian Values Institute	Monthly All-School Liturgies
Augustinian Youth Leadership Conference	New Faculty Orientation
Augustinian Youth Ministry	Pastoral Assistants
Classroom Prayer	Pastoral Counseling
Community Day of Reflection	Preschool Liturgy Program
Daily Liturgy (7:25 AM, 8:50 AM on late start days)	Quarterly Faculty and Staff Masses
Extraordinary Ministers of Eucharist	Reconciliation
Fourth Day Gatherings	Sacramental Preparation
Freshman Liturgy Program	Sacristans
Freshman Welcome	Senior One-Day Retreat
Induction and Recognition Ceremonies	Student Augustinian Values Institute
Kairos Retreats	Summer Home Masses
Liturgical Ministries	Vocations Presentations and Direction
	Women’s Club Retreat

**Jesus said:** *“You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength, and love your neighbor as yourself,”* (Mark 12:30-31).

The Pastoral Department seeks to make these words a reality for the entire Providence Catholic Community.

## DAILY PRAYERS

### ALL-SCHOOL PRAYER

“The health of our earthly relationships depends solely on the health of our relationship with God.” (Fr. Ray Ryan, O.S.A.) Through daily prayer we come together to ask the Lord to help us become more aware of His presence in the world, particularly as experienced in all of our relationships. At a designated time each day a member of the Providence Family

shares a personal prayer with the entire school community. We then recite The Act of Consecration to the Sacred Heart of Jesus and the Pledge of Allegiance. The prayer is recorded and posted on our website.

**ACT OF CONSECRATION TO THE SACRED HEART OF JESUS**

Eternal and ever loving Father, I offer you everything I do this day: my work, my prayers, my play, all my thoughts; my time with family and friends; my hours of relaxation; my difficulties, problems, distress, which I shall try to bear with patience.

Join these, my gifts, to the unique offering which Jesus Christ, your Son, renews today in the Eucharist. Grant, I pray, that, guided by the Holy Spirit and united to the Sacred Heart of Jesus, my life this day may be of service to you, and to all you send into my life, so that we can continue to respond with love to the mystery of your call, to be your special people. **AMEN.**

**LEADER:** Heart of Jesus burning with love for us,

**RESPONSE:** Inflame our hearts with love for you.

**COMMUNITY AFTERNOON PRAYER**

**LEADER:** You have made us for Yourself, O Lord,

**RESPONSE:** And our hearts are restless until they rest in You.

**LEADER:** St. Augustine,

**RESPONSE:** Pray for us.

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**TUITION AND FINANCES**

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All tuition and bus fees must be paid monthly, in advance. A student who, for any reason, takes correspondence or tutored courses with the approval of Providence Catholic High School, must still pay the full tuition that would be required if all courses were taken only at Providence Catholic, in order to be given credit or a diploma issued by Providence Catholic High School.

**TUITION AND FEES FOR 2017-2018**

**TUITION**

- |                                 |             |
|---------------------------------|-------------|
| • First student                 | \$12,200.00 |
| • Second student - 10% discount | \$10,980.00 |
| • Third student - 25% discount  | \$ 9,150.00 |
| • Fourth student - No Charge    | Free        |

**BUSING FEES (PER STUDENT) Zones:**

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|---|------------|
| 1. East side of Joliet, New Lenox .....   | \$1,125.00 |
| 2. West side of Joliet, Rockdale, Crest Hill .....  | \$1,150.00 |
| 3. Manhattan, Frankfort, Mokena, Homer Township, Lockport .....                           | \$1,175.00 |
| 4. Orland Park, Tinley Park, Orland Hills, Oak Forest, Palos, Lemont, Elwood, ..... Chan- |            |
| nahan, Green Garden Township, Shorewood and Plainfield areas .....                        | \$1,225.00 |

**FAMILY DISCOUNT FOR BUSING**

Second Student--10%

Third Student--25%

Fourth Student--FREE

ACTIVITY/TECHNOLOGY FEE

\$200 is charged per family to cover the cost of student accident insurance, student admission to all home games (other than IHSA tournaments), drama and choral productions (with I.D. Card), yearbook and school paper, network access and licensing for each student.

GRADUATION FEE

Each senior is charged \$175 to cover the expenses of graduation. KAIROS FEE

Each senior is charged \$250 to cover the expense of this 3-day retreat. ADDITIONAL

CLASSROOM/ACTIVITY FEES BILLED PER SEMESTER AP Testing fee for **each AP Class taken** (in addition to applicable lab fees) \$92

Art (all courses)	\$80	Color guard	\$80
AP Biology Lab fee	\$80	Digital Media	\$80
AP Studio Art Lab fee	\$80	Graphics Design	\$80
AP Music Theory Lab fee	\$80	Human Physiology	\$80
Accounting	\$80	Intro to Comp Programming	\$80
Band	\$130	Introduction to Technology	\$80
Biology	\$80	Physics	\$80
Chemistry	\$80	Web Page Design	\$80
Choir	\$55		

FUNDRAISING

The student obligation is \$350 in fundraising per year, as part of the school-wide Fall Harvest Drive Campaign. Families with two or more students are asked to raise a total of \$500. Any amount of the fundraising obligation not completed will be added to the tuition.

GENERAL TUITION POLICIES

1. Tuition is billed monthly, along with fees which are due in the same month. Payments are due the first of each month; August through May. Statements are sent to each family by the fifteenth of every month and are due the first of the following month. If payment is not received by the fifth of the month, a \$15 late fee will be charged.
2. Payments may be made by check, cash, money order, cashier's check, Visa, MasterCard or Discover card. Please be aware that all payments made by credit card or debit will be assessed a 3 % service fee for the total amount charged per month. (This is what the bank charges PCHS.) Parents may also have tuition debited each month from your savings or checking account. The auto debit enrollment form can be found at [www.providencecatholic.org/pchs/](http://www.providencecatholic.org/pchs/). Providence Catholic will gladly accept advance payments over the summer if this will help families budget more easily.
3. Financial Aid is available to families who qualify. Please complete the financial aid form which is available online from FACTS at [www.factsmtg.com](http://www.factsmtg.com) by March 1st. The amount of financial aid that we are able to provide to each family is limited. Once we reach that limit for each family, we will not be able to extend additional financial aid.
4. If you are having a problem making your tuition payment on time, please call the tuition officer in the tuition office at 815.717.3176 to make a cordial tuition arrangement. Any reasonable temporary arrangement will be honored. The goal is always to get the tuition account current as soon as possible.

5. Parents and guardians must understand that if the tuition account is two or more months past due and we have not heard from you making an arrangement for payment which will bring your account current, a letter will be handed to your student excluding him/her from classes until payment is received or an appropriate arrangement is made which will pay the tuition. A letter of exclusion is handed to your student personally and quietly from the President's Office and in a way not intended to embarrass your student, but only to bring the overdue tuition to your attention.
6. Family accounts which have an unpaid balance on May 10th every year will receive an additional letter explaining that students will not be allowed to receive report cards, or have access to the Parent Portal until the tuition has been paid in full. Accounting ends for the year on June 15th when the next year's billing cycle is created, therefore all accounts need to be paid up by this date. Seniors do not receive caps and gowns for Baccalaureate or Graduation or receive diplomas until all obligations have been met or a satisfactory arrangement has been made.
7. Checks returned by the bank marked "Non-Sufficient Funds" will be assessed a \$25 fee per check. If the bank returns a second NSF check, no further checks will be accepted from your family. You may then pay by cash, cashier's check, money order, Visa or MasterCard only.
8. No student will receive a schedule in August if there is an outstanding balance from the previous school year. Old balances must be paid in full before beginning a new school year.
9. If tuition payment arrangements are not kept by parents, your delinquent amount will be forwarded to the school's attorney for debt collection at the end of the school year.

## **REFUND POLICY**

1. **Advance Deposits:** Advance deposits are applied evenly to the tuition balance over the ten-month billing period. If the student withdraws from Providence Catholic High School, the deposit is forfeited and considered a donation to the school.
2. **Tuition Refunds:** Tuition refunds are prorated based on the amount of tuition billed and the number of weeks in the semester the student has attended at the time of withdrawal. Each semester consists of 18 weeks. This policy also applies to financial aid awards, or discount received for paying in full.

## **SUMMER WORK PROGRAM**

Providence Catholic provides summer work opportunities for students who wish to reduce a portion of the cost of their tuition by working during the summer. Those who apply for the summer work program must first complete the financial aid form provided by the FACTS Company, and send the completed application to the company by the deadline. Families which have not applied for need-based aid may not be considered for the Summer Work Program. Applications for the Summer Work Program are screened by the Student Aid Committee. Because the program requires skill and proficiency in performing manual labor such as painting, cleaning, repairing, hauling, shoveling, etc., preference is often given to older students or students who have previously worked. Consideration in hiring is given to families with greater financial need and who have a number of students attending Catholic Schools. Student who receive summer work positions are expected to work for the entire period of the program and not take vacation.

This program lasts between eight and ten weeks and begins immediately after the end of the previous school year. Students work under adult supervision between 8:00 AM and 3:00 PM. Students punch their time card in the building before 8:00 AM, receive a fifteen-minute break in the morning and one half-hour lunch. Ordinarily students receive two-thirds of their salary as tuition credit, and one-third is returned to the student

bycheck at the end of the pay period. If parents would prefer, all money earned in the Summer Work Program may be credited directly to their tuition account. Applications for the Summer Work Program are available in the President's office after January 1st, every year. All applications must be submitted by March 15th.

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## **SCHOOL REGULATIONS AND INFORMATION**

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### **ATTENDANCE POLICIES**

PCHS does not give parents the right to change the school calendar. All students are expected to be in attendance at school every day school is held.

The term "attendance" means presence at school at every assigned period on time. Both the parents and the students are expected to know and follow the all attendance policies.

Because of the school's responsibility, both moral and legal, during the time when classes are in progress, the following regulations will be in effect:

1. School begins at 7:55 AM (zero hour 7:05 AM). Those who arrive after that time report to the Dean's office for an admit slip, then report to class.
2. Every attempt should be made to make all appointments outside of school time. If a student must arrive late or leave early, these things are required:
  - a) For late arrival, a phone call from a parent stating what time the student will arrive is needed.
  - b) For early dismissal, a note from a parent stating what time the student is to leave must be received by the Dean's Office before the start of the day.
  - c) A note from the appropriate medical or other agency on their stationary must be turned in to the Dean's Office when the student returns to school. This note will be counted as an excused tardy. No detentions will be given for accumulating excused tardies. Students will have no more than 24 hours to produce proof of an excused tardy.
  - d) Whether a student is arriving late or leaving early, they must always sign in/out at the Dean's office.
  - e) Students must carry I.D. cards at all times. Students will need to use I.D. cards to enter school tardy or leave school early, to present in detention, to purchase lunch if doing so on an account, to check out library materials, riding the school bus, entrance into extracurricular and also to present to school personnel upon request. Replacements cards are available in the Dean's Office for a fee.
3. Tardies outside of #2c above are violations of the rule to be on time for school and class and will count toward detention. Parents may not give students permission to be late for school or excuse them from the obligation to be on time and in class. **Notes and calls from parents show that the student was not truant; however the student is still considered to be tardy.**
4. If a student is tardy 4 times they will receive a weekday detention.
5. Tardies are accumulated by the semester.
6. All students are to remain on campus from the time of arrival at school until the afternoon dismissal and are to report to all assigned classes, homeroom and study hall. Students leaving school without permission from the Dean's Office are considered truant.
7. Excessive absence due to illness will be handled on an individual basis by the Administration and Counseling Department after consultation with student's parents and teachers.

8. **In order to participate in athletics and extracurricular events, students are required to be in attendance at school for the school day. Students may not arrive more than one hour late for school (unexcused) and still participate after school. Students may not go home ill from school before the end of the day and still participate after school.**

## **ABSENCE REPORTING**

A telephone call from the parent or guardian must be made on the day of absence. This call should be made before 9:00 AM. Messages may be left on our voicemail system. **The direct phone number for the attendance office is (815) 717-3130.**

## **BAD WEATHER POLICIES & ARRANGEMENTS**

All parents are aware that freezing temperatures may be dangerous to students who must wait in the cold. It is up to the individual parent to determine whether or not their student's health is at risk when the cold is intense. **School will always be held at Providence Catholic when extremely cold temperature is the only hazard to traveling.** When there is snow on the ground, or it is snowing, or there is a threat of snow, please listen to the radio for announcements from Providence. **We will also use our Connect-ED service to notify all Providence families when there is a schedule change.** If a snow schedule is in effect, school will begin **one hour later** and the buses will run **one hour later** to allow snowplows to open roads. School will be in session whenever the school buses can run safely. To receive information as to whether or not school is open you may do one of the following.

- Check the PCHS Website. Be sure to click your browser's "refresh" button so that you are viewing the most current information.
- Listen to any of the following radio stations for information: WMAQ 67 (AM), WGN 720 (AM), WLS 890 (AM), B96 (FM), WLS 94.7 (FM), WBBM 78 (AM), WONU/Shine (89.7) and WJOL 1340 (AM)

## **FUNERAL ATTENDANCE POLICY**

If a student attends a funeral with his/her parent, he/she must follow the proper procedure for being absent or tardy, whichever applies. When no transportation is provided by the school, students who attend a funeral on their own and return to school are expected to return prior to noon of that school day. These students must follow the proper procedure for being tardy. If transportation is provided by the school, all students are expected to take the bus. These students must obtain a permission slip from the Theology Department/Dean's Office which must be returned with a signature by parent/guardian before the funeral. He/she must ride the bus both to and from the funeral. Providence will not be responsible for the whereabouts of students who do not ride a bus provided by the school. Providence students attending funerals as part of the "school sponsored" group are expected to dress to show respect; boys must wear ties, shirt and dress slacks, girls must wear dress, skirt or dress slacks and dress top.

## **ILLNESS AT SCHOOL**

Any student who becomes sick at school should report to the Dean's Office immediately. Under no circumstances should a student who is feeling ill leave school without consulting with the Dean's Office and a parent/guardian. If additional days of absence are taken in conjunction with this early dismissal regular absentee procedures must be followed.

## **KAIROS EXCUSED ABSENCE POLICY**

Students returning from a Kairos Retreat have make-up privileges from the Monday to Monday after the Kairos returns to school. The students involved in a Kairos Retreat have the responsibility to set up an academic make-up schedule at the convenience of the teachers. The exception to this policy is if the quarter ends within five class days of the

return of Kairos. The length of make-up time will be adjusted by each of the teachers involved.

## **PROLONGED ABSENCE**

If a student misses more than ten days (or the same class period more than ten times) during a given semester, the student's semester grades in all classes (or the ones missed) may be lowered one letter grade at the discretion of the Academic Committee.

Students who are absent for more than ten days due to illness must present written verification from a doctor explaining the illness. The grade earned by these students will not be changed by the Academic Committee.

## **TRUANCY**

An all-day truancy is understood to be any absence from school of three or more classes/hours without the proper approval of the student's parent/guardian.

1. A truancy will result in 3 Saturday detentions (or 6 hours of time).
2. No make-up work is allowed for classes missed due to truancy.
3. If a student is truant for 3 days (whether consecutive or within a year), the matter could be referred to the Disciplinary Board. Such cases will be handled on an individual basis with consequences including, but not limited to, dismissal from school.
4. A student is considered truant from class/study period if he/she is missing without permission from a parent, teacher or other person of authority. A detention will result from every class/ hour a student is truant up to three hours, after which it becomes an all day truancy.

## **VACATIONS DURING THE SCHOOL YEAR**

Families are not to remove their student from school for family vacations during instructional time. Students are also expected to be present for semester exams. Teachers are not expected to make special accommodations. Students who miss final exams due to emergency situations such as death in the family or serious illness will be given an opportunity to make up the tests after the schedule exam session. No final exams may be taken early, and all exams must be completed by the end of the make-up period, generally three days after the last exam. Students who miss the final exams due to vacations or other unexcused absences, as well as those who do not make up missed exams by the deadline will receive failing grades on those exams.

## **ANONYMOUS MESSAGES**

Administration and Faculty respond only to signed or in person communication in either electronic or non-electronic form.

## **BOOKSTORE**

The Bookstore sells the required textbooks and classroom supplies as well as a wide variety of Celtic Spirit Wear. Bookstore hours are 7:15 AM to 8:15 AM and 2:15 PM to 3:15 PM.

## **AUTOMATED NOTIFICATIONS**

PCHS uses an automated calling and email system to notify parents of school closings, emergencies, and other urgent matters. So that we the most current contact information, parents should use the ParentPlus web portal to update emails, phone numbers and mailing addresses.

## **TELEPHONE CALLS**

The Main Office is open from 6:50 AM until 3:15 PM. Telephone calls to the office should be made during these hours. The Main Office is not open on days when classes are not in session.



The faculty can be contacted by calling their direct numbers, which are posted on our website. If the faculty member is not available at the time of the call, a message can be left in that faculty member's voicemail box.

Except in case of **grave emergency** - telephone calls should **not** be made to the school for students during the school day. Students may request to use a school phone during the school day, as well as before or after school hours.

## **DOORS OPEN**

The academic areas of the school are open from 6:50 AM until 3:15 PM. (See below for BLC hours.) Anyone coming earlier or staying later is to do so only at the request of and under the personal supervision of a faculty moderator or coach.

