

STATEMENT OF AGREEMENT

This Student/Parent Handbook contains the basic policies on which Guerin College Preparatory High School functions. The rules of conduct and procedures given here are designed to provide an atmosphere within the school which promotes beliefs and behaviors characteristic of Catholic life and facilitates the serious pursuit of academic achievement.

The registration and subsequent attendance of a student at Guerin Prep constitutes an expressed agreement on the student's part as well as the part of his/her parents to comply with policies and procedures of the school and to demonstrate commitment to the mission and philosophy of Guerin Prep. The school reserves the right to review any failure of the student or his/her parents to fulfill their responsibilities as listed in this handbook, with a view to set consequences as they may be justified.

As a result, the importance of the enclosed information cannot be overemphasized. Failure to read the material contained does not excuse the student or his/her parents from responsibility for the information and/or regulations herein stated.

It should be noted that upon written request, Guerin Prep will release copies of official school documents on a student to a parent/guardian not residing with the student, provided that no court documentation prohibits doing so.

Thank you for your commitment.

WE HAVE READ THE 2007-2008 STUDENT/PARENTHANDBOOK. WE UNDERSTAND THE POLICIES AND PROCEDURES DESCRIBED WITHIN, AGREE TO BE GOVERNED BY IT AND WILL ENDEAVOR TO FULFILL OUR RESPONSIBILITIES IN REGARD TO THIS INFORMATION.

I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR \$150 IN RAFFLE TICKETS PER CHILD ATTENDING GUERIN PREP. ANY UNSOLD TICKETS BECOME MY FINANCIAL RESPONSIBILITY AND MUST BE PAID FOR, IN FULL BY TUESDAY, OCTOBER 23, 2007.

Signature of Student

Print Name of Student, HR/YR

Signature of Mother/Legal Guardian

Signature of Father/Legal Guardian

Date of Signatures: _____

RETURN THIS COMPLETED FORM TO YOUR HOMEROOM ADVISOR BY SEPTEMBER 7, 2007. Homeroom advisors will, on that date, turn these forms over to the administration to be kept on file.



Guerin College Preparatory High School 2007/2008

STUDENT HANDBOOK AND CALENDAR

8001 West Belmont Avenue
River Grove, IL 60171
Fax 708-453-6296
708-453-6233
www.guerinprep.org

PRESIDENT

Sr. Nancy Nolan, SP

PRINCIPAL

Mrs. Bonnie Brown

This agenda belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

Student No: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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GUERIN COLLEGE PREPARATORY HIGH SCHOOL 2007-2008 STAFF

To leave a message on any individual's voicemail, please call 708-453-6289 and follow the directions. The specific mailbox number for each individual follows her/his name.

ADMINISTRATION

Brown, Bonnie, Principal (4702)
Eichstaedt, Jack, Dean of Students (4706)
Klatka, Marion, Director of Financial Services (4710)
Nolan, Sr. Nancy, President (4800)
Paikai, Adam, Assistant Principal (4704)
Tomaszewski, Sr. Dawn, Director of Institutional Advancement (4708)

INSTRUCTIONAL AND AUXILIARY STAFF

Booth, Karen - 4786	Konrath, Nancy – 4820	Regalado, Armando 4841
Boshold, Kathy - 4712	Kuzniar, Jamie – 4760	Reid, David - 4842
Breen, Marianne - 4805	Kozlowski, Sandy - 4754	Reiss, Valerie - 4832
Butera, Jennifer - 4792	Lilly, Tina - 4730	Ryan, Janis – 4734
Cafeteria - 4778	Mackie, Kristen – 4762	Sadowski, Mary Ann – 4843
Calandriello, Karin –4794	Mager, Bethany – 4822	Sheahan, Karen – 4782
Carlson, Tim - 4796	Maher, Jane - 4824	Skowron, Marilyn - 4845
Casey, Valerie – 4798	Maibusch, Therese – 4726	Smith, Sr. Janice - 4746
Dale, Marilyn - 4714	Maione, Carmelina - 4826	Springbrunn, John – 4770
DeCarlo, Bob - 4802	Majewski, Eugene – 4828	Stachura, Elizabeth - 4846
DeSalvo, Nicolette – 4808	Manoni, Margaret - 4728	Stein, Thomas - 4772
Fitzgerald, Noreen – 4781	Manley, Sr. Kay - 4830	Stephany, Mary – 4736
Fitzner, Christine - 4742	Mansavage, Mary - 4764	Susin, Denise – 4774
Fulara, Eric - 4810	Martin, Christen - 4832	Susin, Tom – 4831
Giordano, Victor - 4812	McCormick, Carole - 4766	Szul, Gregory- 4847
Geary, Jennifer - 4748	McGlynn, Sr. Pat – 4724	Tesauro, Diana - 4776
Golly, Sr. Norene - 4720	Mejia, Elisa - 4827	Troiani, Evelyn – 4738
Haas, Tracy - 4752	Meo, Melinda - 4834	Thrush, Sonja - 4806
Hoyt, Jeanette - 4814	Milio, Michael – 4740	Vignettes, Noemi - 4848
Jaworski, Tom – 4816	Newman, Tom – 4835	Westley, Tom- 4750
Kallwitz, Arlene - 4756	Ostrowski, Sr. Janice - 4716	Widseth, Joanne – 4744 The
Keefe, Sr. Noralee – 4780	Pansino, Marie – 4836	Swamp Stop School Store
Kenning, Rita - 4758	Pearce, Shannon – 4837	Zawilinski, Julie - 4829
King, Felece - 4722	Portanova, Giovanna - 4839	Zelm-Gazzolo, Kathy - 4849
Kniebusch, Rebecca - 4818	Ptaszek, Br. John – 4840	

BOARD OF DIRECTORS

Sharon A. McFadden - Chairperson	Terry John Malik
Robert A. Schultz – Vice Chairperson	Pam McDonough
Dominic Belmonte	Sr. Nancy Nolan
Nancy Bufalino	Mary Bucaro (ex officio)
Sandra L. Eitel	Lori Storto Silvestri
Mary Kay Kluge	Sue Slingerland Dindia
Vicki Lawton	Margaret Casey Tower
Roxanne Martino	Sr. Marie McCarthy (Sisters of Providence Liaison)

MISSION STATEMENT

Guerin College Preparatory High School is a Catholic secondary school dedicated to the education and faith development of young women and men. Under the sponsorship of the Sisters of Providence, the school reflects a mission of love, mercy and justice, where students come to an awareness of God at work in their lives.

Guerin Prep strives to develop the unique potential of its diverse student body through an extensive curriculum, excellent instruction, service and extracurricular programs. It seeks to instill in its students a sense of global awareness and to empower them with the knowledge, values and skills required to become active participants and effective leaders in today's Church/world.

GUERIN COLLEGE PREPARATORY HIGH SCHOOL PHILOSOPHY

Guerin College Preparatory High School is a school in which the faculty, students and their parents are called to form a faith community where students can mature intellectually, physically, socially, emotionally and spiritually in an environment of responsible freedom:

- an environment permeated with the Gospel spirit that encourages the student to respond to all people with genuine concern and service;
- an environment in which students develop and share their unique gifts;
- an environment in which the students realize their right and responsibility to allow themselves the freedom and structure they need to reach their fullest potential and at the same time, accept their own fallibility;
- an environment in which the students realize that they are capable of constant growth and positive change in an unstable world;
- an environment in which the students are provided opportunities at each level of achievement to be challenged, stimulated and encouraged to develop the necessary problem-solving and decision-making skills as well as the fundamental tools for independent learning, research and critical thinking.

The faculty and students vigorously challenge each other to grow in global awareness and to develop a realization, understanding and acceptance of the precious individuality and differences of all peoples in our multicultural society; this concern for others prompts action to effect systemic change and to bring about the transformation of society into a world community of justice and peace.

ADMISSION

NON-DISCRIMINATION POLICY: *Guerin College Preparatory High School does not discriminate in the admission of students based upon ethnic or national background, race, sex, religion or physical disability for which reasonable accommodation can be made.*

ADMISSION POLICY: *A student is accepted into ninth grade by meeting the standards established by the administration of the school. Transfer students are admitted on a case-by-case basis.*

Students who apply for ninth grade are accepted on the basis of the high school placement test, transcript, teacher recommendation and previous standardized testing.

- Transfer students are considered for admission only at the beginning of the semester unless a family is moving into the area. Students requesting transfer into senior year are usually not accepted.
- At the time of transfer into Guerin Prep, a student's present credits are assessed and a determination is made as to what additional courses and/or credits are necessary to complete Guerin Prep's graduation requirements.
- All transfer students are placed on a one-year probation involving specific terms with regard to academics, attendance and/or behavior. Upon reviewing the student's record at Guerin Prep during this probationary period, the administration may elect to extend a transfer student's probation beyond the customary year or to dismiss the student.

TUITION

POLICY ON BASIC FINANCIAL RESPONSIBILITIES: *Adults identified as guarantors of tuition for a student enrolled are legally liable for payment of the annual registration fee, tuition assessment and applicable course, class and service fees. Payments are made in accord with plans approved by the school.*

Class of 2010 and 2011 families are responsible for the laptop leasing fee of \$600 per year, payable in 10 monthly installments beginning in July and ending in April.

- Tuition for the 2007-2008 school year is **\$7,300**, families are responsible for making tuition payments based on a yearly, semester, quarterly or monthly plan. Payments begin in July before each year, and end in April.
- A **\$175 registration fee** is required for all students at the time of registration. This fee does not apply to tuition and is non-refundable. This fee increases to \$225 if not received by initial due date.
- Current tuition must be paid to date according to the student's payment plan before the registration fee for the following year can be accepted. Payments are accepted via mail, credit card or in the Business Office on regular school days, during business hours: 7:30 am to 3:30 pm.
- A **\$20** late fee will be added after the 15th of the month for unpaid tuition according to the payment plan selected. A **\$20** fee for NSF checks will be added to total tuition due.
- Class schedules and book lists are mailed **ONLY** to those who have paid their registration fee and the tuition required by their payment plan.
- Fees are charged for lab courses, instructional materials distributed in class, tuition insurance, graduation, retreat, etc. Consult your Curriculum Guide for courses with attendant fees. All course fees for the individual student are shown on the special fee sheet mailed with class schedules in July. These fees must be paid before the student may attend class.