## **FACULTY ROOM**

The Faculty Room is reserved at **all** times and under **all** circumstances for faculty and staff members. It is, therefore, completely off-limits to students.

## **BLANCHETTE LEARNING COMMONS**

The Bishop Blanchette Learning Commons (BLC) at Providence Catholic High School is intended to enrich school curricula by providing materials not otherwise available to students and teachers. The BLC maintains a well-balanced print and digital collection to meet the interests, abilities, needs and educational goals of our patrons.

The BLC is open from 7:00 AM to 4:00 PM, with the exception of Late Start days when the BLC opens at 8:30 AM. The BLC may close early for special circumstances.

The BLC requires the same self-discipline and concentration as a normal class. Therefore, all school rules and regulations in regard to silent study, politeness, and attendance are in effect. Students using the facilities must respect the needs of others who are present. The BLC also requires additional courtesy as patrons approach their work in their own ways. Disruptive behavior can result in the loss of BLC privileges, such as material use and access.

Students must have their I.D. Cards to enter the BLC and use its materials (books, laptop computers, etc.). The majority of BLC materials are signed out for two weeks. Patrons may renew materials for another two weeks; only two renewals per material, please. Reference books and books on the reserve shelf may be withdrawn after school for overnight use. A student may request an exception from BLC staff.

Failure to follow BLC guidelines will result in a suspension of access to the BLC and its materials during the school day for a period determined by BLC staff, as well as additional discipline as determined by administration.

A fine of ten cents will be charged for each school day that a book or other item is overdue. Materials which are seriously overdue (six weeks) will result in a detention. Students are responsible for all books and materials they withdraw or use, and must pay for lost or damaged materials; the price of replacement is determined by BLC staff. Report cards will be withheld until obligations with the BLC are settled.

## **WORK PERMITS**

Work permits may be obtained from the Registrar in the Main Office. A birth certificate, social security number, and letter from the employer stating what hours will be worked and the occupation of the worker are needed for the work permit. There is a \$3 fee for a work permit.

There will be no early job dismissals.

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## SCHOOL SAFETY

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### FIRE ALARMS

The fire alarm is denoted by a loud buzzer sound. When the fire alarm sounds, all students are to:

1. File out of the room to the designated location.
2. Walk briskly and maintain silence while leaving and returning to the classrooms.

### TORNADO ALARMS

The tornado alarm is denoted by a rapid succession of short bells signaling an alert situation.

When the tornado alarm sounds, students are to:

1. Maintain silence so instructions may be heard.
2. Walk single file to the main corridor to designated areas and sit on the floor as close together as possible (not next to or directly below any glass walls or exits).
3. Place head between the knees with the hands over the head to be protected from falling debris.
4. Wait quietly and patiently for the all clear bell.

### SAFE SCHOOL ZONE

Providence Catholic High School is a **Safe School Zone**. Criminal penalties are severely increased for laws broken in this zone (i.e., gang recruitment, possession, use, sale of drugs or weapons).

### SEARCH POLICY

The Dean's office of Providence Catholic High school reserves the right to search the locker, coat and personal belongings of the student at the school or at a school-sponsored event. Any car that is parked on Providence property is subject to the same search. This search may be conducted by any of the Deans or anyone chosen by the Deans to conduct such a search. Students who do not cooperate with the search may be expelled. To be clear, Providence Catholic reserves the right to search anything brought on school property.

### SAFETY DOG

The Safety Dog is employed to randomly search the building and parking lots for drugs, alcohol and gun powder in any form. The dog has the authority to search any car parked on school property. Students found in the possession of any of these will be handled in accordance with our school procedures.

### CAMPUS ALCOHOL POLICY

Providence Catholic High School is a drug-free school zone. The possession, use, distribution, sale, or consumption of alcoholic beverages or any other controlled substance is prohibited at all student related events; that is, events or activities where students are welcomed or likely to be present. We at Providence Catholic ask all students, parents, guests, friends and visitors to honor this policy and refrain from bringing alcohol or any other controlled substances onto the property at Providence Catholic High School during student related events; that is, events where students are welcomed or likely to be present. This policy is required by and enforced by Providence Catholic High School, the Illinois High School Association, and the New Lenox Police Department.

## BREATHALYZER

Breathalyzers will be used randomly at all school events. If a student tests positive for any trace of alcohol, the disciplinary consequences as listed in the Student-Parent Handbook will be enforced. A refusal to submit to a breathalyzer test when asked to do so will bring the same disciplinary consequences as a positive test result.

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## DRUG & ALCOHOL POLICY

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**Providence Catholic High school is a Catholic community whose primary concern is the value of the human person.** We challenge our students to grow as Christians and to live as positive active members of the larger community, while encouraging them to live out the consequences of faith with a moral conscience.

Providence Catholic High School recognizes that student use of alcohol and other drugs is illegal and has a damaging effect on the normal development, well-being, and performance of students. We recognize that the use of chemical substances often leads to the disease of chemical dependency and we take seriously our role to assist the student with prevention, intervention, aftercare **and our support**. We believe that the use of alcohol and other drugs cannot be condoned as responsible, mature or healthful to the student. We believe there are consequences for one's use. Thus, we are committed to a comprehensive program which addresses these issues and which utilizes community resources.

The consumption, possession, distribution and sale of alcohol and/or other drugs is illegal and shall result in disciplinary action which may include suspension or expulsion. "Alcohol and/or other Drugs" shall include unlawful drugs and controlled substances as defined by the laws of the United States, the State of Illinois and the City of New Lenox (under the "Illinois Controlled Substance Act"). Also included are prescription and non-prescription drugs which are taken or sold in an unauthorized manner, as well as "look-alike" drugs or any substance sold as a drug. In addition, the student who possesses, distributes or sells drug-related paraphernalia will be subject to disciplinary action.

These behaviors are forbidden at all times during the school day, on school premises, or during school-sponsored activities, whether on campus or off campus. Providence Catholic High School reserves the right to search the locker, coat and personal belongings of a student at school or at a school-sponsored event when a reasonable suspicion of alcohol and/or other drugs exists. Students who refuse to cooperate with the search may be expelled.

In keeping with our philosophy, Providence Catholic High School encourages those students who are concerned about their involvement with alcohol and/or other drugs to seek help from teachers, counselors, staff or administrators. The adult contacted will refer the student to the Counseling Department or Student Assistance Program. The counselor or Student Assistance Team member can assist the student in evaluating the negative consequences of the chemical on the student's intellectual, emotional, spiritual, physical or social well-being. All self-referrals will be treated confidentially. All students who voluntarily seek help do not risk disciplinary action unless a violation of the school drug and alcohol policy is observed by faculty or staff prior to self-referral, **or unless the public nature of such a violation becomes an embarrassment to the school.**

A counselor or Student Assistance Team member may recommend that a student who voluntarily seeks help consider an assessment by a drug and alcohol counselor. The school counselor or Student Assistance Team member will provide support for the student in issues such as communicating to the parents the extent of the problem, advising on an appropriate drug and alcohol agency and developing a plan to address the student's chemical involvement.

## **POSSESSION, INFLUENCE, AND WITNESSED USE**

Students who use or possess alcohol and/or other drugs, and/or drug paraphernalia (or who are knowingly in the presence of students who do), at school or at a school sponsored event will be subject to the following disciplinary action:

1. Immediate suspension for a minimum of 3 days and notification of parents. **The student must have a drug screening test within 24 hours of leaving school.** The student must bring evidence of having taken the drug-screening test to be readmitted into school.
2. The dean and parents will hold a meeting; the Disciplinary Board will meet if necessary.
3. The student will be required to undergo a drug and alcohol **assessment** and if deemed necessary by the assessment, enroll in an Early Intervention Program at a **school-approved** agency, as soon as possible, at the parent's expense. We will offer two choices for the families.
4. The parents will be required to sign a release of information form so that the results of the screening and the completion of the educational program can be communicated to Providence.
5. The student will receive a detention and serve two consecutive Saturdays as per the suspension rule in the handbook.
6. The student will be placed on probation and allowed to continue studies at Providence as long as the student follows the stipulations of the probation.
7. If the parents refuse to agree to the screening, assessment and/or the Early Intervention program, expulsion hearings will be immediately implemented.
8. A second violation of this policy will result in expulsion.

## **SALE, DISTRIBUTION, AND/OR TRANSPORT**

Students who distribute, transport, share or sell alcohol and/or drugs at school or a school sponsored event will be subject to the following disciplinary action:

1. Immediate suspension and notification of parents.
2. The parents will be notified that a Disciplinary Board meeting is being set.
3. The incident will immediately be reported to the local police.
4. The Dean will recommend expulsion to the Discipline Board.

## **REPORTING DRUG VIOLATIONS TO AUTHORITIES**

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

- a) A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:
  - A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
  - A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
  - A person knowingly possesses, procures, transports, stores, or delivers any

methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- b) Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

## **WEAPONS & OTHER DANGEROUS OBJECTS OR MATERIALS**

Possession, use, control or transfer of any objects or materials which are commonly used to inflict harm and which are defined by Section 921 of Title 18, United States Code or Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code will result in the student's immediate expulsion. Any other object or material, including "look-alikes" (paint ball guns), if used or intended for the express purpose of inflicting bodily harm or intimidation will be considered a weapon and the student will be subject to immediate expulsion.

Student possession or use of objects designed for self-defense which are perceived by the administration to be dangerous or have the potential to disturb the safety and well-being of individuals or the school community are strictly prohibited on school property or at school-related events, regardless of location. Violation will result in confiscation of the item or material, automatic suspension, remuneration for damages incurred if applicable and administrative review for possible expulsion. The administration reserves the right to evaluate individual situations and student behavior in the context in which it occurs and take appropriate action commensurate with intent to do harm and past disciplinary history.

As a result of the **FIREARM CONCEALED CARRY ACT**, any person entering our private campus who is over 21 and carrying a concealed firearm, with the proper license to carry, must follow state laws regarding this situation. Any Licensee carrying a gun shall be permitted to carry a concealed firearm on or about his/her person within a vehicle into the parking area, and may store a firearm or ammunition concealed in a case within a locked vehicle; or in a locked container out of the view within the vehicle in the parking area. The Licensee may carry a concealed firearm in the immediate area surrounding his/her vehicle within the prohibited parking area only for the purpose of storing or retrieving a firearm within the vehicle's trunk, provided the concealed firearm is unloaded outside the vehicle.

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

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement

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## TRANSPORTATION

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### AUTOMOBILE REGISTRATION & PARKING

Parking on school property is a privilege due to the very limited parking area. Only those seniors, juniors and sophomores who secure a parking permit in the beginning of the year may park on **the property** (the property includes the East, Gravel, Stadium and the Gougar Lots). Sophomores who get a driver's license before or during their sophomore year may secure a parking permit for the Gougar lot through the Dean's Office. **Cars parked in the school lots must park *only in the student parking areas* and *must always display their permit* with the number visible on the rearview mirror; failure to do this could result in a detention.** Anyone found parking in the school lots who has not been issued a permit is subject to a detention and **their car could be towed at the owner's expense. Parking at K-Mart is not allowed at any time unless instructed to do so by the administration.**

**Any student who has not purchased a parking permit and whose car is in the school lot will be issued a detention the first time caught and a subsequent detention each time caught from then on, and will also be subject to loss of future parking privileges. Anyone who forges a permit will be suspended and placed on disciplinary probation, which will include future exclusion from the parking lot. Anyone found using an unauthorized permit will be excluded from parking lot privileges. Continued violation of parking rules could result in expulsion from Providence Catholic High school. Any student parking in the faculty parking areas will be subject to a detention.**

Anyone owning a tag and is in violating the no-tag parking policy or illegal parking policy will receive a first-warning sticker; each violation of either policy after that will result in a detention. Students may not loiter in their cars in the parking lots before or after school. Students may not return to their cars during the school day without permission from the Dean's Office. Slow traffic speed must be followed as well as established traffic patterns. Any accidents occurring in the parking lot should be reported to the Dean's Office. The privilege of parking may be rescinded at any time for repeated parking and driving violations.

**Motorcycles may be driven to school and parked in the school lot if you own a parking tag. Motorcycles must be parked in one single parking area and your proper tag must be displayed. For safety reasons a motorcycle rider must wear a helmet while on Providence Catholic property.**

### BUSING PROGRAM

It is the intention of the Busing Program to provide transportation to families attending Providence Catholic High School. It is not the purpose of the Busing Program to provide door-to-door service for students, nor can we guarantee that students will be picked up a short distance from their homes. For some families, bus service may not be provided because of their remote "off the route" location. Parents and students must understand that the routes are provided as a convenience and they must make reasonable adjustments to them.

Providence Catholic High School charges families less than one-half of the actual cost of busing students to and from school. Therefore, parents and students are expected to make needed adjustments to pick-up and drop-off points and route times.

The bus driver and/or chaperone has the responsibility to see that proper conduct is being observed. Any student reported for poor conduct on the bus may be subject to removal

from the Bus Program. This involves bus transportation to and from school and any school related activity. Any bus that is owned, operated or chartered by Providence Catholic High School is considered to be a mobile classroom and the ride a school sponsored event. Therefore, all students are expected to show respect, order and listen to authority just as they would in the classroom or in the corridors at school. The bus driver has the authority to assign or change none, any or all seats at any time. **The directions of the bus driver with regard to behavior, attitude, seating, language and actions are to be obeyed.** Students who disobey the bus driver or cause trouble on the bus will be suspended from the bus or school as determined by the Dean's Office.

For insurance purposes, only Providence students may ride Providence buses. **The I.D. Card must be shown upon the driver's request.** The driver may not waive or disregard this school policy. Any student without an I.D. Card must purchase a one-way ticket to board the bus and send a note from that student's parent allowing the student to ride. The I.D. Card must be immediately and courteously surrendered to any driver upon request.

Food, beverages, smoking, tobacco, radios, pets, unbecoming language, noise or misbehavior, etc. are not permitted. Boisterousness, clowning, heckling, any abuse of windows, equipment, driver, fellow riders or outsiders will not be tolerated. Riders are to be ready and prompt in both boarding and leaving the bus.

Because failure to abide by these bus regulations can jeopardize the safety of lives, serenity of drivers, or reputation of the school, both parents and students must clearly understand that bad conduct will be considered even more serious than similar conditions elsewhere, and can result in immediate and permanent removal from the bus and perhaps from the school. **The signature on the bus Contract is evidence that both parents and students have read and will abide by these regulations.**

On the days that we are using Schedule B (Late start), morning buses will run 30 minutes later than the normal schedule. The shuttle bus from the Gougar Parking Lot will leave the lot at 9:15 on a late start day.

Providence Catholic High School owns and operates the Busing Program. Bus personnel may be contacted by phoning the Transportation Office directly (815) 485-0638.

## **BUS & GOUGAR SHUTTLE SCHEDULE ON LATE START DAYS**

On the days that we are using Schedule B (Late start), morning buses will run 30 minutes later than the normal schedule. The shuttle bus from the Gougar lot will leave the lot at 9:15 on a late start day.

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# **ACADEMICS**

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## **COLLEGE PREPARATORY PROGRAM**

A Providence Catholic High School education is intended to provide each student with a four-year college preparatory program. A Providence education is one unified program of instruction which emphasizes a fundamental understanding of the basic skills and disciplines in the liberal arts which students will need for life after high school and success in college. The Providence Catholic curriculum emphasizes excellence in theology, language arts, social science, mathematics, world language, the sciences, the arts, computer education, physical education and business education. Providence Catholic graduates are expected to demonstrate mastery of many skills and disciplines.

Providence Catholic High School is capable of assisting learners with diagnosed learning disabilities and other less severe problems which affect learning. Providence Catholic is not capable of assisting learners with serious learning difficulties, or other serious physical, emotional, or physiological problems which interfere with learning. Failure to dis-

close accurate and correct information regarding academic limitations may lead to the cancellation of registration and removal of the student from Providence Catholic High School.

## **PROFICIENCY EXAM**

Incoming freshmen who have taken the equivalent of Algebra 1, French 1, or Spanish 1 at their junior high may request a proficiency exam. Students who have demonstrated mastery of course content in any of these areas on the exam will be placed in the next level with the approval of the department chairperson. Successful completion of the exam will be indicated on the student's permanent record as a summer school course and as such will not be included in the grade point average. High school credit will not be granted for classes taken at the junior high.

High school credit is awarded for classes taken at accredited Illinois high schools while a student is in 8th grade upon receipt of an official transcript. In the event the student earns a final grade of "A" or "B", he/she will not be required to repeat the course at PCHS. Rather, they will advance to the next appropriate course. High school classes may serve to fulfill graduation requirements.

## **STUDY SKILLS COURSES**

Providence Catholic High School believes all students can learn. We welcome and assist students who need additional preparation to master our college preparatory program.

Our Summer Study Skills Program is an essential part of the preparation for students who need help with basic skills. Incoming freshmen who score at or below the thirtieth percentile on the placement test are required to attend a three-week program which concentrates on improving study habits as well as skills in reading, literature, writing, and basic math. Summer classes feature small class size for individual attention. At the completion of this program, each student's placement will be reviewed and adjusted accordingly.

For those students who would benefit from further study skills assistance, the following supports are offered during freshman year to meet those needs:

- English 1 Extension
- Algebra 1 Extension

Our goal is to bring students to a level of skill where they can successfully complete a college preparatory program during their sophomore, junior and senior years.

## **GRADUATION REQUIREMENTS**

The following courses constitute graduation requirements to prepare graduates for the most appropriate and successful college placement. In order to receive a diploma from Providence Catholic High School, a student must complete the following:

1. Each student must earn at least 22 credits to meet the academic requirement for graduation.

If a student earns less than 5 and 1/2 credits (5 freshman year) because of semester failures, these deficiencies must be made up in summer school to remain eligible to return to Providence Catholic for the next school year.

2. Each student must take and receive a passing grade in the following courses:

- |  |                                    |
|--|------------------------------------|
| • 4 years of Theology                          | • ½ year of Technology             |
| • 4 years of English Band                      | • 1 year of Physical Education or  |
| • 3 years of Math                              | • ½ year of Health                 |
| • 3 years of Laboratory Science                | • ½ year of Economics              |
| • 3 years of Social Science (including Spanish | • 2 consecutive years of French or |



- U.S. History and American Government      ½ year of Civics (Class of 2020)

**The remaining credits are electives. A student must earn at least 5 and 1/2 credits per year and 22 credits over a four year program of study.** A student may not have more than one study period per semester.

- \* The Principal or Assistant Principal may substitute designated courses from the Fine Arts or Technology Departments for the two year World Language requirement when needed. Each student must take 1/2 credit of Theology per semester.
- 3. Each student is required to pass an examination on the United States and Illinois Constitutions.
- 4. Each senior must complete a retreat.
- 5. Each junior must take the ACT test in April or June of his/her junior year.
- 6. Each student, in order to participate in commencement exercises and/or receive a diploma, must satisfy penalties imposed for poor conduct, financial obligations, and attend all Baccalaureate and graduation practices and/or services.

## **COURSE OFFERINGS BY DEPARTMENT**

*\*\* denotes 1/2 credit; one semester class*

### **ENGLISH DEPARTMENT**

English 1	English 1 Honors	
English 2	English 2 Honors	
English 3	English 3 Honors	AP English Language & Composition
English 4	English 4 Honors	AP English Literature & Composition
Speech **	Non-Fiction Literature	

### **FINE ARTS DEPARTMENT**

Introduction to Art **	Beginning Choir	Cadet Band
Drawing **	Concert Choir	Band
Painting**	Choir Honors	Band Honors
Two-Dimensional Design**	Music Appreciation **	AP Music Theory
Studio Art		
AP Studio Art: Drawing		
AP Studio Art: 2-D Design		

### **MATHEMATICS DEPARTMENT**

Algebra 1	Algebra 1 Honors	
Geometry	Geometry Honors	
Algebra 2	Algebra 2 Honors	
Pre-Calculus	Pre-Calculus Honors	Trigonometry/Advanced Topics
Calculus Honors	AP Calculus AB	AP Calculus BC
Statistics	AP Statistics	

### **PHYSICAL EDUCATION DEPARTMENT**

Fitness **	Intro. Sports Medicine **
Health **	Physical Education

### **SCIENCE DEPARTMENT**

Biology	General Chemistry	Physics
Biology Honors	Chemistry	Physics Honors

AP Biology                      Chemistry Honors                      AP Physics C: Electricity & Magnetism

Human Physiology                      AP Chemistry

## **SOCIAL SCIENCE DEPARTMENT**

Accounting	U.S. History	Economics **
Geography	AP United States History	Macro Economics **
American Govt.	AP European History	AP Micro Economics
Psychology	Western Civilization	AP Psychology
Civics	AP United States Government & Politics	

## **TECHNOLOGY DEPARTMENT**

Introduction to Technology **	Web Page Design **
Digital Media **	Graphic Design **
Introduction to Programming **	AP Computer Science

## **THEOLOGY DEPARTMENT**

*Each student will take at least 1/2 credit of Theology per semester.*

Theology 1:	Introduction to Catholicism ** Old Testament**
Theology 2:	New Testament ** Christian Morality**
Theology 3:	Catholic Church History ** Catholic Social Teaching
Theology 4:	Sacraments ** World Religions**

## **WORLD LANGUAGE DEPARTMENT**

French 1	Spanish 1	Spanish 4
French 2	Spanish 2	Spanish 4 Honors
French 3 Honors	Spanish 3	AP Spanish Language
French 4 Honors	Spanish 3 Honors	

## **VALEDICTORIANS/SALUTATORIANS**

The student(s) will be declared valedictorian who, at the end of seven semesters:

1. has received "A's" in all courses and has taken a minimum of 20 weighted courses and has never taken a study hall.
2. has the highest GPA.
3. has received all credits at Providence Catholic High School.

The student(s) will be declared salutatorian who, at the end of seven semesters:

1. has the next highest G.P.A. with the greatest number of weighted courses.
2. has received all credits at Providence Catholic High School.

## **CLASS RANK**

Providence Catholic has discontinued the public use of class rank.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization that promotes academic excellence, extracurricular participation, exemplary character, service to the school and community,

and leadership. Membership is conferred on students by invitation, and is not guaranteed by nor based solely on academic performance. The combination of leadership, service, and character produce the distinction between the National Honor Society and the honor roll.

Academically eligible students (minimum 3.50 grade point average) are invited to submit an evaluation sheet concerning their leadership, service, and character. Leadership is shown through involvement in sports, theatrical productions, offices held, or events organized/founded, etc. Service is shown through participation in PCHS and/or community groups and volunteer work. Character is attested to in the form of a recommendation letter. In addition, faculty members are asked to comment on visible leadership, service, and character. Based on all aforementioned qualifications, each candidate is then evaluated by a faculty council. A serious deficiency in any of the necessary qualifications shall automatically disqualify a student from membership.

## **HONORS COURSES**

Providence Catholic welcomes the challenge of gifted academic students and provides them with honors courses to meet their needs. Honors courses are intended to challenge and promote independent logical thinking, good study skills and academic achievement. Students are invited to participate in honors courses based on the following criteria.

1. Students must score in the 85th percentile or above in the particular academic subject area on the placement exam.
2. The student's academic ability must be verified by the elementary or junior high school.
3. Students must be invited to participate in honors courses by the Providence administration.
4. Students must maintain a "B" or better grade for each semester in order to maintain honors courses in a particular subject area the following year.
5. Students in honors courses must demonstrate high motivation and good work and study habits.
6. Students seeking admission into an honors course must have the approval of the chairperson of the academic department in which the course is taken. Selection criteria will include academic performance, motivation, study habits and attitude.
7. Students who did not take honors courses as freshmen but wish to take them after freshman year must have an "A" in the subject matter for each semester of the previous year and also receive the recommendation of the Department Chairperson.

## **ADVANCED PLACEMENT COURSES**

Advanced Placement Courses® are available for students who are capable of sustaining the demands these courses impose. Students must meet the pre-requisites for each AP course and receive permission from the department chairperson in order to take the course. Providence Catholic High School reserves the right to add or delete Advanced Placement Courses. All students enrolled in Advanced Placement Courses are expected to work toward excellence and are required to take the corresponding AP exam at the end of the school year. Students who do not take the exam or who do not act appropriately during the exam by taking it seriously and working diligently will have their semester course grade lowered by one grade or receive no credit for the course at the discretion of the Principal.

1. Students must meet all pre-requisites to be admitted to any class in the AP Program. Individual course requirements are listed in the AP Program Guide and in the curriculum guide. Waivers for admission into Advanced Placement classes will be considered only after those who meet all pre-requisites are scheduled. Admission is

not guaranteed to those who do not meet the pre-requisites. They may be accommodated as space allows at the discretion of the Principal, between May 11th and May 30th

2. There is an additional course fee for taking any Advanced Placement course. This fee will be applied directly to the tuition bill.
3. The student and parents must understand that the expectations for enrollment will be that of the level and quality of work required in a college course. The student must be willing to undertake the rigorous demands of the AP class.
4. Students are required to take the AP exam. Students who do not sit for the exam will have their semester class grade lowered by one full letter grade.
5. Students are required to take the AP exam seriously. Exhibiting inappropriate behavior during the exam will result in the student's semester grade being lowered by one letter grade.
6. The exam schedule is set by the College Board and cannot be altered. Students must check the schedule before enrolling in the class. Students will NOT be exempt from the exam due to conflicts, either personal or academic.
7. Some AP courses require summer reading and/or course work. Students agree to complete these assignments, if applicable, before returning to school.
8. No student may drop any AP course after May 1st. No exceptions are made to this rule.
9. No student may add an AP course after May 30th.

**The Honors and AP courses currently offered at Providence Catholic and the year they are *usually* taken are:**

*\* The quality points for this course are adjusted to enable students to receive quality points equal to 5 honors credits in mathematics.*

**SCHEDULE CHANGES**

Schedule changes initiated by the school will not incur a fee. If the master schedule necessitates a change, an alternate class from the student course election sheet will be substituted. If the master schedule necessitates a further change in an academic course, the student and parents will be contacted.

Student-initiated requests for schedule changes must be presented on the schedule change day listed in the school calendar at the start of August. Each request must be in writing and be presented by the parent making the written request on the assigned August dates. All schedule changes are subject to class closure and pre-requisites. This schedule change process does not apply to AP classes.

Student-initiated requests for schedule changes based upon proper academic placement prior to the tenth day of the new school year but after the first day of classes must be submitted according to the following procedure:

1. The parent written request must state the reason for the schedule change to the student's counselor and teacher.
2. There must be a conversation concerning the reasons for the request between the student and parent with the student's counselor and teacher.
3. Approval of the schedule change request be affirmed by the Assistant Principal. Student-initiated requests for a schedule change from the August schedule change days to the tenth day of the new school year will incur a \$75.00 fee. If the change is not approved, the fee will be refunded. Schedule changes initiated by the school will not incur a fee. If the master schedule necessitates a change, an alternate class from the student course selection sheet will be substituted. If the master schedule necessitates a

further change in an academic course, the student and parents will be contacted.

## **WITHDRAWALS**

If after ten class days of any semester a student withdraws from any class, an “F” may be given and counted in the GPA. However, the student is always required to take the minimum class load (5.5 credits). Students may not withdraw from an AP course past the designated date.

## **TRANSFER POLICY**

1. Students who withdraw from Providence will not be readmitted at a future date.
2. Providence Catholic High School will accept transfer students under the following conditions if openings exist within the specific class and program of studies.

## **FRESHMEN, SOPHOMORES, JUNIORS:**

- A. Students must have credits up-to-date to satisfy Providence Catholic High School graduation requirements.
- B. Students must have not been expelled or asked to leave their former school.
- C. Students will be admitted at an appropriate time.
- D. Students will be on:
  1. Academic Probation
    - a. Students must maintain at least a 2.00 grade point average for each semester in attendance.
    - b. Students’ academic records will be reviewed at the end of the year.
  2. Disciplinary Probation
    - a. Students must observe Providence Catholic High School rules and regulations.
    - b. Students must refrain from any one action which would warrant a suspension.
  3. Attendance Probation
    - a. Students are to be on time for school and for class periods.
    - b. Students’ attendance must be good (ten days absent in a semester will be considered a violation of probation).
    - c. Students must provide doctor’s verification for longer absences due to serious illness.

## **SENIORS:**

- A. Students will be accepted only if the family is moving into the area.
- B. Students must meet the above stipulations.

## **ALL TRANSFER STUDENTS:**

- C. All transfer students are subject to review at the completion their first year at Providence Catholic High School.
- D. Students must take one Theology course each semester while in attendance at Providence Catholic High School.
- E. The student’s grade point average and credits will be refigured on the Providence Catholic High School grading scale.

## **ORIENTATION FOR ALL TRANSFER STUDENTS**

Transfer students will be required to attend their particular class orientation and to be present for the morning of freshman orientation.

One parent of each transfer student will be required to attend the **Mandatory Meeting for Parents of Freshmen and Transfer students** which is held at the beginning of the

school year. It is at this meeting that school policies, procedures, rules and regulations are explained.

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## **ACADEMIC POLICIES**

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### **MATHEMATICS CALCULATOR POLICY**

Students enrolled in mathematics courses are required to have a Texas Instruments Nspire calculator (TI-Nspire with Touchpad or CX).<sup>\*</sup> Students are not allowed to play games on their calculator at any time during the school day. Using stored information for class work not specifically approved by the teacher will be considered cheating.

If a TI-Nspire calculator is to be used during quizzes or exams, the student must place the calculator in “press to test” mode. Once the students have completed the test/quiz, students can use cables to take their calculator out of “press to test” mode with the help of a calculator not in that mode.

### **SUSPENSION AND ACADEMIC CONSEQUENCES**

A student on suspension will be given no credit for work due or work completed in class on the day of the suspension. Students will receive a failing grade (65) for tests given on the day of a suspension.

### **REVIEW OF RECORDS**

The records of all students are reviewed at the end of the first semester and at the end of the year. Discipline, attendance and academic records are included in this review. If, in the view of the faculty and Administration, a student has not been performing up to reasonable expectations in any of these areas or all of these areas, he/she may be asked to leave Providence Catholic High School.

### **STUDENT RECORDS**

Rights of Non-custodial Parents: Providence Catholic abides by the provisions of the Family Educational Rights & Privacy Act with regards to parents/ rights of access to their child’s records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parent to his/her child’s school records.

In the absence of a court order to the contrary, Providence Catholic will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. **It is the responsibility of the custodial parent to provide the school with an official copy of the court order if the non- custodial parent is to be denied access to school records.**

Divorce or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. Providence Catholic will not be held responsible for failing to honor arrangements that have not been made known.

### **MISSING PERSON AND HIS/HER SCHOOL RECORD**

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person’s disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or

knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

## **ACADEMIC INTEGRITY CODE**

The PCHS Academic Integrity Code is a statement about the importance of honesty and integrity within our academic community. It articulates PCHS expectations of students in maintaining the highest standards in academic work.

Academic integrity lies at the heart of the values expressed in the PCHS mission statement and is inspired by the spirit of Saint Augustine. When one comes to PCHS, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

The Academic Integrity Code is an undertaking of the students, individually and collectively. They will do their share and take an active part in seeing that others as well as they themselves uphold the spirit and letter of the Academic Integrity Code.

While the faculty alone has the right and obligation to set academic requirements, the students, faculty, and parents will work together to establish optimal conditions for honorable academic work. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Academic Integrity Code.

Listed below are examples of situations that would be in violation of the Academic Integrity Code of PCHS:

1. Plagiarism – submitting another person's writing as one's own
2. Obtaining or illegally accepting a copy of a test or test key
3. Giving or receiving test questions or answers to/from other students
4. Copying from another student's test or knowingly permitting another student to copy during a test
5. Using materials or means which are not permitted during a test
6. Copying – having someone other than the student prepare the student's homework, paper, project, report or take home exam for which credit is given
7. Permitting another student to copy one's work or ideas
8. Changing grades in a grade book or on a computer grade sheet
9. Engaging in any action intended to obtain credit for work not one's own
10. Impersonating another student to assist him academically
11. Engaging in any other action that is in violation, either of the spirit or the letter, of this Code.

The following procedure will be implemented for violations of the PCHS Academic Integrity Code:

1. The teacher will discuss the incident with the student.
2. The teacher will contact the parents/guardians and inform them of the incident.
3. The teacher will assign a zero for the academic work.
4. The teacher will record on an Academic Integrity Report Form the date and time of the contact with the parents/guardians, a written narrative of the incident and, when possible, attach a photocopy of the academic work in question.
5. The teacher will submit this Academic Integrity Report to the student's counselor for inclusion in the student's file.
6. The counselor will submit this Academic Integrity Report to the moderator of the National Honor Society when applicable.

7. If the infraction of the Code is discovered by a teacher or staff member other than the teacher for whose class the academic work is intended, that teacher or staff member will assist the classroom teacher in following the procedure outlined above.

Violations of the PCHS Academic Integrity Code are cumulative throughout the student's career at PCHS. Upon the third documented violation, the student will be called before the school Academic Committee. The Academic Committee will decide the appropriate sanction for the accumulated violations.

All students of PCHS are expected to know the contents and meaning of the Academic Integrity Code. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty.

## **GRADING POLICIES**

Quarter grades reflect the numerical average of all quizzes, tests, papers, and other assignments completed for that quarter. All assignments included in the grade must receive a numerical equivalent. Numerical grades should be based on a system of 100 points. The relative weight of each assignment is at the discretion of the teacher. Student work may be weighted differently, such as quizzes versus exams, but should be based on the decimal system.

Semester grades are a combination of two quarter grades of equal weight and the semester examination. The relative impact of the semester exam on the semester grade shall be no greater than twenty percent. The semester examination may be included in the second and fourth quarter grades at the discretion of the teacher. Students may not be exempted from any semester exam.

## **GRADING SCALE AND WEIGHTED GRADES**

Honors courses and AP courses receive weighted grades beginning in the freshman year. Each academic year features three or more weighted courses. A weighted course provides more "quality points" towards the grade point average than a non-weighted class. This weighted system is used in the computation of grade point averages. The student transcript, which is forwarded to colleges and universities, will indicate honors courses and AP courses. **All Honors and AP courses are weighted on a 5.0 point scale**

Beginning in the fall of 2016, Providence Catholic High School will be using a new GPA scale. The scale has been designed to reward students for achieving at higher percentages within the traditional 7 point system. The grading scale will continue to be based on a 4.0 system.