POLICY ON TUITION EXCLUSION: *Students whose financial accounts are delinquent after a specified date will be excluded from the school until account balances are paid in full in current status. Students will not be permitted to take semester exams until all financial obligations are paid to date.*

- Statements for balances due are mailed prior to exclusion. For account inquiries contact the Business Office. Absences resulting from exclusion will be dealt with according to Attendance Procedures.
- Participation in Graduation, Junior Ring Ceremony, Junior or Senior Prom, Foreign Travel and other school-sponsored trips requiring financial commitment can occur only if tuition, fees and all other outstanding debts are up to date.
- Past due tuition payments must be made by certified check, cashiers check, money order or in cash. **No personal checks** will be accepted.
- Student academic records are released only when all financial obligations are paid in full.

POLICY ON FAMILY FUND-RAISING OBLIGATION: *Each student is expected to fulfill annual fund-raising obligations as established by the school.*

TUITION ASSISTANCE PROGRAMS

- Academic, non-need based scholarships include the President's and Principal's Scholarships, the Betty Walscheid Endowed Scholarship, Therese Marie Cuny Scholarship, Realty World All Pro, Inc. Scholarship and Realty World All Pro, Inc. Gator Celtic Grant. Refer to the financial aid guide for student requirements. The financial aid guide is available from our website.
- Need-based scholarships include the Archbishop's Scholarships, Irish Scholarships, Sr. Gertrude Smith Endowed Scholarships, Harold and Genevieve Kenning Scholarship, Lyons Frébault Scholarship, Irish Fellowship Educational Grant, Highsight Scholarship and Link Unlimited Scholarship. Refer to the financial aid guide for student requirements. The financial aid guide is available from our website.
- Other need-based forms of financial aid include a limited number of situation grants and an after-school work program. In the work program, students earn tuition assistance credits applied against the student's tuition balance. Further information, applications and criteria for all these awards are available in the Business Office, opportunities are limited.

- According to IHSA and Archdiocesan rules athletic scholarships of any kind may not be offered or promised.
- **Application deadlines for financial aid and most scholarships are in January.**
- A deduction of 50% of the tuition plan selection will be granted to full-time faculty/staff members of Guerin College Preparatory High School. A deduction of 25% of the tuition plan selected will be granted to part-time faculty/staff members of Guerin College Preparatory High School.
- The tuition obligation of a current student enrolled at Guerin Prep will be assumed by the high school at the loss by death of the parent(s) or the designated legal guardian(s) responsible for tuition payment. This program is funded by a \$50 mandatory fee charged per student per year. The benefit takes effect on the date the next tuition payment is due for the student following the death of the parent/guardian responsible for tuition payment. Additional information is available in the Business Office.
 - **Families will be issued refunds of tuition on a quarterly basis. If that student attends classes on any day of a quarter, the family will be responsible for paying the tuition for the entire quarter.**
 - No refund will be issued for any student who is dismissed.

POLICY ON REPLACEMENT OF PROPERTY: *A student and/or his/her parent/guardian(s) is/are responsible for replacement/repair costs of property, material or equipment assigned to him/her by the school if he/she damages, loses or destroys it.*

- Damage done to school property or other members of the school community or their affiliates will result in disciplinary action and/or financial restitution.

ACADEMICS AND CURRICULUM

PROFILE OF A GUERIN GRADUATE

1. **Aesthetic:** When a student graduates from Guerin College Preparatory High School, the student will appreciate the creative expression of others and develop his or her own areas of creativity.
2. **Communication Skills:** When a student graduates from Guerin College Preparatory High School, the student will be able to communicate effectively in a variety of media to a variety of audiences.
3. **Faith Development:** When a student graduates from Guerin College Preparatory High School, the student will be able to make responsible, well-considered life choices and decisions based on a faith foundation and Catholic principles.
4. **Holistic Healthy Lifestyle:** When a student graduates from Guerin College Preparatory High School, the student will be able to cultivate a holistic, healthy lifestyle.
5. **Information:** When a student graduates from Guerin College Preparatory High School, the student will be able to locate, evaluate and analyze the veracity of information from a variety of sources.
6. **Interpersonal Collaborative Skills:** When a student graduates from Guerin College Preparatory High School, the student will have developed interpersonal skills necessary for effective teamwork.
7. **Life-Long Learners:** When a student graduates from Guerin College Preparatory High School, the student will be able to demonstrate the knowledge, skills, attitudes and values necessary for life-long learning.
8. **Performance Standards:** When a student graduates from Guerin College Preparatory High School, the student will be able to demonstrate that he/she has met required performance standards.
9. **Problem Solving:** When a student graduates from Guerin College Preparatory High School, the student will be able to analyze a situation, evaluate different responses and design multiple valid solutions.
10. **Self-Awareness:** When a student graduates from Guerin College Preparatory High School, the student will have discovered and value his/her unique and authentic self, acknowledge his/her potential and assume responsibility for personal development.
11. **Service:** When a student graduates from Guerin College Preparatory High School, the student will have fulfilled his/her service requirement.
12. **Technology:** When a student graduates from Guerin College Preparatory High School, the student will be able to use technology effectively to access, organize and communicate information.
13. **Think Critically:** When a student graduates from Guerin College Preparatory High School, the student will have begun to develop a discerning intellect that will manifest itself in the ability to think critically.
14. **Values:** When a student graduates from Guerin College Preparatory High School, the student will be able to continue to appreciate diversity, respect human rights and care for the earth.

GRADUATION REQUIREMENT POLICY: A student in the class of 2008 needs to complete 24 credits to graduate. A student in the class of 2009 and beyond needs to complete 26 credits to graduate. To receive a Guerin Prep diploma, a student is expected to complete a minimum of 4 service-learning courses.

SERVICE LEARNING

Some courses will participate in the Service Learning Program. These courses integrate service into the curriculum of the class. Service will be reflected as part of the student's grade in the course. Service-learning courses are indicated with an SL in the course number

Each student is responsible for fulfilling the following minimum requirements for graduation:

<u>Class of 2008</u>		<u>Class of 2009 and beyond</u>
English	4.00	4.00
Fine/Practical Arts	1.00	2.00
Mathematics	3.00	3.00
Physical Education	1.50	1.50
Science	2.00	3.00
Social Science	1.50	1.50
U. S. History	1.00	1.00
Government	.50	.50
Speech		.50
Theology	4.00	4.00
Electives	5.00	4.50
Technology	.50	.50
Total	24.00	26.00 Credits

STUDENT LOAD

The Class of 2008 minimum load is 6.00 credits with the maximum load being 7.00 credits. Class of 2009 and beyond minimum load is 6.5 with a maximum load being 7.50 credits.

Students who elect to take more credits than the maximum load will be assessed a fee in addition to the tuition rate.

SCHEDULE ADJUSTMENT

Schedule adjustments may be made by the principal and/or the assistant principal for extraordinary reasons only. No adjustments will be made to accommodate other commitments, such as after-school employment. If an adjustment is permitted, a \$100 fee is required. No schedule change will be made after the second week of the school year for annual courses and after the second week of the semester for semester classes.

POLICY ON PROMOTION OF CURRENT STUDENTS: A student is promoted to the next grade level by satisfactorily completing credit requirements established by the school.

CREDIT/COURSE DEFICIENCIES

- Any student who does not earn the minimum number of cumulative credits each year and/or fails a required course or the service requirement must make up these deficiencies during the summer before he/she may return to Guerin Prep. A student who fails a first semester course may not make up the deficiency during the second semester.
- All courses offered for remediation at Guerin Prep must be taken at Guerin Prep. In case of conflict, the administration may offer an alternative.
- If evening or summer school courses from schools other than Guerin Prep are to be accepted at Guerin Prep for credit, they must be approved beforehand by the administration, and followed up with Guerin Prep receiving an official transcript from the school(s) attended.
- Guerin Prep will accept no more than 2.5 credits in any year for a student making up credit deficiencies. Moreover, the school reserves the right to limit the total number of credits from other academic programs that may be used to fulfill Guerin Prep's graduation requirements.

INDEPENDENT STUDY

Any teacher who accepts a student's request for an independent study course applies to the assistant principal for approval before the course is offered. If the course is accepted, an Independent Study Agreement must be completed and filed with the assistant principal.

POLICY ON STUDENT EVALUATION: *The school shall provide ongoing assessment of each student's educational progress. Such reports shall go to the student and his or her parent(s), legal guardian(s) and tuition guarantors.*

Report cards are issued quarterly. The midterm grades are progress grades and do not appear on the final transcript of credits. The semester grades are final grades; they are used to determine grade point average and class ranking and appear on the final official transcript of credits.

Interpretation of the Grading System is as follows:

A+	(99-100)		The student has achieved, to an unusual degree, an extensive mastery of material.
A	(95-98)	Excellent	
A-	(93-94)		
B+	(91-92)	Above	The student has demonstrated above-average comprehension of subject matter.
B	(87-90)	Average	
B-	(85-86)		
C+	(83-84)		The student has acquired the basic material and skills of the course.
C	(80-82)	Average	
C-	(78-79)		
D+	(76-77)		The student has met the minimum requirements necessary to pass the course.
D	(72-75)	Below	
D-	(70-71)	Average	
F	(0-69)	Failure	The student has fallen below the minimum standards and will receive no credit.

Pluses or minuses are included on quarterly and semester grades whenever appropriate but are not used in the determination of GPA. These distinctions help specify academic achievement but are not used in the determination of the GPA. Physical Education courses are not included in grade point average.

EDLINE

Guerin Prep offers students and parents electronic updates on progress reports and student's grades. Using the school's web site, <http://www.guerinprep.org>, and activating the Edline link, you may view your son or daughter's academic progress in each of his/her individual classes. In order to gain access to Edline, students and parents must register their login and password with the director of technology.

The following special marks are also used in those rare instances in which a student is given administrative approval to postpone the completion of course requirements beyond the end of a term or to withdraw from class in which he/she is presently enrolled:

I (Incomplete)	This mark is given when, for a serious reason such as prolonged illness, a student's work is incomplete at the end of the marking period. He/she then has a stated length of time to make up the work before the mark becomes an automatic "F."
W (Withdrawal)	This mark is given for any class dropped before the fourth week of the course.
WP (Withdrawal Passing)	This mark is given in any class dropped after the fourth week of the course, provided the student is passing; it will not be factored when calculating GPA.
WF (Withdrawal Failing)	This mark is given in any class dropped after the fourth week of the course, when a student is failing. A grade of "WF" will appear on the student's official transcript, but it will not be factored in when calculating his/ her GPA.

Inquiries about the accuracy of grades on report cards should be made in writing to the assistant principal within 30 days of the end of the quarter.

LEVELS OF DIFFICULTY

The curriculum at Guerin Prep consists of courses with four levels of difficulty; recommendations for levels of difficulty are made for specific subjects. (For additional information, please see the current *Curriculum Guide*.) The school reserves the right to restrict course enrollment in instances in which class size must be limited or department placement and/or contracts are required.

GRADE POINT AVERAGE

In computing grade point average (GPA), class rank and honor roll standing, four honor point levels are used:

	Level I	Level II	Level III	Level IV
Factor:	0.80	1.00	1.20	1.40
A	3.20	4.00	4.80	5.60
B	2.40	3.00	3.60	4.20
C	1.60	2.00	2.40	2.80
D	0.80	1.00	1.20	1.40
F	0.00	0.00	0.00	0.00

Grade point averages are computed both for the semester and cumulatively. Rank in class is based upon the cumulative average and on grades earned at Guerin Prep only. Physical education, summer school and transfer credits are not included.

ACADEMIC PROBATION

In the event that a student has two or more failing grades for a given semester, the student will be placed on academic probation for one full year; should failing grades continue, the probation will be extended.

LEAD

LEAD is an optional peer tutoring program in which students are assisted in improving achievement in any academic area. Students are trained as tutors to assist their peers under the supervision of faculty mentors. Faculty members or students may request a referral to the LEAD program. Mentors will assign peer tutors to each student who applies. Follow-up reports will be sent to the teachers of the tutored students.

HONOR ROLL

- In an effort to give public recognition to students showing superior accomplishment in studies, Guerin Prep publishes an honor roll; the names of those who receive first and second honors and honorable mention will be released to their elementary schools, parishes and local newspapers for publication.
- First honor is conferred on a student who receives a grade point average of 3.70 or above. A second honor is conferred on a student who received a grade point average between 3.69 and 3.25. Honorable mention is conferred on a student who received a grade point average between 3.24 and 3.00.

THE BARBARA WELCH LEARNING ENRICHMENT CENTER

- The Barbara Welch Learning Enrichment Center offers assistance to Guerin Prep students wishing to improve their high school academic performance in preparation for success in college and career. The center offers many educational opportunities for students and faculty.
- Opportunities in test preparation, study skills, college services, special services and tutoring are available Monday through Friday from 7:30 am to 3:00 pm. Students are invited to use the center before school, during their lunch period and during their study and free periods. For those students who have contracts to use the Barbara Welch Center, the cost is \$500 per semester.
- The learning center encourages individual and group study. Each student must have a directed goal to participate in any of the programs offered by the center. Students unable to contribute to the learning atmosphere will be required to leave the center. Use of the center is a privilege and will be revoked if behavior warrants.
- Interested students must report to the learning center before the bell whether they are coming from study or lunch. Students must sign in and follow directions as provided by the learning center supervisor. It is recommended that students who need a tutor in a specific academic area confer with directors before the scheduled time period. Students interested in working on a computer in the center can reserve a computer.

- It is expected that students will arrive at the learning center at the start of the study period and come with all the materials necessary to use their time productively. Students are not allowed to leave the center once they sign-in.
- Students are expected to follow all guidelines for computer and Internet use as outlined in this handbook.

ACADEMIC DISHONESTY

- In its broadest sense, academic dishonesty refers to any instance in which a student receives some academic advantage through illicit means. Academic dishonesty may take such forms as copying another's homework, asking a fellow student for the questions that appear on a test and/or the answers to them, copying from someone else's test paper, taking a copy of a test/assignment for one's own use or for others, providing one's own work for someone to copy, using cheat sheets, submitting another's work as one's own and plagiarizing from published and unpublished sources by not appropriately citing the words and ideas of others.
- Consequences for academic dishonesty will result in the notification of the assistant principal and dean's office, loss of the grade on the work submitted and the student will not be allowed to make up the work, parents/guardians will be notified and twenty demerits issued. Additional instances of academic dishonesty will result in stronger disciplinary consequences. In addition to the academic consequences, a student may also be removed from positions of trust and responsibility within the school (i.e. class office, NHS, club office), for such actions are contrary to personal integrity and the values of GCP. Repeat incidents of academic dishonesty may jeopardize the student's continued enrollment at Guerin Prep.

POLICY ON ATTENDANCE: Attendance on the part of every Guerin Prep student is mandatory as determined by the School Code of Illinois. Documented, excused and unexcused absences will be determined and counted in a student's attendance record.

ATTENDANCE

Daily attendance of each student is essential to his or her success at Guerin Prep. Each teacher has carefully planned the week's work and has assigned specific material and/or testing for each day. When a student is absent, he/she misses an important part of the planned curriculum process. An absent student not only misses the teacher's instructions and explanation of material, but also the opportunity for discussion and classroom interaction.

The School Code of Illinois recognizes "illness, observance of religious holidays, death in the immediate family, family emergencies and situations beyond the control of the student," to be valid cause for missing school. Absences will fall into the following categories for record keeping purposes:

Documented: when a parent/guardian has called the school and the student returns with a verifiable document indicating the reason for the absences. Examples of a verifiable document would include: doctor's note, court document, funeral notice and hospital document.

Excused: when a parent/guardian has called the school and the student returns with a note from the parent/guardian explaining the absence. Students will be allowed four (4) excused absent days per year.

Unexcused: occurs after four excused absences and when EITHER the call or note is not submitted. Students could be denied the opportunity to make up any work missed during the absences.

- Each day a student is absent, the parent or legal guardian must contact the school (708-453-1890; 24-Hour Service) by 9 am to report the absence. A note explaining the absence MUST have a parent/guardian signature.
- Upon his or her return to school, the student must begin their day by checking into the Attendance Office with the note to obtain an admit slip; this slip should be presented to each of his/her teachers for a signature. The student's last teacher of the day will return the admit slip to the Attendance Office.
- Students could be denied the opportunity to make up work, including projects, homework, tests and quizzes, should they establish a pattern of absences on days when these activities occur, or when the student repeatedly extends weekends.
- When a student accumulates three (3) days of excused or unexcused absences or five (5) documented absences, a letter will be sent home informing parent(s)/guardian(s) of the school's concern.

- At six (6) excused or unexcused absences or eight (8) documented absences, a meeting will occur with the student, parents and administration to discuss the matter.
- Students may be dropped from class should they exceed 15 absences or excessive tardies, regardless of academic standing. The student will lose his or her opportunity to earn credit for these courses unless the student and the student's parent(s) or guardian(s) petition the principal to consider additional medical and/or academic information pertinent to the situations.
- A TRUANCY is recorded when a student is absent from school without valid cause (illness, death in the immediate family or other situations beyond the control of the student which causes reasonable concern for safety or health) and/or without the knowledge and consent of his or her legal guardian(s). A truancy results in the following consequences: work missed cannot be accepted, assignment of 20 demerits and automatic placement on disciplinary probation.
- EARLY BIRD CLASSES are considered part of the scheduled day. **Missed** early bird classes beyond 15 minutes constitute a cut class: students will receive a detention. The **third tardy** to an early bird class will be considered cutting a class with the same penalty.
- If a student comes **TARDY** to school, the student must immediately report to the Attendance Office to check in. Tardies less than 20 minutes into the class will result in demerits being issued. Any student who misses detention hall may be issued a Saturday detention. Any tardy over 20 minutes will be considered a cut and will receive a detention. Any student who is tardy ten or more times during the school year will automatically be placed on disciplinary probation. Should a student miss a Saturday detention, the student will not be allowed to return to school without a parent meeting.
- All requests for an anticipated EARLY DISMISSAL must be presented in writing to the Attendance Office 24 hours in advance. In the case of a medical appointment, the student should present written verification of the appointment (from the doctor involved) to the Attendance Office upon the student's return; this verification is necessary for the missed time to be considered a valid absence.

ABSENCES FOR PARTICULAR REASONS

- Guerin College Preparatory High School does not support time taken from school for VACATIONS.
- Should a student's parent/legal guardian wish him or her to attend a FUNERAL, the procedure for reporting the absence should be followed.
- TUITION EXCLUSION: At specific times during the school year, students whose tuition is in arrears are excluded from school until resolution has occurred. Once the matter is settled, the student should report to the Attendance Office upon his or her return with a note signed by the parent/guardian indicating the reason for the absence. Because there is prior notice of exclusion, students who report to school will be sent home, whether or not the parent/guardian can be reached. Days of absence due to exclusion may be subject to the possible withdrawal of credit if total days of absence accumulate past 12 days.
- Because exam schedules vary from semester to semester, parents must not plan to depart on family trips or vacations during any of the days specified as exam days on the school calendar. Teachers will not be required to administer exams early to accommodate vacation schedules, and make up exams will not be scheduled in such cases. Students who are absent for tests or finals, without a legitimate excuse, will receive a zero score. All final exams must be completed within 10 days of the closing of the school year. Any exam not completed will receive a zero score.

PARENT ABSENCE AND TEMPORARY GUARDIANSHIP

- To facilitate the educational and medical needs (during the school day) of the student, parents should notify the Attendance Office of extended time periods during which they will be absent from home.