The student information system and gradebook configuration settings will be changed so that: 1. The grading scale will reflect the new system. 2. All teachers will use the grading scale that includes plusses and minuses. 3. The grading scale will not round.

<b>Percentage</b>	<b>Grade</b>	<b>Non-Weighted</b>	<b>Weighted Point System</b>
100-99%	A+	4.33	5.33
98-96%	A	4.17	5.17
95-93%	A-	4.0	5.0
92-91%	B+	3.67	4.67
90-88%	B	3.33	4.33



87-85%	B-	3.0	4.0
84-83%	C+	2.67	3.67
82-80%	C	2.33	3.33
79-77%	C-	2.0	3.0
76-75%	D+	1.67	1.67
74-73%	D	1.33	1.33
72-70%	D-	1.00	1.00
69 or below	F	0.00	0.00

## **AUTOMATED NOTIFICATIONS**

PCHS uses an automated calling and email system to notify parents of school closings, emergencies, and other urgent matters. So that we the most current contact information, parents should use the ParentPlus web portal to update emails, phone numbers and mailing addresses.

## **HONOR ROLL**

The Honor Roll is published at the conclusion of each quarter. Honor Roll includes:

First Honors            GPA of 3.51 or higher, with no grade below a “C” (80% average)

Second Honors        GPA of 3.50 - 3.00 with no grade below a “C”.

If a student receives a C-, he or she is not eligible for honor roll.

A student on disciplinary probation at the time the Honor Roll is published will be ineligible to be included on it.

First and second honor roll certificates are mailed to students at the end of each semester. Academic letters and/or pins are mailed to students who maintain first honor roll status.

## **HOMEWORK**

Homework is an integral part of the college preparatory curriculum. Teachers assign home study and written work to reinforce and amplify material taught in class. Students are expected to do assigned homework whether it is written work, material to be read, or material to study, when told to do so by the teacher. Parents should expect that homework will be the rule each day, not the exception.

## **MLA**

All research papers assigned by teachers should conform to the MLA format. This technical information on this format is found in the textbook Writing a Research Paper (Sadler Publishing) which is one of the required texts for English 2.

## **PROGRESS REPORTS**

**Parents and students can monitor student progress at any time through ParentPlus.** Parents who are not able to access the progress report electronically may request a written progress through the Assistant Principal’s office.

Parents may also be informed of progress by parent-teacher conferences arranged by the parent or teacher. Teachers may keep the parent informed any time during the quarter by phone or in writing.

## **REPORT CARDS**

Report cards are issued quarterly. End of quarter dates are listed on the calendar. Report cards are sent directly to the parents no later than ten days from the deadline date listed on the calendar.

## **PROMOTION**

Student promotion from year to year is based on the satisfactory annual completion of at least 5 and ½ credits (5 freshman year). Students with more than three semester failures will be asked not to return to Providence the following fall. Students with three or fewer semester failures must attend summer school to make up the deficiency of credits. Courses must be approved in advance, in writing, by the Assistant Principal. Courses must be completed before the student will be readmitted for the following school year.

Previous consultation should be made with the Assistant Principal before students enroll in enrichment courses elsewhere, in either summer school or night school, to preclude the danger of taking courses that should be taken at Providence in day school.

Summer school credits and enrichment credits will be entered on the student's permanent record but will not be figured into the grade point average.

Some courses require a certain amount of first semester material to be mastered in order to attain success during the second semester. Hence, a student who attains at least a "C" for the second semester in foreign language, mathematics, physics, chemistry, or accounting after having failed in that subject for the first semester, can have the failure removed and a "D" given for each semester.

## **ILLINOIS VIRTUAL SCHOOL**

Providence Catholic High School works in partnership with Illinois Virtual School for credit recovery and summer Economics classes. Students who have failed a semester course may choose Illinois Virtual School or their local public school to re-take the course. Additionally, students who carry an overload senior year in music or Advanced Placement courses may take the required Economics course the summer prior to senior year through the Illinois Virtual School. The tuition for any IVS course is not included in the PCHS tuition and is due at the time of registration. Credit is given for passing grades but grades will not be counted in the GPA.

## **RECOMMENDED SUMMER READING**

Students are encouraged to read for pleasure over the summer. To promote this pursuit, students, teachers, and staff have compiled a list of recommended books from a variety of genres. Some are challenging classics, and others are page-turning bestsellers. The reading is recommended but not required. The goal is for students to enjoy the summer and spend part of it in the company of a good book. More information can be found on our website.

## **ZERO HOUR CLASSES**

For Schedule A and Schedule C days, the warning bell for the "zero hour" class will be at 7:00 AM; class runs from 7:05 AM to 7:50 AM. On Schedule B days, the warning bell will be at 8:30 AM, with class room 8:35 AM to 9:20 AM.

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## RESPONSIBLE USE POLICY

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**For the use of the Providence Catholic wired and wireless networks, internet access, computers, mobile devices, and Microsoft Office 365 and Internet applications**

### **Definitions:**

- **User** includes anyone, including employees, students and guests, using PCHS technology, including but not limited to computers, wired or wireless network, Internet, email, Edline, and other forms of technology services and products.
- **Network** is wired and wireless technology networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Equipment** refers to cellular phones, smartphone devices, mp3 players, desktop computers, mobile devices such as laptops, iPads, kindles, e-readers, tablets, laptops and notebooks as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. Providence Catholic High School (PCHS) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer students access to our local area network and school-supplied technology resources to enhance and support learning.

It is one of the technology goals of the school to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through both personal and PCHS-owned devices inside or outside of our school that degrades or defames other users, or members of the PCHS community is unacceptable. PCHS recognizes that students have widespread access to both technology and the Internet. Therefore, use of personal devices and connectivity is considered to be included in this Responsible Use Policy (RUP).

Use of the technology resources and devices must be in support of educational goals, particularly during the school day. Technology resources are provided for students to conduct research, complete assignments and communicate with others. Access is provided to students who agree to act in a safe and responsible manner. Students must comply with PCHS standards and the PCHS student conduct code. It is expected that the users act in a responsible manner, and will honor the terms and conditions set by the teachers and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. Students will be held accountable for their actions and are encouraged to report any accidental misuse immediately to their teacher or other school personnel.

### **No Expectation of Privacy**

Network storage areas are property of the school and will be treated as such. Users should have no expectations of privacy regarding their use of PCHS property, network, Internet access or files, including email and all school-provided accounts. School officials may review files and communications at any time to maintain system integrity and confirm that all users are acting responsibly. With the increased usage of free educational applications on the Internet, digital storage areas containing user information may or may not be located on our local servers. Users should not expect that files and electronic communication are private. PCHS reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to use of personal devices as well as school-owned equipment.

PCHS will utilize filtering software or other technologies to prevent users from accessing visual depictions that are obscene, pornographic or harmful to minors. Despite every effort for supervision and filtering, all users are advised that access to the Internet may

include the potential for access to content inappropriate for students and the school setting.

Every user must take responsibility for his/her use of the network and make every effort to avoid such content. Every user must report security or network problems to a teacher, administrator or system administrator.

Attempts to circumvent the PCHS content filter are strictly prohibited and will be considered a violation of this RUP. PCHS will monitor online activities of users through direct observation and other technological means.

### **Inappropriate Activity**

PCHS reserves the right to take other immediate action regarding activities that create security and/or safety issues for the PCHS network, users, school, devices or by other means that expend PCHS resources on activities which are determined to lack legitimate educational content/purpose, or other activities as determined by PCHS as inappropriate.

Examples of inappropriate activity include, but are not limited to:

- Engaging in practices that threaten the security of the network and resources, or interferes with other users, the network and equipment. Examples of such use are hacking, spamming, online gaming, propagation of viruses, broadcast messages, and chain letters.
- Using the network for non-academic bandwidth intensive activities such as network games, or transmission of large audio/video files or serving as a host for such activities.
- Intentionally wasting limited network resources (e.g., printing supplies, network space, and bandwidth).
- Bypassing or attempting to circumvent network security, virus protection, network filtering or policies.
- Abusing, altering or attempting to alter the configuration of a workstation, network device, operating system or software application in any way.
- Downloading, installing or attempting to install unauthorized software applications.
- Using others' passwords, or sharing your own password; attempting to gain access to others' passwords, to modify others' passwords.
- Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- Deleting, copying, modifying or forging other users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
- Participating in online discussion boards or blogs without teacher direction.
- Violating copyright laws.
- Transmitting personal information, such as complete name, address, phone number, identifiable photo, schedule, of activities, and other confidential data about one's self or anyone else.
- Intentionally accessing, publishing or transmitting material which may be dangerous, immoral, defamatory, illegal or libelous as well as any material which ridicules, embarrasses, harasses, or in any other way harms another person, particularly members of the PCHS community.
- Using profane, abusive or impolite language.
- Any form of gambling or any game of chance, including illegal lotteries, sweepstakes and contests.
- Employing the network for commercial purposes, political purposes, financial gain, or fraud.

- Selling or purchasing illegal items or substances.

Violations may result in a loss of access to PCHS technology resources as well as other disciplinary or legal action as listed in the PCHS Student-Parent handbook, and as determined by school officials.

### **Microsoft Office 365 in Educational Applications**

PCHS provides users with an educational suite of web applications for use to enhance teaching and learning. Microsoft Office 365 uses “cloud computing” where services and storage are provided over the internet. Systems Administrators have the capability to limit messages based on where they are from, where they are going, or the content they contain. PCHS will use these protection measures to block or filter, to the extent practical, access of visual depictions that are obscene, pornographic and harmful to minors over the network.

For users to gain access to his/her Microsoft Office 365 account, parental permission must be granted for a minor under the age of 18 years. Users 18 years of age or older are also required to acknowledge and accept PCHS’s terms and conditions prior to obtaining access to technology within our school. All users, no matter the age, can accomplish this by signing the school RUP form.

### **Interactive Web Tools and Online Activity**

Technology provides an abundance of opportunities for users to utilize interactive tools and sites on public websites that benefit learning, communication, collaboration and social interaction.

Users will be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school. During the course of the school year, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is “public” and the teacher and PCHS are not in control of it, all users must use their discretion when accessing information, storing and displaying work on the site.

Online communication is critical to the students’ preparation for college and life beyond high school. Tools such as blogging, online discussion boards, podcasting, etc. offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers and students themselves.

Therefore, all users of online sites and service such as Microsoft Office365, PlusPortal, classroom discussion boards, student email, podcast projects, SharePoint sites, and other Web interactive tools should abide by all established safety and responsible use guidelines including:

- The use of Microsoft Office365, PlusPortal, classroom discussion boards, podcasts, SharePoint sites and any other web tool as directed by the teacher is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in the online setting.
- Students using such tools agree not to share their username or password with anyone except their parents or teachers. They agree to treat web posting space as a classroom space.
- Students should never post a link to a website without ensuring sure it is appropriate for the school setting.
- Students using Microsoft Office365 OneDrive, PlusPortal, discussion boards, podcasts, SharePoint sites or ANY other web tools are expected to act safely by keeping all personal information out of any post or communication.
- Students should NEVER, under any circumstance, agree to meet someone they have

met over the Internet.

- Students should have no expectation of privacy when publishing or communicating online. ANY published data can be viewed and may be saved by others who have internet access.

### **Student Use of Mobile Devices and Personal Devices**

Students are required to have a mobile device in compliance with our BYOD policy. Students must have a device that meets the minimum specifications as stated in our BYOD policy. Cellular phones do not meet the minimum specifications. Furthermore, cellular phone use is NOT allowed during the school day.

PCHS may provide some students with a device for use both in school and off-campus. The use of these PCHS-owned devices must follow the stipulations outlined in this RUP as well as any additional agreements specific to that device. Violations will result in disciplinary or legal action as determined by school officials.

Students may use personal electronic devices in the school setting only with the permission of the classroom teacher or other faculty member. The faculty member reserves the right to forbid any personal electronic device use during class or individual appointment at any time.

The use of a personal electronic device at school must be related to instruction or sanctioned school activities. The use of any personal device on school property must conform to all aspects of this RUP. When brought on school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

No unauthorized wireless device will be attached to the PCHS private or public network without expressed permission.

Doing so will be considered a network security breach and dealt with accordingly.

Students may not photograph, record audio, video or other digital media unless they have permission from both a faculty member and those whom they are recording.

School officials may search the student's personal or school-owned device if they feel school rules have been violated. This includes, but is not limited to, audio and video recording, photographs that violated others' privacy, or other issues regarding bullying, harassment, dangerous, immoral or defamatory content, etc.

**All terms and conditions in this RUP apply to both school-owned and user-owned devices. Students using mobile and cellular devices while at school, during school or school-sponsored activities and events are subject to all terms and conditions in this document and are accountable for their use.**

*This document is subject to change without notice.*

*Last updated May 1, 2017*

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## **COUNSELING DEPARTMENT**

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### **COUNSELING**

Counseling is a systematic process of assisting students in making choices, plans, adjustments, undertaking self-direction, and solving personal problems. The Counseling Department of Providence Catholic High School is designed to provide information to students that will enable them to make wise decisions essential to their spiritual, academic, social and emotional growth.

The goal of counseling in the school is consistent with the goal of education: to assist in producing Christian men and women who are spiritually alive, intellectually alert, cultur-

ally aware, socially oriented, emotionally stable and worthy, responsible citizens. To accomplish this, the Counseling Department provides the following services for its students:

1. Group counseling
2. Personal counseling
3. College counseling
4. National Testing Program
5. Vocational and military counseling
6. Naviance/Family Connection
7. Spectrum Program (*Rainbows for All God's Children*)

To affect these programs, all the educational staff of the school participates (Pastoral Department, teachers, administrators, and counseling specialists).

## **COLLEGE REPRESENTATIVES (VISITS)**

A calendar of visits for scheduled college representatives will be posted in a glass case outside the Counseling Office. Students are to check the calendar and request a pass from the college counselor at least two days before the representative's visit. The student will then take the pass to the teacher of the class that will be missed at least one day prior to missing class. The teacher has the option of signing the pass to excuse the student from class. Juniors and Seniors may meet with the representative throughout the school year.

## **SENIOR COLLEGE DAY**

Each senior is allowed to take one college day to visit a prospective college. This is an excused absence. The student is to get the appropriate form from the college counselor to take with him/ her. The form must be validated by an admissions counselor at the college that is visited and submitted to the Dean's Office upon return to school. Arrangements must be made in writing with the college counselor for the visit at least **one week** prior to the visit. Students are to take their college day **before May 1st**.

## **RELEASE OF TRANSCRIPTS**

At the beginning of the senior year, a form must be completed and returned to the Counseling Office to allow Providence to release transcripts with college applications. At the end of the senior year, another form must be completed and returned to the Counseling Office so final transcripts can be released.

## **TRANSCRIPT OF CREDITS**

All financial obligations must be met before any transcript of credits may be issued. Transcripts are sent to another school, scholarship or employment organization, upon written request of the student, parent or guardian.

The first transcript upon graduation is sent free of charge. The fee for subsequent transcripts is \$3 per transcript.

## **DRUG & ALCOHOL INFORMATION**

A copy of the Alcohol and Drug Policy Booklet is distributed yearly to parents. Parents are asked to read this booklet carefully and discuss it with their student(s). For example, it features sections on:

1. PCHS Alcohol and Other Drug Policy
2. Pointers for parents on teens attending a party
3. How to host a drug-free party
4. Laws of the state, including driving under the influence
5. Curfews

6. Signs of problem use of alcohol and other drugs

7. Resource list

Providence has three major concerns with regard to alcohol and drug use:

1. Parents chaperone parties where there is underage drinking.
2. Parents rent hotel rooms for their students to use after school sponsored events (prom, senior dinner dance, state tournaments).
3. Parents hire limousines which allow students the opportunity to consume alcohol.

The mixture of teenagers, alcohol and other drugs with the permissive attitude of some parents courts disaster. Use of alcohol and other drugs by students is illegal. Parents are asked to cooperate when making decisions concerning their student's welfare.

## **POLICY CONCERNING MARRIED STUDENTS & PREGNANCY**

A student must live with a custodial parent/guardian while attending Providence Catholic High School. Married students are not allowed to attend Providence Catholic High School.

When the Administration becomes aware that a student is pregnant, because of due concern of the health and safety of the mother and unborn child, and due to the decorum and example to present Providence Catholic High School students, at a reasonably appropriate time, the student will be requested to stay at home. Teachers will help with class work and assignments for the student and the counselor will be the liaison between the student and teachers. Each situation will be reviewed case by case.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) at Providence Catholic High School consists of a group of faculty and staff who have been trained to recognize the signs and symptoms of alcohol and other drug use among students. This team will attempt to intervene in the lives of the students who are exhibiting inappropriate behavior in or out of the classroom. These behaviors may be caused by or linked to the use of alcohol and other drugs. Without strategic intervention, a student who is experimenting with chemical substances (including alcohol) may develop symptoms which become progressively worse.