POLICY ON COLLECTIVE ABSENCES BY A GIVEN CLASS: *If a disproportionate number in any class of students is absent on a given day, those students will make up that day of school.*

POLICY ON COMMUNICATIONS: *The school is responsible for keeping parents/guardians informed about school operations, and other matters that will enable them to participate in the education of the student.*

COMMUNICATIONS

- The school's official modes of communicating with the students and/or their family include the *Student/Parent Handbook*, the P.A. (Public Address System), bulletin announcements, GUERINation, *Edline* (see page 10), letters from the principal and other various letters sent home by mail and/or student carrier.
- Public telephones for outgoing calls only are located outside the cafeteria. Students may make calls during lunch or before or after school. Phone messages from parents or legal guardians will be delivered to the students in an emergency.

POLICY ON DELIVERIES TO STUDENTS: *Deliveries to students other than by parents/guardians in case of necessity will not be accepted.*

DISCIPLINE INFORMATION AND REGULATIONS

POLICY ON STUDENT CONDUCT AND DISCIPLINE: *All members of the Guerin Prep community have the right to be respected and are responsible for respecting others. This mutual respect is essential to learning and teaching. Behavior or action that disrupts the educational climate or violates this mutual respect will result, accordingly, in disciplinary action and/or sanctions.*

CODE OF CONDUCT

Everyone at Guerin Prep is expected to show respect for themselves and those around them, as well as for the material and physical surroundings which are provided. Each member of this school community has the right to grow and mature intellectually, physically, emotionally and spiritually. At the same time, each person has the responsibility to see that others rights are respected and upheld. Language and behavior should contribute in a positive way to school life.

Rules and regulations represent guidelines for behavior. It is impossible to write rules to cover all situations that may arise but the rules in existence are designed to enable all those at Guerin Prep to function harmoniously with each other. If everyone abides by the rules, we contribute to an environment in which persons can find experiences that will help them grow in meaningful ways. By breaking the rules, a student infringes on another's rights, disrupts the community and often hurts him/herself in the process. If this happens, the offender must accept the consequences for what he or she has done. The consequences will take various forms, according to the degree of violation of the rules and of people's rights. Everyone makes mistakes. No one is perfect. The goal is to learn from mistakes and become an individual who makes an even better contribution to the Guerin Prep community.

- Because even the most cooperative and conscientious students will occasionally violate one of the school guidelines, Guerin Prep employs a demerit/detention system.
- Every student will receive a new demerit card at the beginning of each semester; it is to be carried **at all times**, and presented upon the request of a teacher, supervisor or administrator when an infraction occurs.
- The individual circumstances of the offense determine how many demerits, within the specified range, will be issued. The back of the card contains a listing of basic infractions, along with the range of demerits that should be given for each particular infraction. This list is not all inclusive.
- Lost cards are replaced at a cost of five demerits.
- When the fifth, tenth, fifteenth or twentieth demerit is marked, the student will then be assigned to the first available detention.
- Detention will generally be held on Tuesdays, Wednesdays and Thursdays after school beginning at 3:00 pm. In general detentions will not be held on half days or early dismissal days. Detentions received on shortened schedules or Fridays will be served on the next school day. Saturday detentions will be assigned as needed.
- Detentions must be served in the order that they are received.

- When a student is absent on the day of an assigned detention, the student automatically makes up the detention the day he/she returns. It is the individual's responsibility to do this without word from the administration.
- A student may postpone a detention he/she received on any given day to the next available detention date; this cannot be done, however, if there are other detentions pending. To use this option, the student must submit this request no later than 2:00 pm on the day of the original assignment to the Student Affairs Office. A request to postpone detention a second time will result in an additional detention.
- If a student fails to serve a detention without this prior approval, a Saturday detention will be assigned. Any student who misses more than five scheduled detentions during the school year will automatically be placed on disciplinary probation.

EXPECTATION OF BEHAVIOR IN THE SURROUNDING AREA

- Although it is difficult to observe the actions of students after they leave the building, the same school regulations and behavioral expectations apply within the vicinity of the school. This includes the bus, car, stores, streets and alleys in the immediate neighborhood.
- Guerin Prep students are asked to be mindful of the courtesy due our neighbors, area businesses and bus passengers; also, they may not loiter in areas by or near the school.

PROBATION & BEHAVIORAL CONTRACTS

- If a student becomes involved in any major disciplinary incident or establishes a pattern of accumulating demerits (25 within a semester), tardiness (10 times within a year) or missing detention (5 times within a year), the student is placed on probation for one full year.
- A student placed on probation for any major disciplinary incident or for accumulating 25 demerits in a semester will be mandated to the REFLECTIONS PROGRAM. This intervention program is designed to meet four times outside of school hours and requires the involvement of both the student and his/her parent or guardian. The fee for this program is \$100. The group will focus on the individual's and family's strengths and how they can use these strengths to achieve success at school.
- The administration will inform both the student and parent/guardian of the probation and make arrangements for participation in the REFLECTIONS PROGRAM. Should a student on probation accumulate an additional 10 demerits, he/she would be referred to the Discipline Board, which may result in dismissal.
- Any student who is on probation or behavioral contract may not, as a general rule, participate in any school-sponsored class dances or study tours. However, in cases in which there has been demonstrative improvement in the student's behavior during the probationary period, the student may petition the principal and head chaperone of the tour, in writing, to consider this fact and permit participation. Any student who is placed on probation at any time, from the period during which deposit money for an activity or tour has been taken until the trip's departure or date of event, typically cannot go on the trip. And all or part of monies paid may be forfeited.
- When disciplinary probation is violated, the Discipline Board meets with the student involved and his/her parent(s)/guardian(s) for the purpose of deciding whether to recommend placement on a behavioral contract or dismissal. Appeals to these decisions may be made directly to the principal.
- The **DISCIPLINE BOARD** is composed of five faculty members and an administrator.
- A **BEHAVIORAL CONTRACT** is a written agreement between the student and the school. The Discipline Board will determine the terms and duration of the contract; the parents, the student, and the dean of students must then sign it. A student who violates his/her contract will be dismissed without a hearing.

SUSPENSION

- A student is suspended when he/she are a threat to the safety of himself/herself or others or he/she is disruptive to the educational process in the Guerin Prep community; the student is excluded from all classes and extra-curricular activities.
- The administration determines the length and condition of the suspension; make-up work is not allowed for days missed due to suspension. Suspension will result in disciplinary probation.

EXPULSION

- Where grave misconduct demonstrates a threat to safety, a flagrant disregard for the rights of others and/or the mission of the school, and/or casts a serious doubt on the student's opportunity for education at Guerin Prep, expulsion will occur after parental notification.
- A repetition of the same offense for which a student has been placed on probation or involvement in another grave offense may result in expulsion.

Any student who is dismissed or withdrawn from Guerin Prep is not permitted to return to school property or any school sponsored event or activity without prior approval from the administration.

POLICY ON DRUGS/ALCOHOL: The school will uphold any and all local, state and federal statutes that apply to student behavior in regard to possession and use of drugs/alcohol, and will cooperate as warranted with law enforcement officials.

INTERVENTION RELATED TO DRUG AND ALCOHOL

- Where the student has been suspected, under the influence, or in possession of any illicit mood-altering chemical, more than an eight-hour supply of over-the-counter medication or other household product known to be used to produce a mood-altering effect, the parent(s)/guardian(s) of the student will be contacted and will be responsible for the immediate removal of the student from school premises. In addition, the student will be suspended the following school day and immediately placed on disciplinary probation. Students may be subject to a breathalyzer test at any school function including, retreats, dances and sporting events.
- The matter may be referred immediately to the Discipline Board for consideration of dismissal. As an alternative, an evaluation team (consisting of the principal, a counselor and the Discipline Board members) may require a substance abuse evaluation for treatment at the parent's expense. If the evaluation results in a recommendation for treatment, the parent(s)/guardian(s) must sign a release of information request to enable communication between the counselor and the therapist, to facilitate and monitor progress.
- Lack of cooperation on the part of the student or the parents in making this evaluation and/or following up on the recommendations will result in expulsion from school.
- Where there is evidence that the student has been **DISTRIBUTING OR SELLING ALCOHOL OR OTHER DRUGS**, either illicit or over-the counter, the parent(s)/guardian(s) will be notified by an administrator; immediate expulsion will follow; and police will be notified.
- Students are responsible for complying with this policy not only on school grounds and at school-sponsored activities (on or off school grounds), but also to and from school.

POLICY ON ELECTRONIC DEVICES: *At no time during the school day or in school activities may students wear or carry any type of electronic communications or recording device.*

ELECTRONIC DEVICES

- **Since cell phones can be disruptive to the learning environment and have on occasion been used for cheating purposes, they are not allowed to be carried or used in the school building between 7:15 am and 3:30 pm. Any cell phone brought into the school by a student, MUST be turned off and placed in lockers during the day/activity; they may also be stored in the Student Affairs Office during the school day or activity.**

Cell phones or any electronic device found on the person of any student during the course of the school day will be confiscated and a \$25 reclamation fee will be imposed. Confiscated devices may be reclaimed from the dean's office. Upon a second offense, the fine will be \$50 and a parent will be required to reclaim the object from the dean.

- Any such items found to be with the student or emitting signals in the locker will be confiscated and may not be returned. Any such items found on a student during a test or exam will be considered cheating and face the consequences for dishonest behavior.
- Electronic recording and/or playing devices may not be used in the classroom without the teacher's permission nor carried around the school nor in the café or study halls; these, too, will be confiscated and a \$25 reclamation fee will be imposed.

HONESTY

- As a value held dear by Christian ethics, honesty is expected of all members of the Guerin Prep community. Given this, intervention on dishonest behavior by faculty, staff and/or administrators is warranted and consequences will be commensurate with the form and extent of deceit involved.
- Dishonest behavior may take on various forms, including but not exclusive of: lying, withholding pertinent information, taking or holding the property of others without their permission, forgery, cellular phone use during a test and varieties of academic dishonesty.
- Any student who signs any name but his/her own to a school document (note, pass, etc.) is guilty of forgery. This would include a student signing his or her parent's name with or without permission. Consequences involve parental notification and disciplinary action.

POLICY ON HARASSMENT: *Harassment and/or disrespectful behavior based on such factors as, but not limited to, ethnic or national background, race, gender, religion, sexual orientation and/or disability is contrary to the support of individual dignity and will not be tolerated. Such behavior will be addressed through educational means, which may include disciplinary consequences.*

- **HARASSMENT** is defined as a course of vexatious comments or conduct that is known or ought reasonably to be known to be contrary to the support of individual dignity. In order for harassment in relation to this policy to occur, the activity need not expressly refer to person's race, ethnic background, gender, religion and/or disability, but need only be motivated by these types of considerations.
- **DISRESPECTFUL BEHAVIOR** is defined as any form of negative treatment based on such ascribed statuses as ethnic background, gender, religion and/or disability. Disrespectful behavior shall include such actions as jokes, name-calling, innuendo, discourteous treatment, development of pictures, material or graffiti, threats and/or physical violence, or any behavior where an individual is consistently treated in a less favorable manner.

FIGHTING, INTIMIDATION, BULLYING AND OR HAZING

- Bullying is negative behavior carried out repeatedly over time and can take three forms: physical (hitting, kicking, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling); and psychological (spreading rumors, manipulating social relationships or engaging in social exclusion, extortion or intimidation).
- Any aggressive behavior including bullying, hazing, verbal or written threats, intimidation, or other forms of physical, verbal or psychological aggression, constitute an infringement upon others' rights.
- Given the serious nature of aggressive and violent behavior, as well as past court rulings across the nation, the school may intervene with consequences. In cases where Guerin Prep students are identified as involved in bullying, hazing, verbal or written threats, intimidation, physical fights or other types of aggressive behavior or destructive response to conflict, parents or guardians will be notified. The student may be referred to counseling and/or mediation and disciplinary action may also result.
- Should any two students resort to physical fighting on or off school grounds, both will be held equally accountable for such misconduct. Minimally, both will be placed on disciplinary probation; parents will be notified immediately, and each will be suspended from school for that day and the following day.
- Any communication, whether verbal or in writing, centered on the threat or glorification of gun/weapon violence, when verified, will result in immediate dismissal.
- Possession of a weapon will result in immediate dismissal.

POLICY ON UNAUTHORIZED ORGANIZATIONS: *Any student found to be a member of, affiliated with, or associated with any gang or group identified with antisocial, disrespectful, violent or criminal behavior will face a hearing before the Discipline Board for consideration of dismissal.*

Any behavior or action that indicates an association with a given group is a violation of the policy above. Examples include but are not limited to: signing, recruiting, carrying calling cards, wearing clothing or jewelry, consistent use of sportswear associated with a particular gang, adorning one's self asymmetrically in any manner, marking school property or displaying gang references on personal belongings.

POLICY ON SEXUAL HARASSMENT: *Sexual harassment is strictly prohibited. The school will uphold any and all local, state and federal statutes and will cooperate with law enforcement officials as warranted.*

SEXUAL HARASSMENT

- Sexual harassment consists of unwanted sexually related behavior, including overt or implicit threats or bribes, which interfere with an individual's ability to work, learn or otherwise participate in the services and benefits of Guerin Prep's activities and programs.
- The fact that someone does not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.
- The school will act to investigate all complaints, either formal or informal, of sexual harassment, and to discipline or take appropriate action against any pupil, teacher, administrator or any other individual attending events/activities on school premises who is found to have violated this policy.
- Any student who engages in harassment, sexual or otherwise, will be subject to disciplinary action, which may include verbal reprimand, detention, disciplinary board hearing and expulsion.
- Should it be determined, upon investigation, that a false accusation was made, the student making the claim will be subject to disciplinary action.
- The confidentiality of the reporting party will be observed provided it does not interfere with the institution's ability to investigate or take corrective action.
- Under certain circumstances, sexual harassment may constitute sexual abuse under the Illinois Human Rights Act (775 ILCS 5/2-101 et seq.). In all such cases, we will comply with the statute and take prompt action to protect the victim(s) of the alleged abuse.

POLICY ON SMOKING: *Guerin Prep is a smoke-free environment. Smoking by students is strictly prohibited in school and on school grounds.*

SMOKING

- The no-smoking rule will be considered violated when a student holds a lit or unlit cigarette, throws a cigarette away, has the strong smell of cigarette odor on his/her breath or if there are other suspicions of a violation of this rule. The fine for the first offense is \$5; second offense and every one after is \$10.

PUBLIC AFFECTION

Students are expected to use good judgment and refrain from displays of affection during school or at school activities or events.

Students in violation of this policy are subject to demerits (3-5).

POLICY ON UNIFORMS: *Students are required to wear school uniforms in a proscribed manner as the designated appropriate dress in the learning environment.*

DRESS CODE

Guerin Prep as a private, Catholic secondary school offering an academic program of studies maintains a formal dress code in keeping with its definition and character. The formal dress code contributes to the seriousness of purpose and to a positive learning environment. Students are required to wear ID badges at all times, failure to do so will result in three demerits. The school expects the full support of parents and guardians in implementing all aspects of the dress code.

GENERAL GUIDELINES

- The uniform blouse or shirt purchased when a student enters as a freshman is worn for two years; the junior/senior uniform is selected and purchased at the end of sophomore year.
- Students must be in uniform from 8:00 am to 3:00 pm each school day.
- Students not in uniform following the first bell will receive demerits for the first two occurrences. The third incident will result in a student being sent home. An additional uniform violation will result in further disciplinary action.

- Students will be limited to ear-piercing only. No other facial piercing is permitted. Two earrings per earlobe are the limit. Violators will have the earrings confiscated and turned over to the dean's office.
- **OVER SHIRTS:** Only official GP-logo shirts, available from the Guerin Prep school store, may be worn over the uniform blouse or shirt. Coats and other forms of outerwear are NOT permitted during the school day, and must be locked in the student's locker during the day.
- **SHOES:** All shoes must be suitable for school wear and absent of any graffiti or hand-written markings. Shoes with eyelets must contain single-colored laces which are tied. Flip-flops and slippers are not allowed. Sandals are permitted only if they have a back strap and are accompanied by hosiery or socks; the back strap is a necessity to promote safety and must be present even on out-of-uniform days.
- Hats, scarves and hoods may NOT be worn at any time, and headbands may only be worn by girls to hold hair away from the face.
- The condition of the uniform is the responsibility of the one wearing it. If a student's uniform is defaced or torn in any way, even by another student, the one wearing the uniform is responsible for cleaning, repair or replacement. The school may send home any student not dressed appropriately for school

Girls Uniform Code

- **SLACKS:** The black, navy or khaki color "docker-style" slacks are worn all four years of high school; slacks must be worn at the waist and be no longer than the top of the shoes.
- **TOPS:** All students must wear the official Guerin Prep uniform blouse for her class. Blouses must be clean and neat. Anything worn under the top must be solid color with no writing or graphics of any kind and may not hang below the banded bottom or sleeves of the uniform blouse. Non-banded bottom blouses should be properly fitted and tucked into pants.
- **SOCKS:** Knee socks, or anklets are required.
- **While students may use some individual discretion in hairstyle, makeup and accessories, conformity to general norms of appropriateness (as determined by the school) is required. Hair should be a natural color.**

Boys Uniform Code

- **Trousers:** The black, navy or khaki color "docker-style" pant is worn all four years of high school. Trousers must be worn fitted at the waist with a belt and tailored to the correct length, just touching the top of the shoe and may not "bag" around the ankle or have torn or ragged edges.
- **Shirts:** All students must wear the official Guerin Prep uniform shirt for his class each day. Shirts are to be clean and neat. Anything worn under the shirt must be a solid color with no writing or graphics of any kind and may not hang below the sleeves of the shirt. Shirts should be properly fitted and tucked into the pants.
- Hair must be clean and neatly combed. The length must not extend beyond the top of the shirt collar nor fall below the eyebrows. Hair is not to cover the ear. Hairstyles with radically different lengths, hair with intricate designs, or dreadlocks are not allowed. Sideburns may not extend below the ear or flair out across the cheek.
- Students are to be clean shaven daily. Students who are not clean shaven will be sent to the Student Affairs Office and will be required to shave. A charge of \$1 will be assessed.

OUT OF UNIFORM DAYS: In order to be "official," the design on all class, club or organization shirts must first be approved by the administration. The P.E. uniform shirt may NOT be worn instead of the uniform blouse, shirt or class/club shirt on any day. Midriff blouses are not allowed at anytime. Hoodies are allowed on Fridays if they have a Guerin logo.

- a. Spirit Days - to show school spirit, on the last day of each week, students may wear an official Guerin Prep school sweatshirt or approved class or club shirt as the outermost garment along with the uniform slacks or trousers.
- b. Guerin Prep Pride Days - students may wear, in place of the uniform slacks or trousers, jeans or Guerin wear, and a Guerin shirt (preferred), or shirts that are exclusively blue, green and white. No advertising of products or other schools.
- c. Special Dress Days - these days may be called for dress-up.
- d. General Dress Down - jeans, sweats, flannel pants may be worn with T-shirts, sweatshirts or any shirt with sleeves, which are neat, clean and appropriate.

ORGANIZATION OF THE CO-CURRICULAR SYSTEM

POLICIES ON CO-CURRICULAR ACTIVITIES: *Co-curricular activities are an integral component of the Guerin Prep education. Guerin Prep reserves the right to restrict participation in co-curricular activities and to establish obligations required prior to participation.*

Below is a listing of the various co-curricular organizations in which a student may become involved. Announcements are given regarding membership drives and organization activities. Students are encouraged to become involved in the organizations of his/her choice; however, it must be noted that there are different requirements for membership among the organizations, with specific restrictions on the honor societies and IHSA/GCAC/CCL teams.