It is our goal to help our students replace their harmful, self-destructive behavior with more positive actions and attitudes. The Student Assistance Program is modeled on the employee assistance program used in the corporate world. It is not disciplinary in nature. As a matter of fact, a well-timed intervention may save disciplinary consequences at a later time. In keeping with our philosophy, Providence Catholic High School encourages those students who are concerned about their involvement with alcohol and/or other drugs to seek help from teachers, counselors, staff or administrators. The adult contacted will refer the student to the Counseling Department and Student Assistance Program.

The Student Assistance Program's purpose is to create an environment for positive change. The SAP is an expression of care for students who may be in academic, emotional or physical distress.

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## **PROVIDENCE CATHOLIC TUTORING CENTER**

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The Providence Catholic High School Tutoring Center, located in the Bishop Blanchette Learning Commons, provides academic support and tutorial services to all students in all subject areas, while equipping them with the skills needed to be successful, independent, life-long learners.

The Tutoring Center is staffed with both certified teachers and peer tutors, and is open to students during the following times:



- o **Zero Hour:** Tuesday, Wednesday and Friday from 7:05 a.m. – 7:50 a.m.
- o **Periods 1-7 (Study Hall or TDT):** Monday – Friday from 7:55 a.m. – 2:35 p.m.
- o **After School:** Monday – Thursday from 2:45 p.m. – 3:30 p.m.

Before school and during the school day, the Tutoring Center is staffed by several teachers in a variety of content areas. After school, one or two teachers are available to assist students and they will follow up with content specialists to ensure the needs of the students are met.

There are three types of services provided by the Tutoring Center:

**Drop-Ins:** The Tutoring Center is available for students to drop in with questions in any subject area at any level. Services include writing revisions, test preparation and concept review. When students drop in, they should come prepared with specific question/topic to discuss. No appointment is needed.

**Referrals:** Prior to accessing the services of the Tutoring Center for an extended period of time, students are first required to meet with their classroom teacher(s). Most student-learning problems can be addressed and successfully resolved by the classroom teacher(s). If additional academic supports above and beyond those provided by the classroom teacher become necessary, the teacher will submit a formal referral to the Tutoring Center. This referral leads to the development of a comprehensive, coordinated, and well-communicated plan of action involving the student, the classroom teacher, the parents and the staff in the Tutoring Center.

**Athletes:** The grades of all student-athletes, as well as the grades of other students participating in certain additional extracurricular activities, are routinely monitored through weekly academic eligibility reports. Students receiving at least one failing grades on a weekly eligibility report are declared ineligible to compete in games/contests for one week. **Freshman through senior student-athletes who receive TWO or more failures during an eligibility week are required to attend the Tutoring Center at least four days during that week. This requirement can be satisfied by the student reporting to the Tutoring Center either before school, after school, or a combination of the two during the week of ineligibility.** Students fulfilling this requirement in zero hour may report to their team/club practices immediately after school, while students fulfilling this requirement after school will report to practice after 3:30 p.m.

## STUDENT SERVICES/DEANS OFFICE

### LOCKERS

**Students are to keep both their hall and gym lockers locked at all times.** Hall locks must be purchased through the Dean's Office while gym locks must be purchased from the bookstore. Students should not give their combinations or copies of lock keys to anyone. Graffiti will be considered vandalism. Lockers may be decorated on the inside with materials appropriate for a Catholic high school only.

Students who need assistance with their hall lockers should see the Dean before or after school. The lockers remain the property of Providence Catholic; therefore, the school has the right to unannounced search of both the locker and its contents. Any student proven to be invading or tampering with the locker of another will be subject to disciplinary action, not to exclude expulsion. Students are not allowed to carry gym/book bags during the school day except to and from physical education class.

**The lockers in the athletic and boys' P.E. locker rooms have been replaced over the last several years. These new lockers are impossible to break into if they are locked properly with the student's lock. Therefore, the responsibility for locker security**

**rests with the student using the locker. Unless there is obvious evidence of tampering, the school will no longer be responsible for missing property for these locker rooms.**

No open bottles, cans, cups of liquid or food will be allowed in the hall lockers before or during the school day. No opened bottles, cans, cups of liquids or containers of food may be taken out of the cafeteria to be consumed near the lockers. Any food in the locker must be unopened or wrapped for consumptions at lunch or after school.

## **LOST & FOUND ARTICLES**

A lost-and-found cabinet is located in the Dean's Office. Students should mark their clothes and books before the school year begins. Students who find lost objects are requested to leave them in the lost-and-found cabinet in the Dean's Office.

## **LUNCH**

All lunches must be eaten in the cafeteria. Weather permitting, lunches may also be eaten in the picnic area near the faculty parking lot. Food and beverages are not allowed anywhere outside the cafeteria.

## **PRESCRIPTION MEDICATION**

Students are not allowed to carry prescribed medications with them, nor have medications in their lockers during the school day. All prescribed medications must be turned in to the Dean's Office and kept under lock for the school day. Providence personnel are not responsible for the timely administration of said medications. This responsibility is entirely up to the student involved.

## **THE ROLE OF DISCIPLINE**

One of the very important values we emphasize at Providence is the place of discipline in our lives. The disciplinary code at Providence is intended to instill within the student a sense of responsibility, morally good conduct and integrity. All students are bound to obey all rules from the day they are accepted as students until they graduate. All parents are expected to support the rules. If a student is issued a detention by a teacher or an administrator, the detention must be honored. Interpretation of school rules and the dress code rules rests with the Dean's Office. Decisions made by the Dean's Office are not subject to being reversed or overruled by any other higher authority. We will not compromise our expectations that all students behave at all times, both in school and at any school related function.

## **RESPECT FOR TEACHERS AND STAFF**

All students are expected to give all faculty members the respect due to an adult professional person. Disrespect to any faculty or staff member is considered a serious breach of discipline.

Classroom discipline must be maintained at all times. Any misconduct by a student or students will be handled by the individual teacher. Disciplinary action taken by the teacher will include any or all of the following:

- a) Extra or discretionary assignments
- b) Staying after school
- c) Phone call to parents
- d) Detention referrals
- e) Ejection from class\*

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

Upon receiving a written complaint from any school personnel, the superintendent or his

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

## **HARASSMENT, BULLYING & CYBER BULLYING**

A productive learning environment will be supported. Verbal or physical conduct by any student which harasses another individual will not be tolerated. Students who engage in any type of harassment or bullying will be subject to appropriate disciplinary action.

Harassment or bullying is any activity that humiliates, degrades or risks emotional and/or physical harm. **Harassment or bullying includes, but is not limited to, unwanted touching, name calling, rumor spreading, hazing and intimidation, whether physical, spoken, written or online.** Any student who feels that he/she is being harassed or bullied in any way should report the incident to the Dean of Students.

## **DETENTIONS**

Students are expected to behave properly and respectfully at school and all school sponsored activities. Students who violate Providence Catholic High School rules and regulations may be given a detention by any faculty or staff member.

All rule violations and their consequences are divided into two levels. **the following are merely examples of infractions and their penalties and are in no way meant to represent the sum total of all possible infractions and potential penalties.**

**Level I: The following are examples of infractions that may result in an after-school detention:**

- a) Gum chewing
- b) Misbehavior
- c) Dress code violations
- d) Tardies
- e) Cell phone use (first violation)
- f) No ID card
- g) Inappropriate language
- h) Not serving a cleaner
- i) Parking violations
- j) Throwing objects
- k) Other minor infractions that warrant a detention in the judgment of a Dean

After-school detentions will be served on Tuesday, Wednesday or Thursday for 1 hour. This will be a silent study hall; on some occasions, students will be assigned work, such as litter removal, cleaning of a specific area, clerical tasks, or other jobs that meet the needs of the school at that time. Students must be on time (ten minutes after the end-of-the-day prayer) or they will not be admitted. The student will have three detention days (including the day they receive the detention) to serve the detention. Failure to do this will result in a 2 hour detention. Students after school must remain in school dress code.

**Once a student goes on probation for accumulation of detentions, ALL future detentions will be a 2 hour detention.**

**Level II: The following are considered examples of infractions that may result in a**

**2 hour detention.** (*\* indicates infractions that automatically result in suspension.*)

- a) Leaving school grounds before the end of the school day without permission
- b) Blatant disrespect
- c) Harassment
- d) Failure to serve an after-school detention
- e) Truancy
- f) Smoking and possession of electronic cigarette or electronic vaporizing materials \*
- g) Class dismissal \*
- h) Fighting \*
- i) Drug/Alcohol Use \*
- j) Repeated use of a cell phone \*
- k) Theft \*
- l) Vandalism \*
- m) Second violation for parking
- n) Parking on property without proper authorization
- p) Speeding and reckless driving
- q) Other major infractions that warrant a Saturday detention in the judgment of a Dean
- r) Any detention while on probation
- s) Second phone violation
- t) Third detention of the same Level I, will result in a Level II

2 hour detention is most often held on Saturday morning at 8AM. Students will be notified of the date of their detention in advance. 2 hour detention takes priority over all other school activities, including sports games and practice, ACT preparation classes, and/or any other school event as well as a student's job. Students who are late for 2 hour detention must return to serve an additional 2 hour detention. Any student who fails to serve a 2 hour detention must repeat the detention with the addition of another 2 hour detention. Students on Saturday should always dress appropriately for going outside (inappropriate dress does not exclude the student from going outside).

On some occasions, students will be assigned work, such as litter removal, cleaning of a specific area, clerical tasks, or other jobs that meet the needs of the school at that time.

## **SUSPENSIONS**

Suspensions are served at home. Students who are suspended from classes will not be allowed on campus or at school activities for any reason until the suspension has been served. Parents will be notified of any suspension and, if necessary, must meet with a dean. Any student found on campus or at any school sponsored activity while on suspension will be subject to further disciplinary action.

## **SUSPENSIONS WILL RESULT FROM THE FOLLOWING INFRACTIONS**

- a) Unexcused absence from a Saturday detention.
- b) A suspension will automatically result after the fifth detention (any combination of Level I and Level II detentions totaling five) and a parent meeting will be required for re-admittance of the student. A suspension will automatically result after the combined (from Level I and Level II) total of nine detentions.
- c) Use or possession of electronic cigarette, vaporizing materials, tobacco, on school property or knowingly being in the presence of someone violating this policy.

- d) Flagrant disrespect to a teacher or staff member. e) Ejection from class.
- f) Destruction of school property or vandalism.
- g) Fighting. All participants in a fight will receive suspensions and equal detentions. It is not the responsibility of Providence Catholic to determine how the fight began or who instigated the fight. Participants in a fight must attend Peer Mediation.
- h) Pornography of any kind.
- i) Possession of stolen materials.
- j) The Deans are empowered to suspend a student or students at any time for any action deemed serious misconduct upon notification of parents and/or referral to the Disciplinary Board.
- k) Third phone violation

Suspensions will be one or more days at the discretion of the Dean's Office.

A student on suspension will be given no credit for work due or work completed in class on the day of the suspension. Students will receive a failing grade (65%) for tests given on the day of a suspension.

A student who is suspended for any reason other than acquiring multiple Saturday detentions or failure to serve a Saturday detention will serve two Saturday detentions in addition to the suspension.

## **PROBATION**

A student will be placed on disciplinary probation for the combined (from Level I and Level II) accumulation of nine detentions during the school year or for what is determined to be a serious violation of the disciplinary code. Suspension of a student twice in the same semester could be cause for that student to be placed on probation at the discretion of the Deans.

Probation will ordinarily be one semester in length during which the student will not be allowed to attend any Providence activities. Student participation in extracurricular activities in which the student is directly involved will be determined at the discretion of the Disciplinary Board or Dean of Students.

The records of students placed on probation during the current school year are subject for review by the Disciplinary Board at the end of the school year. At that time, the student may be asked to leave Providence Catholic High School.

## **EXPULSION/DISMISSAL**

Expulsion from Providence Catholic is used as the last resort by the administration for students who have seriously broken faith with the Providence community by their words or actions. While Providence Catholic seriously tries to include all members within its family, it is primarily a school where the safety and well-being of all students must be protected above all else. Therefore, on rare occasions and for serious reasons, a student may be expelled.

## **DISCIPLINARY BOARD**

All cases involving possible expulsion or dismissal are referred to the Discipline Board. The Discipline Board is composed of the President, Principal, Dean of Students, and two teachers. The individual student's counselor will also be present at any board hearing. Decisions of the Discipline Board with regard to retention or expulsion are final.

Decisions of the Disciplinary Board are based on an evaluation of the individual student's involvement in the action under question. Board hearings may result from:

- a) Use, possession or sale of alcohol or abusive drugs or drug related paraphernalia.
- b) Possession of a weapon.

- c) Theft.
- d) Vandalism.
- e) Violation of probation.
- f) Behavior warranting probation for a second time in an academic year.
- g) Any action or pattern of behavior which is judged as a seriously negative influence on the community of Providence.
- h) Any behavior which shows the student is unable or does not want to conduct himself/herself in a manner expected of Providence Catholic High School.

Any student expelled or dismissed from Providence for disciplinary reasons may not attend extracurricular events at Providence or be on school property for any reason without permission from the Dean of Students.

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## **DIVERSITY & INCLUSION**

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We believe that students must understand the values of diversity and inclusion, and the social conditions of modern America which they will face now in high school, in college in the future, and in life as an adult. It is essential for all of us to work, relate, and be successful together as we pursue the creation and building of a better society for our country. At Providence Catholic High School, we share this responsibility with parents to teach the Gospel of Christ, and the Church's core teaching that all human beings are equal brothers and sisters and should be welcomed, respected, and treated with dignity.

Therefore, the entire Providence Catholic community must be aware that any language, including words or phrases, slogans or nicknames, music, songs, pictures, movies and any other form of media, or expressions which are verbal or pictorial, recorded or live, which shows disrespect, insults, or demonstrates a negative attitude or evaluation of any person's race, color, ethnic background, identity, or any dimension of diversity is forbidden. Any statements of any kind which disparage, insult, denigrate, demoralize or ridicule any member of the Providence community is forbidden at all times and in all places. Any racially taunting, demeaning, or insulting statements or actions are forbidden in any connection with Providence Catholic High School. No ridiculing, teasing, putting down, minimizing, kidding or joking about race or ethnicity or racial relationships is allowed. None of the above will be minimized or treated as kidding or a joke. All members of the Providence Catholic community are responsible for their words and actions. Violators of this policy will face serious consequences.

The Catholic Church, the Augustinians, and the community of Providence Catholic High School believe that individual differences among people, particularly students, must be accepted with respect, compassion and sensitivity. Every sign of discrimination against anyone whatsoever must be avoided.

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## **MISCELLANEOUS BEHAVIORAL POLICIES**

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### **INAPPROPRIATE GESTURES OR ATTIRE; GANG SIGNS, SYMBOLS, OR ATTIRE**

The use of profane, vulgar, obscene, racist, or sexist words, attire, or gestures will not be tolerated at school or at school functions. Students will not be allowed to be in possession of and/or distribute profane, vulgar or obscene materials/items.

Signs, symbols, colors or attire that are publicly known to be representative of, or affiliated with, street gangs will not be tolerated at school or school functions. Students who

violate these policies will be subject to disciplinary action.

## **PLAYING CARDS/GAMBLING**

Students are never allowed to play any type of card game at any time either during the school day, before or after. No games of chance or gambling are permitted at any time on school property.

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## **DRESS CODE**

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Providence Catholic High School places importance on the appearance and grooming habits of students. We believe that the appearance of students reflects their preparation for learning, their focus in study, and their desire to prepare themselves for adult life by conforming to a standard of dress and appearance which reflects the seriousness with which they take education. A student's appearance should reflect confidence, modesty, self-respect, and respect for others. Appearance and dress contribute toward establishing a positive learning environment.

## **POLO SHIRTS, FLEECE, SWEATSHIRTS AND SWEATERS**

Only long and short sleeve polo shirts, full and one-quarter zip type fleece, one-quarter zip type sweatshirt, and V-neck sweaters purchased from Midwest Promotional Group may be worn in school. A polo shirt with the Augustinian logo must always be worn Monday- Thursday. These articles of clothing may be purchased on the Internet or a very small inventory is available in the Bookstore. **No hoodies, even Providence hoodies, may ever be worn during the school day.**

You may not wear long sleeved shirts under short sleeve polos. Team apparel not purchased at Midwest Promotional Group may be worn only on last day of the week. All tops must be loose fitting. All polo shirts must be of the length that allows them to remain tucked in at all times. Any shirt that does not fit in accordance to Providence policy will not be allowed to be worn. Shirts that do not fit properly will be covered with an oversized loaner shirt and the student will surrender their ID (until the end of the next day when the loaner shirt is returned clean) and receive a detention.

## **PANTS, SLACKS & DRESS SHORTS**

Students may wear solid color pants or slacks. Pants or slacks may be Dockers or similar brands **in the following colors only: tan (khaki or stone), navy blue, black, gray or green.** All pants/slacks must do the following things: 1) Come to the waist and be worn there. 2) Have a waistband and belt loops. 3) Be worn with a leather or cloth belt inserted through belt loops. 4) Have a finished leg (cuffed or hemmed) which is not frayed, slit or torn. 5) Not be made of denim, corduroy, spandex, leather or leather look-alike materials, or have "the worn" look. 6) Skinny legged pants of any type may never be worn. 7) Not have any cargo pockets or hammer loops on the lower leg. 8) Be at least ankle length. 9) Any label must be small and at the waist. 10) Not have any stripes down the side seam of the leg. Students may not wear bib overall style pants, jeans, canvas pants, cropped pants, baggy or oversized pants, cargo or carpenter style pants, skinny pants/jeans, yoga pants, pants tucked into boots, hip hugger pants or low waist pants.