CLUBS AND ORGANIZATIONS

Ambassadors	Hip Hop Dance Club
African-American Club	Irish Club
Asian Club	Italian Club
Art Club	Japanese Culture and Anime Club
Band	Jazz Band
Cercle Francais-French Club	Liturgical Choir
Chess Team	Orchestra
Dance Club	Polish Club
Freshman Class	S.T. O. P. (Safety, Tolerance, Openness, Peace)
Golf Club	Senior Class
Guitar Club	Sophomore Class
Gymnastics Club	Spanish Club
Junior Class	Student Council
Hockey Club	

HONOR SOCIETIES

National Art Honor Society	National Honor Society
French Honor Society	Quill and Scroll
International Thespian Society	Spanish Honor Society
Italian Honor Society	Tri-M Music Honor Society

IHSA/GCAC/CCL TEAMS

Basketball	Football	Track and Field
Baseball	Soccer	Volleyball
Cheerleading	Softball	Wrestling
Cross Country		

DUES: Class dues are used for all class events for which there is no ticket cost. Dues are part of the fees assessed and involve a \$5 cost for freshmen and sophomores, and an \$8 cost for juniors and seniors. Clubs may also charge dues as a means of maintaining a treasury for its events.

ABSENCE AND ACTIVITIES: Students who are absent from school for more than one-half day will not be allowed to participate in any co-curricular activities for that day. This includes such activities as sports events, class/club activities, proms, theatrical productions, etc.

CHAPERONES: We depend heavily on parental and faculty involvement as chaperones; in instances where there are an insufficient number of chaperones, activities may need to be canceled. Junior and Senior Class Officers are expected to provide at least one parent or adult chaperone for their respective proms.

PROM MEETING FOR PARENTS: At least one parent/guardian for each student who wishes to participate in Guerin Prep's Prom must attend one pre-prom meeting at the school to learn the policies and procedures pertaining to this event. There are two meetings scheduled in the annual calendar, to offer the parent a choice of dates on which to attend. Should no parent/guardian attend a meeting or contact the administration within the timeline publicized, the student will not be permitted to attend the prom.

MEMBERSHIP IN HONOR SOCIETIES: Qualification for membership in any of the honor societies which Guerin Prep sponsors varies with the particular society's national charter, as well as any other criteria established by the school. Generally, the criteria involve achievement and/or displayed excellence in the subject and/or values to which the particular society subscribes. Approval for membership is the sole decision of the school; for example, case law is consistent in supporting the school's choices, and the national organization of the National Honor Society does not hear appeals. In addition, each honor society sets forth standards that must be maintained by each student who intends to maintain his/her membership in that society. Criteria and standards for membership may be obtained from the honor society's moderator and are generally made available during the selection and retention processes.

CLASS OFFICER ELECTIONS

Elections for class officers are generally held each spring. The basic positions of president, vice-president, secretary and treasurer are found in each class organization. For junior and senior years, three chairpersons are added: publicity, service and social. In order to qualify for class office, a student must:

1. Have a cumulative G.P.A of 2.50.
2. Support school policies and procedures, evidenced by having no more than one detention per semester, or more than four tardies during the current school year. The student must also maintain a good attendance record.
3. Have faculty approval, obtained through a process of specific recommendations from selected teachers as well as obtaining input from faculty as a whole. Should there be any negative input offered, final judgment on qualification will be made by the administration.

POLICY ON FUNDRAISING, CONTACT WITH OUTSIDE AGENCIES FOR DONATIONS AND SERVICES: *All solicitations for funds, goods and services made to business, civic and church organizations, foundations, agencies or individuals must be submitted to the director of institutional advancement at least two weeks prior to the solicitation being made. The request will be reviewed and approved or rejected by the director of institutional advancement.*

POLICY ON FUNDRAISING TO DEFRAY SOME COSTS FOR STUDENTS IN OFFICIAL SCHOOL DELEGATIONS FOR PLANNED AND UNPLANNED EXCURSIONS: *Requests for trips which may require significant fundraising to send official delegations of students to participate in special events and activities require approval by the principal and the director of institutional advancement in consultation with the president before application is made. All fund-raising plans for travel by such delegations require approval by the Administrative Council a minimum of six months before the trip is to occur. For instances in which teams and/or groups of students qualify for regional, state and/or national competition for which funds have not been budgeted, the president and the principal, in consultation with the other members of the Administrative Council, may authorize assistance to supplement the resources available to students to assure that they are able to participate.*

POLICY ON FUNDRAISING IN SUPPORT OF CLASS AND CLUB ACTIVITIES: *Classes and clubs wishing to hold internal fundraising activities directed at the student body will be governed by procedures outlined in the Student Leadership Manual and approved by the dean of students.*

POLICY ON COLLECTIONS: *All collections for charitable causes require authorization by the dean of students.*

POLICY ON IHSA COMPLIANCE: *Guerin Prep is committed to compliance with any and all applicable rules, regulations and codes of conduct established by interscholastic athletics and activities by the Illinois High School Association.*

GENERAL INFORMATION

BOOK BAGS: Computer bags and small book bags will be allowed in the building. Purses can be no larger than an 8-1/2" x 11" sheet of paper. A violation of this rule will earn demerits.

THE SWAMP STOP: The school store, "The Swamp Stop," is located outside of the cafeteria. Guerin clothing, outerwear, snacks and some school supplies are available for purchase.

CAFETERIA

- Students are free to bring lunch from home or purchase lunch in the cafeteria. Students may opt to go through the hot lunch line or the snack line in the cafeteria. Machines with cold drinks and snacks are in the cafeteria. Students may not purchase food or drink other than during their assigned lunch periods or before 8:00 am. After eating in the cafeteria, students are expected to clean their area, dispose of refuse and recycle appropriate materials before leaving the cafeteria; furthermore, students should begin moving out of the cafeteria when the warning bell rings. *No food may be taken from the cafeteria to other parts of the building.*
- Students must obtain a pass to leave the cafeteria for any reason.
- The cafeteria is the only place where students are allowed to eat food or consume beverages. Having food, drinks or water bottles outside the cafeteria will result in demerits.

COLLEGE VISITS

- Every senior is allowed one absence to visit a college or university. The procedure is as follows:
 1. At least three weeks prior to the date of the intended visit, the student should contact the college admissions office and make an appointment with a representative.
 2. Two weeks prior to the visit the student must submit a note to the college counselor signed by a parent approving the college visit.
 3. The student must complete a three-part form, which is obtained from the college counselor, and returned to the Attendance Office.
- There will be NO excused absences before September 15 nor after May 1. The student may not have an excused absence on a day he or she has not scheduled in advance. All work missed due to the absence must be made up. The procedure must be followed exactly or the absence will not be considered excused.

DRIVER'S EDUCATION

- Because the Chicago Board of Education is willing to send a qualified instructor to teach the classroom phase of driver's education at Guerin Prep, students **WHO RESIDE IN CHICAGO**, who have sophomore standing, who are 15 years of age, and who have passed at least eight courses in the previous two semesters, are eligible to enroll in driver's education at Guerin Prep. No course fee is involved, but a workbook and a driver's permit are required. Payment for the permit is then applied to the driver's license when it is obtained. Completion of all phases of Driver Education entitles the student to obtain his/her driver's license before the age of 18.
- **SUBURBAN RESIDENTS** are required to meet qualifications similar to those listed above, but they must enroll in Driver Education classes through their local high school district. Usually classes are offered during the summer months, but for additional information about classes available through suburban school district, students should call the public high school they would be attending if they were not enrolled at Guerin Prep.

POLICY ON FIELD TRIPS: *Students are responsible for submitting the required parental permission slip releasing the school from liability, and for meeting eligibility standards set by the school.*

FIELD TRIPS

- Telephone calls will not be accepted in lieu of written permission slips.
- A student is allowed to attend no more than one field trip per class cycle; once the student has submitted a permission slip, paid a deposit, or otherwise committed themselves to one field trip, he/she may not sign up to attend a second trip during that cycle.
- Students can be denied participation if they fail to meet academic requirements. Teachers can appeal to the administration that a student be denied participation in a field trip if a student is failing.

- A student who has been absent more than five days in the two-month time period before a given field trip will not usually be permitted to participate in a field trip during school time. Exceptions will be made if, and only if, all classroom teachers sign a waiver granting permission.
- Retreats are not considered to be field trips.
- The student is responsible for making up and turning in all class work and assignments he/she will miss while on the field trip. Assignments which are due the day of the field trip should be given to the appropriate teachers before leaving on the trip.
- Field trip sponsors can deny students participation on the field trip if they fail to meet academic and behavior requirements.
- Appropriate dress, as determined by the school, is required to attend all field trips. Students not in compliance with the dress code will not be permitted to attend the field trip.

GUM CHEWING

- No gum chewing is permitted in the school. In order to help defray the cost of maintenance for cleaning gum, fines will be assessed. The fine for the first offense is \$1, second offense is \$5, third offense and every one after is \$10.
- Notices will be sent to students through advisory period. Fines are to be paid in the Student Affairs Office by the end of each quarter. Any student who has not paid his or her fine at the end of the quarter will be assigned a Saturday detention in addition to paying the fine.

POLICY ON STUDENT GRIEVANCE: *A student has a right to appeal decisions related to academic/behavioral performance to the principal.*

GRIEVANCE PROCEDURE

- Should a student disagree with any intervention made by a teacher, staff member or administrator, he or she should NOT take issue while the intervention is taking course.
- Instead, the student should, after the intervention is completely over, arrange an appointment to discuss the matter with the adult involved in the situation at a more effective time and place.
- Should the student remain dissatisfied after this is done, he or she has the option of taking the issue to an administrator, who will facilitate conflict resolution.

HALL PASS: Students will be allowed to leave a classroom for emergency purposes only and must obtain a green hall pass from a teacher. Any student in the halls without such a pass will receive demerits.

HANDBOOKS: Students are expected to carry and use their handbook and assignment book for the full school year. Replacement books can be purchased from the Student Affairs Office for \$10..

HOMEROOM ADVISORY: Students will attend Homeroom Advisory each day. Homeroom advisors generally are assigned for four (4) years to assist and guide students. They are informed of disciplinary status, grades and special circumstances. Parents/guardians should feel free to contact the student's advisor and/or counselor.

POLICY ON IDENTIFICATION CARDS: *Students must carry officially issued school identification cards with them **at all times** during school hours and at co-curricular activities. The card becomes void upon termination or interruption of enrollment and must be returned.*

LIBRARY MEDIA CENTER

- The Library Media Center is provided as a place for individual and small group learning; computers are also available for student use. Because the atmosphere should be conducive to such learning, there is no socializing in the area.
- Students who wish to use the library during a study or lunch must have a green pass from a teacher or librarian and must sign-in at the front desk for attendance purposes and follow all regulations as provided by the librarian.
- Books may be checked out of the library for two-week periods. In consideration for all, reference books and magazines may be signed out only with special permission of the librarian.
- All computer CD's are on library reserve. They are for in-school use only and may be used if the student's valid school ID is presented. The library will be open from 7:30 am until 4:00 pm on all school days.

POLICY IN INTERNET, E-MAIL AND VOICE MAIL USE BY STUDENTS: *Guerin Prep provides students access to the Internet, e-mail and voice mail for the purpose of fulfilling its mission of teaching, learning and providing public service operations. All Guerin Prep Internet, e-mail and voice mail accounts are owned by the school and are provided for approved use only. Users should not have expectation of privacy. Guerin Prep retains the right to review, enter, search, monitor, audit, intercept, access and disclose all messages created, received or sent over the forgoing electronic systems as necessary without advance notice. The school has the right to terminate any person's use of the Internet, e-mail or voice mail.*

Guerin Prep expects each student to use the Internet, e-mail and voice mail in a responsible manner. Accordingly, the school has established procedures for use of the Internet, e-mail, electronic harassment, cyber stalking and voice mail. Violations of these procedures are unethical and may constitute a criminal offense. Such violations will result in revocation of access and in appropriate disciplinary action, up to and including written reprimand, suspension, possible expulsion and/or legal action.

Students shall:

- Use computing equipment, software and network access in a manner consistent with the school's approved policies, appropriate student code of conduct and the applicable statutes of the Illinois Criminal Code.
- Be aware of and abide by copyright and licensing laws.
- Be aware of and comply with state laws regarding the release of student information.
- Log off the Internet as soon as possible after completing an assignment.

Students shall not:

- Interfere with the ability of other users to make effective use of the computing and network resources of the school.
- Use any form of obscene, harassing, racist, sexist or abusive language or behavior on line.
- Plagiarize works found on the Internet.
- Access others' mail or files.
- Intentionally access Internet sites containing sexually explicit or hate materials.
- Publish photos, names and addresses on the Internet.

Library Internet Disclaimers

It is the policy of Guerin Prep High School to comply with the provisions of the Children's Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254 (h)}.

Guerin Prep High School makes no guarantee that the functions of the electronic services provided by the school will be error free or without defect. Guerin Prep will not be responsible for any damage an individual may suffer, including but not limited to, the loss of data or interruption of service. The school is not responsible for the accuracy or quality of information obtained through any school Internet connection. Guerin Prep will not be responsible for unauthorized costs incurred by students nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for student's negligence or mistakes. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system.

POLICY ON LOCKERS: Lockers are school property and are individually assigned to students. Students should not have the expectation of privacy regarding locker contents. As deemed necessary by the administration, lockers may be searched at any time without notice.

LOCKERS

- Only school sanctioned locks provided by the school are allowed. All other locks will be removed.
- It is the student's responsibility to see that his or her locker is kept locked; no student should give his or her combination to another student for any reason.
- Difficulties with the locker or lock should be reported immediately in the Student Affairs Office.
- Because locker facilities are provided to secure belongings, the school is not responsible for lost items.

LOST AND FOUND

- Any lost articles should be brought to room 100A- The Reception Office.
- Identification and/or proof of ownership are required before claiming an article.
- Any lost items that are not claimed by the 30th of each month will be donated to charity.
- Students are cautioned about carrying large sums of money; if students must bring money to school, they are encouraged to bring it to the Business Office immediately upon their arrival where it will be held for them until the end of the school day. Purses should be locked in the student's locker or kept with her at all times.

PHOTO/VIDEO DISCLAIMER

- Because we expect each member of the Guerin Prep community to assist in educational/public relations/development efforts, it is understood that parent/guardian's and student's signature(s) on the Statement of Agreement of this handbook give the school permission to use any still or moving photo(s) of the student, parent(s), and/or guardian(s) for educational, public relations or development purposes.
- Such permission shall not cease, even if the student leaves Guerin Prep, unless the student/parent(s)/guardian(s) make a written request to that effect at the time the student leaves. Even when such a request is on file at Guerin, the school retains the right to use any group photo(s) which include the student, parent(s) and/or guardian(s).

POLICY ON RETREATS: Each student is expected to participate in an annual retreat.

RETREATS

- The freshman retreat involves a one-day, at-school structured set of activities during which students come to begin to look at themselves, one another and their relationship with God in a different way. Sophomores and juniors participate in a full-day retreat. Seniors are given options from which they may choose, including one-day, overnight and Kairos retreats.
- Any student who is absent for his/her scheduled class retreat is required to attend a "make-up" retreat in May.

POLICY ON STUDENT RECORDS: The school maintains a full and accurate record of each student's attendance, academic progress, directory information and health forms required by law.

STUDENT RECORDS OFFICE

- The Office of Records is open on school days from 7:45 am until 3:00 pm to handle all permanent records.
- Notification of age, registration and signature for GOOD STUDENT DRIVER INSURANCE DISCOUNT (form supplied by the parent's insurance company) may be obtained from the Office of Records.
- Students must report to the Office of Records any CHANGE OF NAME, ADDRESS OR PHONE NUMBER so that appropriate parties in other school offices can be notified of such changes.

POLICY ON SHADOW DAY VISITORS: *Junior high students participating in a recruitment visit are responsible for following procedures outlined for such visits.*

SHADOW DAY VISITORS

- Any student wishing to visit must first contact the school (the Admissions Office) at least one week before the anticipated visit.
- The student guide and visitor must check in with the Admissions Director no later than 7:50 am the day of the visit.
- In most cases one visitor per student guide is allowed.
- The student guide and his/her visitor must report to the Admissions Director to check out before leaving school at the end of the day.
- Current high school students may visit, provided that they are seriously considering transferring schools; the parent or a Guerin Prep student must contact the Director of Admissions to arrange for the visit.

STUDY PERIOD GUIDELINES

- It is expected that students will arrive to study halls on time and come prepared with all materials necessary to use their study time productively; under no circumstances are studies to be used for sleeping.
- Students who wish to go to the library during a study period must obtain a green pass from one of his/her teachers before the study period begins. Students should then go directly to the library for study and report to the front desk to sign-in for attendance.
- Students who are free during the last period of the day and who have not yet left the building must report to an assigned area.
- Senior study is a privilege for seniors in good academic and behavioral standing. Seniors who are placed on academic probation will be assigned to a silent study.

POLICY ON SCHOOL-SPONSORED STUDY TOURS: *To participate in a study tour, students have to be in good standing behaviorally and financially in the school community.*

STUDY TOURS

- Approval/disapproval of student participation in a study tour rests with the principal in consultation with the educational team and the head chaperone.
- Should a student be on probation, either academic or behavioral, have outstanding financial obligations or be dismissed from Guerin Prep at any time prior to departure, the student will be omitted from the tour with Guerin Prep and will not be allowed to accompany that group. Parents must, in effect, sever their contract with the tour company or arrange for their son or daughter to go on a different tour. In such cases, the school shall assume NO financial responsibility for money lost by the student, the parent(s)/guardian(s), or any other person through payment expenses for the trip, passport, or any other expenses incurred.
- It is expected that students behave in accordance with general school policies while on a study tour, and that, in particular, students abide by the specific directions and/or rules set by the chaperones. Students who violate any or all of the regulations involved should expect disciplinary consequences, during the trip and/or upon their return to school. In the event of serious and/or repetitive violations of policies and/or procedures, chaperones reserve the right to send a student home immediately. In such case, the student's parent(s)/guardian(s) shall assume all expenses incurred for the trip.

POLICY ON TRANSCRIPTS: *Written authorization and proof that no outstanding financial obligations remain with the school are required before official transcripts will be issued.*

TRANSCRIPTS

- Transcripts can be obtained in the Office of Records.
- Any student who wants a transcript sent to a college must bring the following to the Registrar's Office:
 1. A transcript request form.
 2. An envelope with Guerin College Preparatory High School as the return address.
 3. Transcripts should be sent with the application. **No official transcript will be given to the student, it must be sent by the registrar directly to the college or university.** Be sure to watch deadlines and allow 48 hours for processing.

- For college applications, the first two transcripts are free, thereafter a fee of \$5 per transcript is charged. For scholarship application, two transcripts may be requested before a fee of \$5 is charged.
- In May seniors must once again request that an eight semester transcript and a medical record be sent to the college/university they will be attending in August. There is a \$2 fee to cover the medical record. A transcript request form must be submitted in order to have this request carried out.
- Graduates of Guerin Prep may obtain a transcript only upon written request. Request forms may be obtained from the Receptionist Office or online. Requests for transcripts will ordinarily be processed within two working days.
- **STUDENTS PLANNING TO TRANSFER TO ANOTHER HIGH SCHOOL** must meet with a member of the administration to fill out an anticipated transfer form. This form, which must be signed by a parent and returned to the Records Office, is necessary for transcripts and medical forms to be sent to the school the student is entering. Official transcripts are not issued unless tuition payments and other financial obligations are up to date.

TRANSPORTATION/ PARKING

- LIMITED PARKING is available to seniors and juniors who drive to school and have been issued parking places. Students will be assigned individual parking spaces and must display the permit at all times. Any student parking in an unassigned space or not displaying a permit will be subject to a \$15 fine and may be towed. Students should report any vehicle parked in his/her assigned space to the Student Affairs Office.
- Parking permits are registered to individual students who have maintained a commitment to abide by the rules and regulations published with the application for each year.
- **DRIVING:** Speeding and careless handling of any vehicle is extremely dangerous. Students should follow all driving signs in the parking lots. The speed limit on campus is 10 miles per hour. Violations of campus driving regulations could result in a fine of \$30 and/or disciplinary actions including loss of the student's school driving privileges.
- Those students who drive to school and park on the side streets must watch for street cleaning or other signs prohibiting parking at certain times. Furthermore, students should be mindful of a city ordinance, which prohibits parking within three feet of the edge of any driveway.
- In the case of an emergency, students who need to leave the school building to gain access to their vehicle must report to the office and be escorted to the vehicle by a member of the school staff. Students who leave the building without authorization will be considered truant.
- CTA, PACE, River Grove Dial-A-Bus are available for students; those who live in the Leyden school district may also use the Leyden High School bus system without charge.