Dress shorts must meet all rules mentioned above; except, dress shorts may be any solid color and the length of the **shorts may not be longer than the bend in the knee or shorter than 4 inches above the knee.** Dress shorts may be worn in August, September, and May.

## **SHOES**

Students must wear brown or black leather or suede dress shoes (no gym shoes). Shoes must be tied at all times. Socks must be worn at all times. Students may not

**wear lace or fishnet hose.** Students may not wear shoes that are cloth or fabric of any kind. Flip flops, high heels, extremely high platform shoes, or house slippers are never allowed, even on dress down days. **No boots or booties.**

## **HAIR & FACIAL HAIR**

Students' hair must have only **natural colors** and should be neat and clean. **No student may have hair that is 2 or more distinct colors (for example, an entire section of hair is one color and another section is a different color). Girls choosing to dye their hair red must remember that it must be a NATURAL COLOR RED.**

Neither boys nor girls may shave their heads, nor wear their hair in any type of Mohawk style, or any style, shade, or manner which is unacceptable and inappropriate in the judgment of the Dean of Students. No hairstyle should seek to draw inappropriate attention to oneself.

Boys' hair must be neatly combed. Boys' hair from the top of the head must be above the eyebrows, showing the forehead, and above the top of the ears. Hair must be tapered on the back of the head, from the top of the head to the neck, and along the neck. Hair may not extend below the top of the collar. Boys' hair must not be bushy, hooked behind the ears, unkempt or have spikes. It must not have multiple lines, designs, tails or braids. Boys must be clean-shaven at all times and sideburns may not be below the earlobes or with a flare at the bottom.

Girls' hair must not be bushy, unkempt or have spikes. It may not have multiple lines or tails. Girls may not wear excessive beads or barrettes in their hair.

## **HATS & JEWELRY**

Hats must be removed upon entering the school building and must remain off the entire school day until leaving the building. Hemp jewelry may not be worn by anyone. Chains from belts to pockets are not allowed, i.e., attached to keys or wallet. Climbing hooks attached to belts, belt loops or pockets are not allowed. **boys may not wear any type of ear-rings or have any other piercings on their face or in their tongue in school or at a school function. Girls may not have any piercings on their face or tongue, or wear any earring that will alter the shape of their ear or ear lobe, or have an excessive amount of earrings in school or at a school function.** Girls may not wear excessive decorations in their hair.

## **BACCALAUREATE MASS & GRADUATION**

For these special events, senior boys are required to wear long pants, shirts and ties underneath their graduation gowns. Senior girls are required to wear dresses or skirts which come down to the knee. Dress shoes are required.

## **SPIRIT DAYS & DRESS DOWN DAYS**

A student who participates in "Spirit Days" may be out of dress code if he or she is wearing a **top** that has "Providence" or "Celtics" on it. The "spirit clothing" cannot be homemade (i.e., "Celtics" spray painted on a T-shirt). The clothing must be worn, not tied on, and showing, not underneath another article of clothing. Items purchased at school athletic competitions that are not hosted by Providence are not acceptable. Hats are not allowed. Athletic shoes may be worn.

Clothing may not be torn or have holes. Shirts must have sleeves, may not be low cut, worn off the shoulder, or expose the midriff. No yoga pants or excessively tight pants may be worn. Shorts may not be shorter than the tip of your fingers in length. No drug or alcohol references on the clothing is allowed.

During Harvest Drive, shirts may only be purchased from Providence or be homemade! If there is a themed dress down day, any student not dressed in the theme must be in **spirit wear.**



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# DANCES AND EXTRACURRICULAR ACTIVITIES

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## GUIDELINES FOR EXTRACURRICULAR EVENTS

At school events, both home and away, students of Providence Catholic High School are expected to act as representatives of their own families and their school. Any student, therefore, participating in any act of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Dean's Office for review, not excluding expulsion.

The following are rules and regulations for all events held at Providence Catholic:

1. Students are to show their I.D. cards at the door/gate upon request.
2. Smoking is not allowed.
3. Alcohol or other drugs are forbidden on campus at all times, as is coming on campus under the influence of alcohol or other drugs. Random breathalyzing will take place at the entrance to the dance.
4. Anyone coming to a dance or game must enter the building as soon as he/she arrives and leave the grounds as soon as they depart the building. Re-entry will not be allowed.

## DANCES

1. One date or guest from outside Providence Catholic High School per Providence student is welcome. Guests must show at least a high school ID or picture ID to gain admittance to the dance. The guest must adhere to all PCHS rules and the PCHS student is responsible for their guest. No other outsiders may attend a Providence Catholic High School dance. If a non-Providence student is dismissed from the dance, he/she will not be permitted to enter subsequent dances and the Providence student who invited the guest will be required to confer with the Dean of Students.
2. No hats may be worn in the building.
3. All dances will run 7:30 p.m. to 10:30 p.m. Parents are to be here at 10:30 to pick up their students. No one may be admitted to any dance at school after 8 p.m. Students may not leave any dance before 30 minutes prior to the scheduled conclusion. The only exception to this rule is Prom; see #8 below.
4. Homecoming and the Spring dances require semi-formal dress unless otherwise announced by the Dean's Office prior to the dance.
5. The Christmas dance will be a casual dress dance. Students may wear jeans or pants, with tops that have sleeves, and do not have low cut necklines or bare midriffs.
6. Students may attend the Homecoming, Christmas and Sweetheart Dances with or without a date. All those attending a Providence Catholic dance must pay the appropriate fee per person and follow the prescribed dress code.
7. No inappropriate dancing will be allowed. If necessary, students will be given one warning. If students continue to dance inappropriately parents may be contacted and the student sent home from the dance. Both of a student's feet must remain on the ground at all times.
8. The Prom is a formal dinner dance for couples but single tickets are available for purchase. Everyone is expected to arrive at the dance within one half-hour of the listed start time and remain, at least, until one half-hour before the listed conclusion of the Prom. Students will be notified of the starting and ending time of Prom.
9. No glow sticks (oral or worn) are allowed.
10. Girls' dresses worn to dances must: a.) have a neckline that does not plunge; b.) cover the midriff area entirely; c.) have the back modestly covered; d.) A dress or skirt will

be no higher than three inches above the top of the kneecap, e.) not have a slit higher than three inches above the top of the kneecap.

11. Shirts must always be worn while at any dance.
12. Once a student has checked his/her coat and/or shoes, the student will not have access to these items until leaving the event, and all bags are subject to be searched
13. The price of tickets for dances will be announced at least two weeks before the dance will be held.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The following regulations are in effect for all students participating in extracurricular activities:

1. Students must show a passing grade in every subject on the day the eligibility list is due in order to be eligible to participate in any extracurricular activity.
2. Students receiving failing grades will be ineligible from Sunday through Saturday.
3. Only the Assistant Principal may look into questions of eligibility.

## **EXTRACURRICULAR REFUND POLICY**

1. No money will be refunded for the following events: Senior Dinner Dance, Prom, and any other extracurricular trips where a reservation needs to be made.
2. No money will be refunded for all other events unless an emergency does not allow the student to attend. This decision will be made by the moderator for the event.

## **STUDENT ACTIVITIES**

A.Y.M. (Augustinian Youth Ministry) National Honor Society

Art Club	Pom Pons
Book Club	Proviscope (school newspaper)
Bowling Club	Respect Life Club
Habitat for Humanity	Scholastic Bowl
International Club	Science Club
Law Club	Strategic Board Games Club
Math Team	Student Ambassadors
Mock Trial Team	Student Council
Yearbook	Theater Club
National Art Honor Society	Winterguard

## **EXTRACURRICULAR FUNDRAISING POLICY**

Fund raising is a necessary part of conducting a private school. The fundraising obligation allows Providence families to share some of the burden of tuition with people of good will who understand the need for financial support for private schools.

The cost of each student's education is not covered entirely by tuition. The difference between tuition and the cost of education is covered by the contributed services of the teachers who receive lower salaries than their public school colleagues, the contributed services of priests and religious, fundraising and the generosity of the Providence parents' clubs.

The sum total of our student fundraising efforts is directed toward having a successful Harvest Drive. This is the only effort in which students will be required to participate. Fundraising in addition to Harvest Drive is discouraged.

1. All families are required to fulfill the fundraising obligation through the Harvest Drive.
2. No additional fundraising which interferes with the Harvest Drive will be allowed

(September 1 through October 10).

3. Any additional fundraising must be done on a low key basis and not as an obligation for parents and students.
4. All fundraising projects must be approved in advance by the Administration on a case by case basis. These requests will be presented by the moderator of the extracurricular activity to the Administration through the Advancement Office.
5. Fundraising cannot take place at an event where there is another approved program already operating.

## **STUDENT COUNCIL & CLASS OFFICERS APPROVAL**

All students nominated for a Student Council Office or Class Office must be approved in advanced by the Administration. Academic and disciplinary records will be reviewed at that time.

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# **ATHLETICS**

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## **ELIGIBILITY OF TRANSFER STUDENTS**

Transfer students must fill out the IHSA Transfer Form. Another form must be completed by the former high school principal or athletic director and mailed back with transcripts before eligibility can be determined.

## **BOYS' ATHLETIC TEAMS**

• Baseball	4 Teams:	Varsity, Sophomore, Freshmen A & B
• Basketball & B	5 Teams:	Varsity, Junior Varsity, Sophomore, Freshmen A
• Cross Country	2 Teams:	Varsity, Sophomore
• Football	4 Teams:	Varsity, Sophomore, Freshmen A & B
• Golf	2 Teams:	Varsity, Sophomore
• Ice Hockey	2 Teams:	Varsity, Junior Varsity
• Lacrosse	2 Teams:	Varsity, Junior Varsity
• Soccer	2 Teams:	Varsity, Junior Varsity
• Tennis	2 Teams:	Varsity, Sophomore
• Track	2 Teams:	Varsity, Sophomore
• Volleyball	4 Teams:	Varsity, Junior Varsity, Freshman A & B
• Wrestling	4 Teams:	Varsity, Junior Varsity, Sophomore, Freshmen

## **GIRLS' ATHLETIC TEAMS**

• Basketball	4 Teams:	Varsity, Sophomore, Freshmen A & B
• Cross Country	2 Teams:	Varsity, Sophomore
• Golf	2 Teams:	Varsity, Sophomore
• Soccer	2 Teams:	Varsity, Junior Varsity
• Softball	2 Teams:	Varsity, Junior Varsity
• Tennis	2 Teams:	Varsity, Junior Varsity
• Track	2 Teams:	Varsity, Sophomore
• Volleyball	4 Teams:	Varsity, Sophomore, Freshmen A & B

## **CO-ED ATHLETIC TEAMS**

Bass Fishing Club            1 Team

## **CHEERLEADING SQUADS**

2 Squads:                      Varsity, Junior Varsity

## **POM PON SQUAD**

1 Squad

## **SCHEDULES**

Please refer to the school's website for the latest athletic team schedules.

<http://www.athletics2000.com/providence/>

## **ATHLETIC INDIVIDUAL PARTICIPATION**

Any athlete at Providence Catholic High School who is interested in participating as an individual in an IHSA sport which is not offered by Providence Catholic may do so by:

1. Registering with the Athletic Director and the Registrar during the first full week of the school year.
2. Competing actively in meets or contests outside of Providence Catholic during the season in that sport.
3. Showing proof of official times or scores to the Athletic Director from outside contests.

## **ATHLETIC AWARDS**

**Athletic Spirit Award** - This award is given to the senior athlete who has shown the greatest degree of spirit and personal motivation toward Providence Athletics during his/her high school career.

**Jaime Garcia Scholastic-Athlete Award** - This award is given to the graduating varsity athlete who has maintained the highest grade point average, as computed at the end of seven semesters. **Most Valuable Player Award** - This award is given in each varsity sport to the athlete who is voted by the coaches as the "most valuable" contributor to his/her respective team effort. **Most improved Player Award** - This award is given in each varsity sport to the athlete who has made the "most improvement" in the judgment of the coaches.

**Captain Award** – This award is given to the captains of the varsity team.

## **LETTERS**

1. The coach has the option to give a letter if he/she feels the athlete has earned it.
2. A **senior** who has been on the varsity for two years but does not have enough playing time will earn a letter.
3. If an athlete is dropped from or quits the team, he/she will not earn a letter.
4. An athlete must faithfully attend all practice sessions unless excused by the coach for some important reason.
5. An athlete must conduct himself/herself in a worthy fashion as a representative of Providence Catholic High School both on the athletic field and off it.
6. In case of an injury, the earning of a letter will be left to the decision of the Athletic Department and respective coaching staff.
7. An athlete must remain scholastically eligible for the entire season.
8. The sequence of awards will be as follows:
  - a. Minor Letter
  - b. Major Letter
  - c. Gold Bar

Unless otherwise designated by the Athletic Department, a minor letter can be attained for freshman, sophomore or junior varsity participation. One can earn a major letter only in varsity competition. A gold bar is given to the athlete who has lettered for the second, third, etc. time in that particular varsity sport.

**State Championship** An all-school assembly will be held on the first school day after a State Championship in a sport has been achieved.

## **WEIGHT ROOM USE**

1. Students not in a season sport will use the weight room 2:45 PM - 4:30 PM.
2. Students in a season sport will use the weight room after 4:30 PM.
3. Supervision will be provided at all times by the assigned coach or the coach of the sport in season.

## **CONCUSSION MANAGEMENT PLAN**

Dr. Mukund Komanduri, Orthopedic Surgeon, Team Physician

Mr. Patrick White, Providence Catholic Athletic Trainer

In an effort to safeguard our student athletes from Traumatic Brain Injuries/Concussions, Providence Catholic is mandating strict guidelines for the management, treatment, and return to play criteria for all student athletes who participate in extracurricular activities and sports.

Mandatory IMPACT Testing is used to establish baseline scores as they relate to subjective complaints as well as cognitive processing, memory, reaction time and other criteria established by IMPACT.

All student athletes will be required to take a baseline test during the first week of their practice season. Student athletes will not be permitted to participate until baseline test scores have been established and recorded.

### **Concussion Seminars:**

Concussion seminars will be available to the parents of all high risk sport student athletes. MK Orthopedics will donate their time to conduct the seminars. These concussion seminars are held at Providence Catholic in the large gym or cafeteria. All coaches are required to complete the IHSA concussion seminar and examination.

A zero tolerance policy will be in place for student athletes, parents, or coaches who attempt to hide the signs and symptoms of a student athlete concussion or for failing to report a concussion to the athletic trainer. The Administration will determine penalties for coaches who do not adhere to the strict guidelines of the concussion policy.

Random post testing may be conducted of student-athletes suspected of, or demonstrating signs and symptoms of traumatic brain injury/concussion.

All parents should be informed by letter outlining our concussion policies. The concussion management plan is a binding contract and must be signed by the parents as an understanding and acceptance of the guidelines, responsibilities and the return to play criteria. The Concussion Management Plan is on our website for parents, coaches and student/athletes. The decision as to whether or not a student athlete will be allowed to return to play after having been diagnosed with a concussion, or a student athlete who is believed to have received a concussion will be determined by:

- IMPACT scores - cognitive testing
- Subjective complaints - student athletes must be asymptomatic
- Aerobic and anaerobic conditioning
- Physician clearance (neurologist/neurosurgeon)
- Approval by the athletic trainer and team physician

### **Procedures for Dealing with the Possible Concussion of a Student Athlete**

If a coach, teacher or student athlete sees the signs or symptoms of a concussion involv-

ing any player including themselves, the following must be done:

### **Coaches Procedural Action Steps:**

1. Student Athletes should be removed from activity, practice, or competition until they are cleared by the Athletic Trainer or Team physician present.
2. If the Athletic Trainer or Team Physician are not present, and the athlete is experiencing signs/ symptoms of a concussion, THE STUDENT ATHLETE MUST NOT RETURN TO PLAY UNTIL HE/SHE IS EVALUATED BY THE ATHLETIC TRAINER OR NEUROLOGIST/NEUROSURGEON. A medical release by a family physician or chiropractor will not be acceptable.
3. The injury should be reported immediately to the Head Athletic Trainer.
4. The decision to require medical clearance by a neurologist or neurosurgeon will be determined by the Athletic Trainer or Team Physician based on initial and serial examination.
5. An injury report should be completed and filed with the Athletic Department.

### **Athletic Trainer Procedural Action Steps:**

1. Evaluate the student athlete and recommend a proper course of treatment for returning to activity. Recommend to the parent/guardian that the student athlete should be seen by the PCHS Team Physician, Neurologist, or Neurosurgeon.
2. Contact and work with the parent/ guardian and the physician caring for the student athlete.
3. Follow up to make sure an injury report has been filed.
4. Secure a release from a physician, neurologist, or Neurosurgeon and reevaluate the student athlete before he/she can return to play.
5. The athlete must meet all return to play criteria as outlined by the Return to Play Policy.
6. If the Athletic Trainer or the Team Physician feels medical imaging is necessary (CT/MRI), return to play will not occur until imaging has occurred and a medical release is given.