POLICY ON VISITORS: *All visitors to Guerin Prep must, prior to conducting business, receive permission and passes from the receptionist, between 6:30 am and 4:00 pm.*

WORK PERMITS

May be obtained from the Main Office. Students 14 and 15 years of age should bring the following:

1. A certified or notarized copy of the applicant's birth certificate.
2. A statement, on employer's stationery, indicating the time and days of employment and the type of work.
3. A letter of permission from the student's parent.

HEALTH, SAFETY AND EMERGENCY

POLICY ON ACCIDENTS AT SCHOOL: Accidents involving a student at school or at school activities must be reported immediately by the student to the most available teacher or supervisor.

POLICY ON COMMUNICABLE DISEASES: Faculty, staff and students who have been diagnosed with a communicable disease are not necessarily excluded from school unless their illness poses a significant health risk to others or renders them unable to perform their jobs adequately or to pursue their studies.

POLICY ON THE EDUCATION OF COMMUNICABLE DISEASE: The administration is responsible for providing appropriate educational opportunities for faculty, staff and students to reduce the risk of contracting or transmitting communicable diseases at school or in school-sponsored activities.

POLICY ON PROTECTION WITH REGARD TO COMMUNICABLE DISEASE: The administration is responsible for complying with laws that protect the health and safety of faculty, staff and students at school and at school-sponsored activities.

POLICY ON CONFIDENTIALITY WITH REGARD TO COMMUNICABLE DISEASES: The school shall handle information regarding faculty, staff and students with symptomatic or confirmed communicable diseases in accordance with state and federal law regarding the confidentiality of health records, while at the same time complying with applicable public health reporting requirements.

- The school must receive written medical assurance from the physician of an infected person that she or he can perform the essential functions of the job or pursue studies without endangering the health of himself/ herself or other members of the school community.
- Guerin Prep reserves the right to require a second opinion from a physician of the school's choice and will assume the expense.

DISASTER DRILLS

- Evacuation drills are held periodically during the school year. Every room has a sign indicating the exit that should be used as well as an indicated alternate exit.
- At the sound of the alarm/bell, students should move with speed and in silence to their designated places. Windows and doors should be closed.
- Tornado procedures are posted in every classroom, and a tornado drill is held in March. Every room has a sign indicating the location students should move to in case of a tornado or threatening weather.
- A lock down announcement will be made from the front office. Close all doors and make sure they are locked. (Check that both doors are locked.) Move all students in your room to the doorway wall and have them sit on the floor. Any student that is passing in the hallway should be brought into your room. Cover your classroom windows and place the "secured" card in the door of the room you are in. Students need to remain silent and still. Those adults and students in the library should stay there and lock the doors. Those teachers in the faculty lounge should go immediately into the cafeteria to assist the teachers who are on duty in the cafeteria. The doors to the cafeteria are to be locked. Cafeteria serving doors will be locked. Blinds are to be shut. Students should sit along the serving line walls, out of sight of the doorway. Teachers who are in the FDR room should close and lock the door and remain there. The front office will call the H.C. building for the band and gym classes or after school activities that may be going on. You are to remain in lockdown until an announcement is made from the front office. **WHEREVER TEACHERS ARE IN THE BUILDING, THEY SHOULD BRING ANY STUDENT IN THE HALLWAY INTO THEIR ROOM.**

EMERGENCY CLOSING

When an emergency situation arises, such as a snowstorm, students and parents should listen to one of the following stations: AM: WGN 720, WBBM News radio 780, WLS 890; or, FM: WLS 94.7, B 96, US 99, and WFLD-TV Channel 32. Or log onto www.EmergencyClosings.com. Search for Guerin College Preparatory High School in River Grove or type in our phone number: 708-453-6233.

- If the school is to be closed, the principal will phone this information to the broadcasting network no later than 5:00 am, with the expectation that the change in schedule will be announced by 6:30 am.

- On a day when weather conditions better suit a later starting time to facilitate getting to school, a special weather schedule will be run starting the school day at 9:10 am. This will be phoned in as described above.

POLICY ON ILLNESS DURING SCHOOL: *A student who becomes ill during school is to report immediately to the Attendance Office.*

ILLNESS AT SCHOOL

- The attendance officer will ask that a parent come for the student rather than have him/her drive home or take public transportation.
- If the Attendance Office is closed, the student is to report to the Main Office.
- Upon arriving at school and until all course and/or detention obligations for the day are met, under no condition is a student to leave the building without reporting to one of the aforementioned offices. If a student leaves the building without following the above steps, he/she is considered as leaving school grounds, which results in twenty demerits. If a student remains out of class without following the above steps, he/she is considered as having cut class and will receive five demerits per missed class.
- While a first aid room is available for use in the event of temporary illness, no student may use this area without first clearing the absence from class with the attendance officer or main office personnel.

POLICY ON MEDICAL EXCUSES: *A student may be excused from a regular physical education class provided he/she presents a letter from a physician to the assistant principal stating the reasons for the excuse.*

MEDICAL EXCUSES

- Upon receiving the letter from the physician, the assistant principal will inform the P.E. teacher of the release from physical activity and the length of time during which the student is to be excused.
- The teacher will then inform the student of the alternate lesson, along with parameters by which the student will be graded during the time he/she is excused from the regular class.

POLICY ON PREGNANCY: *Pregnancy is not a reason to dismiss a student from Guerin Prep. However, the school reserves the right to set conditions on continued attendance at the school in an effort to ensure that both the unborn child and the mother are cared for physically and educationally. The school does not support and will intervene on behavior which in any way glamorizes or romanticizes premarital relations and/or pregnancy prior to marriage.*

PREGNANCY

- In cases of pregnancy, a meeting will be held with the student, the student's guardian(s), the counselor, the principal and other school personnel designated by the principal.
- An assessment of the best procedure to follow will be made, based on a number of considerations including but not limited to the attitude, coping ability and health status of the student, the support and cooperation of the student's guardian(s) and father of the child, the openness to counseling and prenatal care.

POLICY ON STUDENT INSURANCE: *The school requires students to be covered by health and accident insurance to participate in stipulated activities.*

STUDENT INSURANCE

- The school does **not** provide medical insurance for students. Any family interested in student accident insurance can purchase a supplemental policy from the school at the families expense.

POLICY ON THE RIGHT TO AMEND THE HANDBOOK: *School officials retain the right to amend this handbook during the course of the school year.*

- In the event that changes are made, the parents will be given prompt notification of such changes in writing through regular mailings to the home.

ATHLETIC CODE OF CONDUCT

COMMITMENT AND RESPECT

- Making a commitment to a team is a pledge to your coach and teammates that you will be there from beginning to end. An athlete's commitment also involves a parental commitment. We need the help and encouragement of all parents in helping students commit the time and energy necessary to develop a successful team. We realize that grades, injury and emergency situations may occur that could prevent an athlete from competing. We will not, however, accept work, orthodontist appointments, club meetings, baby-sitting, vacations, etc., as excuses for missing practice or a game.
- All practices are mandatory. One unexcused absence may lead to suspension. Two or more unexcused absences will lead to expulsion from the team. Tardiness will not be allowed. Each coach will handle the tardiness issue on an individual basis.
- Respect is a number one priority. Disrespect for coaches, teammates, opposing players and officials will not be tolerated. We expect our parents to show the same respect as their sons and daughters. Good sportsmanship starts with strong self-esteem and a concern for the rights of others. We expect all our athletes to display a strong sense of fair play.

GRADES

In accordance with IHSA regulations, Guerin Prep student athletes must be passing five (5) classes every week. A student will have two (2) weeks to raise any "F" to a passing grade. During that two-week period they must attend all practices and may participate in games. After two weeks, if the failing grade has not improved to a passing grade, the student will be deemed ineligible for practice or participation until the grade is passing. Academic eligibility will be determined on a weekly basis.

DISCIPLINARY ACTION

- Any athlete drinking, smoking or using drugs will be dropped from the team and face suspension and possible expulsion by the school administration. This applies any time during school, at school functions, games, enroute to or from games or while attending a game or a dance sponsored by other schools.
- Any student involved in disciplinary action at school (suspension, class cuts, etc.) will not participate in the next game. If the disciplinary action is of a serious nature, possible suspension or expulsion from the team will occur. Athletes are required to be in good standing both in academics and behavior.

Guerin Prep School Song

Guerin High you shall have all our loyalty.
We will show our love for you by fidelity.
The strength of heart which you aspire to give
Is the light of truth that we may truly live.
As we leave our carefree yesterdays behind us,
May tomorrow valiant men and women find us.
Know our pride in Guerin's silver, green and blue
We're one for all and all for you.

Guerin Prep Fight Song

Go Gators, fight for Guerin Prep.
Go Gators, win for Guerin Prep
Though the score may be against you,
To your school you will be true!
So fight you Gators, win the day,
We'll stand behind you all the way!
For the blue, silver, green we'll shout, we'll scream
Go Gators fight for Guerin Prep!



Illinois High School Association

(For 2007-08 School Term)
(Revised 2/1/07)

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not

in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed

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guardian and you continue to pay tuition as a high school student in that same district; or

- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and

your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

- 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
 - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
 - E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
 - F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

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- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
5. **Age**
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.
6. **Physical Examination**
You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.
7. **Amateur Status**
- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
8. **Recruiting of Athletes**
- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.
9. **School Team Sports Seasons**
- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date.

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This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may

participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:

1. the high school season in that sport has been completed.
You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 28, 2007).
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of
IHSA By-laws and Policies
is available at www.ihsa.org.**