If a student athlete or coach recognizes signs or symptoms of a concussion, they should first report to the Head Coach.

Providence Catholic's Head Athletic Trainer has the authority for deciding whether to allow the return to play of a concussed student athlete consistent with the above guidelines.

## **RETURN TO PLAY POLICY**

1. Any student athlete suspected of a concussion must be evaluated and obtain a release form from a licensed physician (MD, DO). If the student athlete did not suffer a concussion the release form must clearly state that information, otherwise return to play guidelines will be implemented.
2. Impact test scores will be recorded 24-72 hours after suspected head injury or concussion if possible. These scores will be compared to baseline scores and be made available to parents, student athletes and attending physicians. Impact tests must be normal when compared to baseline test results for a student athlete to progress to the next step in the return to play process. Student athletes must be asymptomatic when beginning the exertion/exercise component.
3. For each of the exertion/ exercise components the student athlete must remain asymptomatic and cannot progress to the next step without waiting 24 hours.
  - Step 1: Exertion/ exercise component. 20-30 minutes of stationary bicycling or walking on a treadmill.
  - Step 2: Sport specific exercise and drills(skating in hockey, running in soccer, dribbling shooting in basketball, technique drills in football).

- Step 3: Full practice no contact.
- Step 4: Full practice with contact.
- Step 5: Return to competition/game.

If at any time the student athlete experiences reoccurring signs and symptoms of a concussion, the athlete will wait 24 hours and return to the previous step in the protocol and progress according to the outline.

## **NCAA DIVISIONS I AND II FRESHMAN ELIGIBILITY REQUIREMENTS**

### **NCAA Division I Eligibility Requirements for the Class of 2018 and beyond**

1. A student must graduate high school with his or her class.
2. A student must complete 16 core courses. Those 16 core courses must include:
  - 4 years of English
  - 3 years of Math (Algebra I or higher)
  - 2 years of Natural or Physical Science
  - 1 year extra of English, Math, or Science
  - 2 years of Social Science
  - 4 years of extra courses (from any previous category, foreign language, or non-doctrinal religion)
3. A student must earn a minimum grade-point average of 2.30.
4. A student must achieve a minimum ACT score that corresponds to the student's grade-point average.
5. Ten core courses must be completed before beginning of senior year (seven of the ten must be in English, Math, and Science)

For NCAA Division I athletic eligibility, a high school student can fall into three possible academic categories:

#### **a. Full Qualifier**

- Student completes the 16 core courses (ten by end of junior year)
- Student earns a 2.30 or higher grade-point average in those 16 core courses
- Student achieves necessary ACT or SAT score corresponding to his or her grade-point average
- As a full qualifier, a student can compete and receive athletics scholarship during his or her first year of college.
- A student can play four seasons in his or her sport as long as eligibility is maintained.

#### **b. Academic Redshirt**

- Student completes the 16 core courses (ten by end of junior year)
- Student earns a 2.00 or higher grade-point average in those 16 core courses
- Student achieves necessary ACT or SAT score corresponding to his or her grade-point average
- An academic redshirt can receive athletics scholarship and practice during his or her first year of college
- An academic redshirt **cannot** compete during his or her first year of college

#### **c. Non-Qualifier**

- A student athlete does not meet either the grade-point average or core course requirements.
- A non-qualifier **cannot** receive athletics scholarship, practice or compete dur-

ing his or her first year of college.

- A non-qualifier may be eligible to play only three seasons in his or her sport

### **NCAA Division II Eligibility Requirements**

1. A student must graduate high school with his or her class
2. A student must complete 16 core courses. Those 16 core courses must include:
  - 3 years of English
  - 2 years of Math (Algebra I or higher)
  - 2 years of Natural or Physical Science
  - 3 years of English, Math, or Science
  - 2 years of Social Science
  - 4 years of extra courses (from any previous category, foreign language, or non-doctrinal religion)
3. A student must have a minimum grade-point average of a 2.20
4. Student earns ACT/SAT score matching his or her core-course grade-point average on the Division II qualifier sliding scale
5. A student can fall into three possible academic categories:
  - a. **Qualifier**
    - A qualifier completes the 16 core courses with a 2.20 or higher grade-point average
    - A qualifier earns ACT/SAT score matching his or her core-course grade-point average on the Division II qualifier sliding scale
    - As a qualifier a student can compete and receive athletics scholarship during his or her first year of college. A student can play four seasons in his or her sport as long as eligibility is maintained.
  - b. **Partial Qualifier**
    - A partial qualifier completes 16 core courses with a 2.00 or higher grade-point average
    - A partial qualifier earns ACT/SAT score matching his or her core-course grade-point average on the Division II v partial qualifier sliding scale
    - A partial qualifier cannot compete during his or her first year of college. A partial qualifier can practice with his or her team, receive athletics money, and play four seasons in a sport.
  - c. **Non-Qualifier**
    - A student is a non-qualifier if he or she did not graduate from high school, or if he or she did graduate but does not meet both the core course grade-point average and ACT/SAT score requirements.
    - A non-qualifier cannot compete, practice, or receive athletics scholarship during his or her first year of college.
    - A non-qualifier may be eligible to play only three seasons in his or her sport

### **NCAA Division III Eligibility Requirements**

1. NCAA Division III does not use the Eligibility Center. Contact the Division III college regarding policies on admission, financial aid, practice and competition.

### **NCAA Early Action Certification**

1. Student-athletes who meet the following criteria after six semesters will be certified as qualifiers:
  - a. **For Division I**
    - Minimum sum score of 75 on ACT or minimum SAT score of 900



- Core course grade-point average of 3.00 or higher in a minimum of 14 core courses. The 14 courses must consist of:
- 3 English
- 2 Math
- 2 science
- 2 additional English, math or science
- 5 additional core courses from any area

**b. For Division II**

- Minimum sum score of 85 on ACT or minimum SAT score of 1000
- Core course grade-point average of 3.00 or higher in a minimum of 12 core courses. The 14 courses must consist of:
- 3 English
- 2 Math
- 2 science
- 5 additional core courses from any area

A student that wants to compete in NCAA Divisions I or II must register with the NCAA Eligibility Center. More information can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or on the Providence Catholic Counseling Department web page.

## **COACHES/MODERATORS' PRIMARY OBLIGATION: EDUCATION IN VALUES AND MORALITY**

All Providence Catholic coaches/moderators must realize that they are involved in more than coaching/moderating a sport/activity, but are in fact involved in the formation and character development of the young people on their team/activity and with whom they may come in contact.

Providence Catholic emphasizes the values of truth, unity, and love, and a life lived consistent with the teachings of Jesus Christ, the moral principles of the Gospel, and the values and teachings of the Roman Catholic Church. All coaches/moderators are required to conduct themselves in such a way that their actions, decisions, and behavior are consistent with the values of our school. Coaches/moderators are expected to support and sustain the values of Providence Catholic in all dealings with students/athletes. This includes using and tolerating only appropriate language and behavior at all times, and supervision of players' behavior inside and outside of locker rooms and everywhere else.

Coaches/moderators must have high expectations with regard to the behavior and performance of their students/athletes. Coaches/moderators must not allow or tolerate pornography, inappropriate movies, music or images, in person or by any means. Coaches/moderators must be vigilant to see that students/athletes, while in their presence or under their direct supervision, have no access to or usage of alcohol or any other drug or substance which is forbidden by the laws of the State of Illinois or any other jurisdiction.

Coaches/moderators are instructed to see that while traveling on the way to or from any athletic event/activity, or on any road trip or tournament over an extended time, that all rules and regulations of Providence Catholic are strictly enforced, and that coaches/moderators closely supervise the behavior and actions of all students under their care and control. Coaches/moderators may not turn a blind eye to inappropriate behavior or activity by any student under their supervision. All coaches/moderators will be held personally responsible for any inappropriate activities which take place while students are

under their supervision.

All coaches/moderators at Providence Catholic are expected to “Coach/Moderate Catholic.” Coaching/moderating Catholic means coaching/moderating with values, attitude, and behaviors which reflect and are consistent with the teachings of Jesus Christ.

Character formation and the instillation of values in Providence Catholic students/athletes are of utmost importance. These values include honesty, integrity, loyalty, faithfulness, friendship, perseverance, self-confidence, responsibility, fair play, and teamwork. We want young people to incorporate, internalize, and make their own these and a multitude of other values so that they may exhibit them automatically in the daily situations they face. In order for this to happen, we must coach/moderate them in values first and foremost; we must give them instruction in advance; and, we must set them up for success in life by training them in values and in character.

Coaches/moderators are encouraged to read and understand all aspects of the manual “Coaching Catholic: Gospel Values in Youth Sports,” and to implement its directives.

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## STUDENT ACCIDENT INSURANCE PLAN

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### ALL STUDENTS ARE AUTOMATICALLY COVERED

1. **Plan:** The purpose of the plan is to reimburse, through the medium of a Trust, the legal entitlement for losses incurred as the result of Accidental Bodily Injury while the student is registered in the Participating Institution, as outlined herein.
2. **Administration:** The Plan is organized under the Student Accident Plan of the Religious and Charitable Risk Pooling Trust of the Brothers of the Christian School and Affiliates. Administration of the Plan is provided by AG Administrators P.O. Box 979 Valley Forge, PA 19482. Toll Free: (800) 634-8628 or by email: [claims@agadm.com](mailto:claims@agadm.com)

#### **Regular School year Student Coverage includes:**

- a) Attending school during regular hours and on the days when school is in session during the Regular School Year and including before and after school programs under the care and direction of the school.
  - b) Traveling directly to or coming directly from school on regular school days.
  - c) Attending religious services or School-Sponsored retreats during the months school is regularly in session, including travel directly to and directly from.
  - d) Attending or participating in any School-Sponsored extracurricular activity, including athletics such as; football (including flag football and rugby), hockey and lacrosse, and travel directly to and from such activities, during the regular school year.
  - e) Coverage extends beyond the Regular School Year to students attending School-Sponsored academically accredited courses and students participating in School-Sponsored Extracurricular Activities, including football, hockey, and lacrosse.
4. **Medical Coverage and Limitations**

Treatment must begin within 30 days of an accident by a licensed physician. Coverage is included up to the Usual, Reasonable, and Customary Charges for eligible medical care expenses incurred for medically necessary care as a result of an accident which occurs while a student is participating in a covered activity, with a limitation of \$25,000 for each accident per benefit period not to exceed 104 weeks. Coverage includes licensed hospital, physician, nursing, lab, x-ray and other eligible medical ex-

penses. Hospital room and board charges are limited to the most common semi-private rate of the hospital. Dental treatment is limited up to \$1,000 per tooth. Confinement, treatment, or services to diagnose, prevent, or correct cranium mandibular or temporomandibular joint disorders are limited to \$1,000 per accident. Orthodontics limited to \$2,500 per accident. Chiropractic and acupuncture treatment is limited to \$50 per visit and \$300 per covered accident. Physical therapy and Occupational therapy are limited to \$1,500 per covered accident. Ambulance/air ambulance to nearest treatment facility, not to exceed \$1,000 per accident. Durable Medical Equipment (DME) limited to \$1,500 per accident, therapy arising out of closed head injury limited to \$2,500 per accident.

#### **Other benefits**

- \$2,500 for accidental loss of life.
- \$2,500 for accidental loss of both hands, both feet, both eyes, or any combination thereof.
- \$1,250 for the accidental loss of one hand, one foot, or one eye.

#### **Non-Duplication or Excess Provision**

Reimbursements for eligible expenses are limited to those expenses that are in excess of other valid coverage available to or on behalf of the Student for which the student and/or parent/guardian are legally obligated to pay. Other valid coverage available includes coverages insured or non-insured, on an individual or group basis, including: Accident and Health Plans, or Pre-paid for service Plans, or HMO's, or other similar type plans, or Automobile or General Liability Insurance from at-fault parties, or provisions under no-fault insurance statute, including the self-insured equivalent of any minimum benefits required by law.

Group or individual accident and health plans, prepaid for service plans, HMO's, employer funded portion of health accounts such as Health Savings Accounts, Health Care Accounts, Health Reimbursement Accounts or the similar, and provisions under the No-fault Insurance Statute, including the self-insured equivalent of any minimum benefits required by law.

If a student has coverage through an HMO, PPO, or similar arrangement, that plan must be used correctly or medical benefits under this Plan shall be reduced by 50%. If a Plan, representing other valid coverage available contains a similar non-duplication or excess provision of this Plan, reimbursement for eligible expenses will be shared on a 50/50 basis between the Plans.

#### **Exclusions**

The coverage under this policy does not provide benefits for: (a) intentionally self-inflicted injuries; suicide or any attempt thereof; committing or attempting to commit a felony; (b) injury or loss sustained due to the use of alcohol or drugs, unless taken under the advice of a physician; (c) expenses incurred for eye examinations, eyeglasses, contact lenses or hearing aids or the fitting, repair or replacement of these items (except for the expenses of these items because of an injury to the eye or ear, incurred while coverage was in effect); (d) any injury that is caused by flying in an aircraft except as a fare-paying passenger or any accident where the student is the operator and does not hold a valid vehicle operator's license (except in a Driver's Education Program); (e) care, treatment or services provided by any person who is either retained or employed by the school, or by the student or any member of the student's immediate family; (f) an injury for which the student is entitled to benefits under any Worker's Compensation Act; (g) that part of medical expenses payable by an automobile insurance policy without regard to fault (does not apply in any state that prohibits such limitation); (h) charges which the insured would not have to pay if he/she did not have the insurance or are in excess of the usual and reasonable charges; (i) any injury that is caused by war or act of war, or caused by

taking part in a riot; (j) sickness or disease, except infection that occurs directly from an accident, cut or wound or diagnostic tests or treatments, or ingestion of contaminated food; (k) expenses incurred in connection with cosmetic surgery or procedures unless required by the injury.

## **5. Reporting injuries & initiating Claims**

**Notification of injury:** an authorized representative from the Participating Institution must complete Part I of the Student Accident Notification Injury Form. This form must be completed as soon as possible after the accident has occurred. This portion must be signed by an authorized representative of the school/institution. Failure to sign this form will delay payment of the claim. Upon completion this form should be mailed to the parents(s)/guardian(s) of the student for completion of Part II of the form. Treatment must commence within thirty (30) days and medical and dental expenses are only reimbursable if incurred within one hundred-four (104) weeks from the date of injury. Bills must be submitted within one hundred-eighty (180) days of treatment.

## **6. Catastrophic Medical Coverage**

A policy providing catastrophic medical coverage has been purchased in the name of The Brother of the Christian Schools and Affiliates on behalf of the Participating Institutions purchasing coverage from the Christian Brothers Student Accident Plan. This policy provides catastrophic medical coverage for injuries sustained to eligible students while participating in a covered activity. The benefits of this policy are subject to its own provisions, limitations and exclusions and may differ from the provisions, limitations and exclusions of the Student Accident Plan

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# **PARENT GUIDE FOR UNDERSTANDING & PREVENTING CHILD ABUSE FROM THE DIOCESE OF JOLIET**

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## **SOME BACKGROUND INFORMATION**

### **WHAT IS CHILD SEXUAL ABUSE?**

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. It is a crime in all 50 states. Sexual abuse is called incest when it happens between family members.

### **WHO ARE THE OFFENDERS?**

- Most sexual abuse is committed by a person the child knows and trusts.
- Offenders come from all walks of life and from all social and ethnic groups.
- Offenders actively work to develop trusting relationships with children.

### **WHO IS AT RISK?**

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

### **WHY DON'T CHILDREN TELL?**

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep the abuse secret.
- They have been threatened by the offender and are afraid to tell.

- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.
- They don't know the words to tell about the abuse.

## **DO CHILDREN LIE ABOUT ABUSE?**

Children rarely lie about sexual abuse. More often, they are afraid to tell.

## **PROTECTING YOUR CHILDREN**

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse
- Talk to your children about touching safety. (See Teaching Personal Safety Skills.)
- Teach your children personal safety rules before they reach school age
- Allow your children to participate in personal safety instruction.

## **SAFETY WITH BABYSITTERS**

- Ask babysitters for references and check them.
- Interview babysitters in person. Ask how they discipline children. Ask what if questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them.
- Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons.

*Follow these guidelines even if the babysitter is a family member.*

## **GUIDELINES FOR SINGLE PARENTS**

- If you are a single parent and are dating, this brings unfamiliar adults into your home.
- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

## **TEACHING PERSONAL SAFETY SKILLS**

- Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything. Talk with them about touching and private body parts. Here are some tips:
- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

## TEACH YOUR CHILDREN THESE RULES

- It is not okay for someone to touch your private body parts.
- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take your clothes off or to take photos or videos of you with your clothes off.
- It is not okay for someone to show you photos or videos of people without their clothes on.
- Teach your children the names of their private body parts. Help them understand that they are the boss of their own body. Explain that there are three kinds of touches:
- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say no to an unwanted touch, even if it is from a familiar person.

## FOR YOUNG CHILDREN

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

- Say no or words that mean no.
- Get away.
- Tell a grown-up.
- Expand your child's understanding of the third step by teaching the following:
- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

## TEACH ASSERTIVENESS SKILLS

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

## SAFETY ON THE INTERNET

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:

- Never give out personal information or use a credit card online without your parent's permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

## OR TEENS OR PRE-TEENS

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.
- Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them.
- Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right.
- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say no.
- Be assertive and act immediately if their limits are reached, even if it means making a scene.
- Understand that it is never too late to say no and never too late to hear no.

## MORE SAFETY TIPS FOR TEENS

- Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.
- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

## THE BOTTOM LINE

- No means no whenever a person feels pressured about anything and it should be respected!
- If a person says no and the other person continues to touch or to force touch it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

## SAFE FAMILIES

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/>. *If someone has been abused*, contact the Illinois Department of Children and Family services at 1-800-25abuse (1-800-252-2873)

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## DIOCESE OF JOLIET

### POLICY REGARDING SEXUAL ABUSE OF MINORS

#### REVISED FEBRUARY 2013

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## I. INTRODUCTION

On June 14, 2002, the United States Conference of Catholic Bishops approved the

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

The Diocese of Joliet first promulgated a policy regarding sexual abuse of minors on June 14, 1990. Revisions were made in September 1993, in June 1997, in June 2003 and July 2008.

As with the previous edition, this policy is intended to be in conformity with provisions from the *Charter for the Protection of Children and Young People* and from the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors*.

This policy is designed to ensure appropriate responses to allegations of sexual abuse of minors and vulnerable adults by clergy, seminarians, religious, employees and volunteers. It addresses preventing sexual abuse through education and screening, reporting abuse, providing pastoral assistance to persons affected by abuse and the processing of allegations.

A copy of this policy is to be given to all clergy and seminarians as well as to all employees and volunteers who will sign an acknowledgement of its receipt. The policy is also to be published on the diocesan website.

## **II. DEFINITIONS**

### **A. Sexual Abuse**

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

### **B. Ministerial Relationship**

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

### **C. Employee**

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

### **D. Volunteer**

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

### **E. Minor**

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

### **F. Vulnerable Adult**

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

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

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

## **III. POLICIES**



## **A. Healing and Reconciliation**

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

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

The Diocese of Joliet is to assist the healing process of the abused. For this reason, it seeks to treat all allegations of sexual abuse with a prompt, direct, thorough and confidential pastoral response. Appropriate assistance is offered to victims in accord with recommendations of the

Review Board. This may include counseling, spiritual direction, support groups or other social services.

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

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

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

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

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

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

## **B. Prevention**

### **1. Education**

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

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to present proof of attendance at a *Virtus Protecting God's Children* program. This requirement applies to all persons who are involved with minors on a regular, recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. The program is also available to parents and guardians.

All persons who continue involvement with minors are required to participate in an updating educational program at least annually.

Children and youth are to receive instruction appropriate to their age level (*USCCB Charter 12*). Prior to beginning service, all clergy, seminarians, diaconal

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

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

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

## **2. Screening**

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

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

Fingerprinting is administered by a vendor approved by the Diocese of Joliet. Prior to the individual being permitted to begin service, results are evaluated by the Diocese with its legal counsel when appropriate.

Name-based background checks are used only for volunteers or for renewals of employees who were screened through that type of background check.

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

### **a. Employees**

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

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

### **b. Volunteers**

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

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

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

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

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

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

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

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

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

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

## **C. Response to Allegations**

### **1. Reporting**

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

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

Reports of abuse should also be made to the Victim Assistance Coordinator. Complaints against members of religious orders are to be reported to the Victim Assistance Coordinator as well as to the respective superior.

Procedures for making a complaint are available on the diocesan website, at parishes or diocesan offices, and are the subject of periodic public announcements.

When a person reports an allegation of sexual abuse, the person will be received with the utmost respect and pastoral sensitivity. Victims are advised of

and supported in their right to report abuse to civil authorities (*USCCB Charter 4*).

## **2. Assessment and Determination**

- a. The Bishop is immediately informed of any allegation. If he determines, after consultation with others, that there is a semblance of truth to the allegation, and that it is not manifestly false or frivolous, the assessment process begins. (Questions & Answers Regarding the Canonical Process for the Resolution of Allegations of Sexual Abuse of Minors) However, in no way will the process conflict with an investigation being pursued on a state or federal level.
- b. The Bishop notifies the Director of the Office of Child and Youth Protection (hereafter referred to as the Director) of the allegation, who in turn notifies the Review Board. He then appoints the Director to oversee an investigation. This investigation will be conducted by professional investigators and may include other competent professionals such as diocesan counsel and members of the Review Board.
- c. The Review Board advises the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. (*USCCB Charter 2*)

In certain cases, the Review Board may consider it important to speak directly with the person making the allegation, the accused person, or other persons for the sole purpose of gathering additional information. The Board will also offer to the Bishop other advice it considers pertinent to the case.

- d. The Bishop has sole responsibility for deciding if it is more likely than not that sexual abuse has occurred and for determining any action with regard to the accused. In the case of clerics of the Diocese of Joliet, with sending the case to the Congregation for the Doctrine of the Faith in Rome, all in accord with Canon Law.
- e. After reviewing the case, the Congregation will advise the Bishop as to which canonical processes are to be followed.

## **APPENDIX REVIEW BOARD**

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

### **A. Membership**

The Review Board, whose members are appointed by the Bishop, is composed of not less than nine or more than eleven members of outstanding integrity and good judgment. The majority of members are laypersons, none of whom are diocesan employees.

Members are to have expertise in one of the following areas: social work, civil law, education, treatment of sexual abuse of minors, or clinical treatment of sexual disorders. One member should be the parent of a minor and one member should be a pastor. When possible, one member is a victim/survivor of child sexual abuse or a parent of the same.

Annually members select a chairperson and a vice-chairperson from among themselves. Consultants to the Board may include a representative of the Bishop, a canon lawyer, the Promoter of Justice, the Chancellor, the diocesan attorney and the Victim Assistance Coordinator.

### **B. Terms**

Members are appointed for a term of five years, which may be renewed once

**(USCCB Norms 5).**

The Bishop has the right to terminate the appointment of a member at any time.

**C. Meetings**

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

**D. Duties**

Members of the Review Board are to:

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

**E. Criteria for Making Recommendations**

- A simple majority of the entire Committee membership is needed to make a recommendation to the Bishop.
- Members may be present in person or electronically
- When considering an allegation of sexual abuse, each member decides, after considering all the evidence presented, whether the allegation is more probably true than not.

**F. Communication**

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

**G. Confidentiality**

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

**DIRECTOR OF CHILD YOUTH PROTECTION**

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

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

## **VICTIM ASSISTANCE COORDINATOR**

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

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

## **CONFIDENTIALITY AGREEMENT**

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

## **RECORDS AND REPORTS**

The Director maintains written and electronic documentation regarding all information acquired by the Review Board, its determinations and decisions.

All of the above records are confidential. However, law enforcement officials receive whatever information is necessary for them to carry out their duties.

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

The Diocese communicates transparently and openly about issues of sexual abuse within the parameters of legally mandated confidentiality and privacy especially to the faith communities directly affected (*USCCB Charter 7*).

The Diocese publishes an annual public report on the progress made in implementing this policy and cooperates with audits conducted by the National Review Board.

## **POLICY SUBMISSION**

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

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## **PARENT GUIDE TO INTERNET SAFETY FOR CHILDREN & TEENS**

**DIOCESE OF JOLIET NOVEMBER 2010**

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The amount of information available on the Internet continues to grow at an astounding rate. Opportunities abound for social networking, building online profiles, sending video and photos, sharing ideas and thoughts through blogs and tweets. These ways of socializing and communicating can be fulfilling and worthwhile, yet they do come with certain risks of inappropriate content, contact and conduct. This brief guide attempts to provide general information and where to go for additional information.

## **GENERAL GUIDELINES**

1. **Talk to your Children** Children of all ages (including toddlers) see parents using multiple electronic devices. Children as young as 2 are now using computers for learning. As soon as your children are using an electronic device, it is time to talk to them about online behavior, safety and security. How to begin:
  - Start early
  - Create an honest and open environment

- Initiate conversations
  - Communicate your values
  - Be patient
2. **Learn How to Monitor What your Children Do Online** There are many good sites that help parents learn how to monitor when children are online. One site, [getnetwise.com](http://getnetwise.com), has video tutorials that parents can use and contains a wealth of information.

## **FOR PARENTS OF CHILDREN (AGED 5- 12)**

1. Keep the computer in a public place with the screen facing outward.
2. Establish family rules and guidelines to include:
  - a. setting limits on how much time they spend online
  - b. giving no personal information
  - c. disclosing no school information
  - d. reviewing pictures posted
3. Reinforce the dangers of and penalties for sharing personal or school information. Many schools have policies against students posting information about the school, including the school name, teacher names, etc. Carefully review your school's policies and agreements with your children.
4. Prohibit any meeting in person with someone he/she knows only online, unless you are present.
5. Inform your children that you will monitor Internet use, messaging and social networking in order to keep them safe.

## **FOR PARENTS OF TEENAGERS (AGED 13-17)**

1. Teens have more Internet access through cell phones, mobile devices or friends' computers, as well as more time to themselves. Consequently, it is not realistic to always be in the same room as your teens when they are online. Reinforce the concept that you and other family members can walk in at any time, and ask them what they are doing online.
2. Emphasize the concept of credibility. Not everything seen on the Internet is true.
3. Let teens know that everything on the Internet is public and that it is close to impossible to take something back once it is posted.
4. Share stories using real examples of teens who have been harmed or hurt because of unsafe online practices.
5. Remind teens that behind screen names, avatars and profiles are real people with values and feelings. They need to be mindful of what they say and exercise good judgment.
6. Inform teens that many institutions and companies routinely comb social networking sites to determine if potential applicants fit their expectations.
7. Remind teens that photos can be as damaging to one's reputation as words. Review pictures that are posted.
8. Meeting someone contacted online carries considerable risk and is not advised. If a meeting is arranged ask that teens adhere to the following:
  - a. do not meet alone
  - b. go with a trusted adult
  - c. meet in a public place
  - d. if not what you expected, walk away and tell a parent or trusted adult

9. Do not overreact if and when you find out that teens have done something online of which you do not approve.
10. Reinforce the expectation that parents monitor Internet use and that safety rules must be followed.
11. If teens confide in you about something scary or inappropriate that they encountered online, your first response should not be to take away Internet privileges. Try to be supportive and work with them to help prevent this from happening in the future.

### **TIPS ON CELL PHONE USE**

1. Take precautions with children's cell phone.
2. Be specific about cell phone use and set up specific rules about how and when the phone will be used. Set a limit on how much time children can use each month and how many text messages they can send and receive.
3. Emphasize that teens must follow cell phone usage laws when driving.
4. Review school policies and agreements regarding cell phone usage on school grounds during the school day and after school.
5. Explain potential legal consequences of sexting.
6. Make children aware that sending text messages reveals your phone number.
7. Know that predators can also send messages and call to arrange meetings.
8. If children receive a bullying or threatening text message, it is to be reported immediately to a parent or trusted adult.
9. Do not answer calls from unfamiliar or unexpected numbers.
10. Review your service plan to learn which features can be blocked to protect children.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Diocese of Joliet guarantees equal employment opportunities in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, genetic information, sexual orientation, mental or physical disabilities, or any other characteristic protected by law.

In providing equal opportunities in its employment practices, the Diocese of Joliet may consider any conduct (during working or non-working hours) of an applicant/employee that may be inconsistent with his/her position or the philosophy, goals, objectives, rules and regulations of the Diocese of Joliet and/or the moral and religious teachings of the Roman Catholic Church, as determined by the Bishop of the Diocese or his designee.

In addition, there are certain "ministerial" positions in the Diocese of Joliet, and individuals filling those positions may need to strictly adhere to the foundational teachings of the Catholic faith. Those individuals may be selected according to certain criteria, such as being Catholic, male, unmarried, not part of a civil union, etc., and preference in hiring/retention shall be given to people who meet those criteria. Such preference is allowed under state and federal law, and does not constitute illegal discrimination.

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## **DIOCESE OF JOLIET – CATHOLIC SCHOOLS**

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### **VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY**

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese



and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student record in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
  - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- IV. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping and photographing of students **are not required** from the parent/guardian when:
  1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
  2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
  3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
  4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.

5. Video cameras are in use to monitor public areas of a school/church facility or bus.

## **FACULTY MEMBERS**

*For faculty phone and email contact information, please visit our website and click on "Personnel Directory".*

### **Mrs. Janlyn Auld**

2006

B.S.in Ed., Illinois State University

M.A., Illinois State University

M.A., Governors State University

### **Mr. Brock Austrums**

2002

B.A., Illinois State University

M.A., North Carolina State University

M.A., Lewis University

### **Mr. Edward Barrett**

1990

B.S., Southern Illinois University

### **Mrs. Marynell Begeske**

1999

B.S., St. Xavier University

M.A., De Paul University

### **Dr. Michael Burke**

2000

B.A., Bradley University

M.Ed., Olivet Nazarene University

Ed.D., Olivet Nazarene University

### **Ms. MaryBeth Carroll CPA,**

2001

B.B.A., Saint Mary's College

### **Mr. Frank J. Cavallone, Jr.**

1984

B.S., Millikin University

### **Mrs. Socorro Cichoracki**

2000

B.S., University of Illinois-Chicago

### **Mr. Mark Coglianese**

1988

B.S., Millikin University

M.S., Illinois State University

### **Ms. Mary Colbert '77**

1981-85; 1987

B.A., Lewis University

### **Mrs. Eileen Copenhaver**

2006

B.B.A., Loyola University

M.B.A., Loyola University

### **Mrs. Katelyn Cornfield**

2012

B.A., Saint Louis University

**Mrs. Diane Dau**

2007

B.A., St. Xavier University

M.A., DePaul University

M. Ed., DePaul University

**Mr. David Devine**

2007

B.S., University of Illinois-Urbana-Champaign

M.Ed., University of South Florida

**Mr. Vincent DeVivo**

2015

B.S., Northern Illinois University

M.A., University of Phoenix

**Mr. Josh Ditzler, '99**

2008

B.A., University of St. Francis

**Dr. Stacy Eckert**

2008

B.F.A., University of Kansas

M.M., University of Illinois-Urbana-Champaign

D.M.A., University of Illinois-Urbana-Champaign

**Mrs. Rachel Ellingson '90**

2004

B.S., Miami University

M.A., Lewis University

**Ms. Joyce Ende**

2017

B.A., Quincy University M.A., Loyola University Institute of Pastoral Studies

**Mrs. Christa Fazekas '00**

2015

B.S., Bradley University

M.A., Webster University

**Ms. Chrystal Gregory**

2009

B.A., DePaul University

M.S., University of St. Francis

**Mrs. Rosanne Grigoletti**

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B.S., Lake Forest College

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**Mr. Russell Guldin**

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B.A., University of Illinois

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**Ms. Dawn Gura '88**

1993

B.A., DePaul University

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2011

B.A., Lewis University

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B.A., University of St. Francis

M.S., Illinois State University

Ed.D., Illinois State University

**Mrs. Mary Beth Harris '82**

2003

B.A., Loyola University

M.A., St. Xavier University

**Mrs. Alice Hartel**

2012

B.S.M.E., Bradley University

M.A.T., National Louis University

**Mr. Keith Healy**

1992

B.S., University of Illinois-Urbana-Champaign

M.S., Governors State University

**Mr. Joseph Iantria**

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B.S., Western Illinois University

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**Ms. Catherine Klod**

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**Mrs. Jane Lager**

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**Ms. Judith Legan**

1971

B.A., College of St. Francis

M.Ed., Loyola University

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1996

B.S., Illinois State University

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2006

B.A., St. Xavier University

M.A., Catholic Theological Union

**Fr. Richard J. McGrath, OSA**

1985

B.A., Tolentine College

M.Div., Catholic Theological Union

M.A., DePaul University

M.Ed., Loyola University

Ph.D., Loyola University

**Fr. John Merkelis, OSA**

1988-2000; 2004

B.A., Villanova University

M.A., St. Louis University

M.Div., Catholic Theological Union

M.A., Lewis University

**Mr. Kenneth Micks**

2016

B.A., Eastern Illinois University

**Ms. Jillian Morgen**

2017

B.S., Indiana University

**Mr. Kyle Murphy '04**

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B.A., Loyola University

M.A., Lewis University

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2012-13; 2015

B.S., University of St. Francis

M.S., Minot State University

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2017

B.S., Illinois State University

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2001

B.S., Northern Illinois University

**Mrs. Linda O'Keefe**

2001

B.S., Northern Illinois University

M.A., Chicago State University

**Mr. Kevin Oliver**

2002

B.A., The Catholic University of America

M.A.T., Olivet Nazarene University

**Ms. Moira K. Olivetti '81**

1992

B.S., Illinois State University

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**Mr. Frank Palmasani**

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B.A., Lewis University

M.A., Lewis University

**Ms. Angela Pascente '90**

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B.A., Rosary College

M.Ed., Benedictine University

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**Mr. John Sosnowski**

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**Mr. Douglas Ternik '89**

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