



# St. Laurence

HIGH SCHOOL

2026-27

STUDENT/PARENT

HANDBOOK

**St. Laurence High School**  
**5556 West 77th Street Burbank, IL 60459**

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**Academic Leadership Team**

Principal: Kristy Kane Extension 218  
 Assistant Principal of Student Services: Jeff Clemens Extension 219  
 Assistant Principal of Curriculum & Data Analytics: Brian Gilbert Extension 216  
 Assistant Principal of Instruction: Ellen Yopchick Extension 328  
 Director Of Strategic Development: Pete Lotus Extension 215  
 Director of Leadership & Mission Integration: Laura Storino Extension 243

**Student Services**

Attendance Office: Ms. Soli Melendez Extension 220  
 School Nurse: Mrs. Elizabeth Fitzpatrick Extension 226  
 Behavioral Coach: Dr. Tom Pallardy Extension 221  
 Counselor: **A-Esk** Mrs. Elise Russell Extension 214  
 Counselor: **Esp-Le** Mr. Nate Rael Extension 490  
 Counselor: **Li-Qua** Mrs. Elizabeth Dlugopolski Extension 223  
 Counselor: **Qui-Z** Ms. Angel Martin Extension 462  
 Director of College Persistence: Ms. Julie Gardner Extension 222  
 Transcripts: See your Counselor (School Links)  
 Director of Student Resources: Mrs. Melissa Small Extension 224  
 Dean of Student Performance: Mr. Sean Mele Extension 232  
 Dean of Student Engagement: Mr. Tony DeCarlo Extension 480  
 Dean of Student Success: Mr. Joe Spano Extension 252  
 Academic/Athletic Advisor: Mr. Chris Lyle Extension 259

**Other Important Extensions**

Tuition/Financial Aid: Mrs. Bonnie Murphy Extension 217  
 Athletics: Mr. Tim Chandler Extension 246  
 Athletic Secretary: Mrs. Kathy Becker Extension 256  
 Director of Fine Arts: Mr. Brian Herman 429  
 Spirit Shop: Mrs. Becker Extension 256; Mrs. Murphy Extension 217  
 Bus Service Routes: Mr. Joe Spano Extension 252  
 IT: Mr. Brian Wichert Extension 234

St. Laurence High School is a not-for-profit educational corporation covered by a legally constituted Board of Directors and by all the laws and statutes under Illinois law that pertains.

Mission Statement:

St. Laurence is a Catholic college preparatory high school rooted in the Essential Elements of an Edmund Rice Christian Brother Education. We develop courageous leaders through problem solving and discovery in a diverse community centered on God, compassionate service, and the pursuit of excellence.

Leadership Mission Statement:

Inspired by a commitment to develop leaders, we instill a passion for selfless service, honor, integrity and personal courage in our students. We empower by way of respect, positivity and loyalty so that students may be of service to their community and the future workplace. We come together, move forward and leave no one behind.

In Ministry Begun By Jesus Christ and Inspired By the Vision of Blessed Edmund Rice, A Christian Brother Education.....

- Evangelizes Youth Within the Mission of the Church
- Proclaims and Witnesses its Catholic Identity
- Stands in Solidarity with those Marginalized by Poverty and Injustice
- Fosters and Invigorates a Community of Faith
- Celebrates the Value and Dignity of Each Person and Nurtures the Development of the Whole Person
- Calls for Collaboration and Shared Responsibility in its Mission
- Pursues Excellence in all its Endeavors.

St. Laurence High School admits students of any gender, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admission policies and athletic and other school administered programs.

Sponsorship Philosophy of the Christian Brothers:

Inspired by Jesus Christ as Brother, and by the charism of our founder Edmund Rice, we, the Edmund Rice Christian Brothers, affirm our commitment to sponsoring Catholic secondary schools which strive to create a Christian community enlivened by the Gospel spirit, while working for the intellectual, moral, social and physical development of the students.

- We view the education in our sponsored schools in terms of the triple dimension of the Church's mission; namely, message, community and service, whereby the students and faculty are inspired to appreciate the faith in their lives, to understand the global dimension of community as well as its local sense and to realize that service to others is basic to the Gospel message of Jesus to spread the Kingdom of God.
- We are further committed to providing the students in our schools with opportunities for personal growth in the knowledge and practice of their faith through religious studies, retreats, community worship and service projects.
- We encourage in our school faculties, through word and example, the fostering of a love of learning and a respect for the truth which, when imbued with Gospel values, will be translated into an education for students that is characterized by growth in knowledge, faith, love and service.
- We affirm our commitment to academic excellence, not in an elitist sense, but as the full development of each person with whatever gifts and talents he or she may possess.
- We recognize the importance of discipline, but understand discipline more as the development of discipleship, where self-respect and respect for others enriches lives and encourages growth with others.
- We acknowledge as well that we are co-workers with dedicated lay staff and the ministry of Catholic education.
- We strive for full integration of laity within the school community.

- Finally, we dedicate our efforts to provide quality education to students with a wide range of academic abilities and pledge ourselves to continually evaluate our education programs to ensure proper responsiveness to the needs of our students.

#### Philosophy and Objectives:

In accordance with the traditions of the Edmund Rice Christian Brothers and the Catholic philosophy of education, whose threefold purpose is proclaiming the gospel message, building community and rendering service, St. Laurence High School, under the guidance of the Holy Spirit, recognizes its obligation to collaborate with parents and the Church in the education and formation of the Christian man and woman.

St. Laurence High School recognizes that the principles of the gospel are the education norms which the Catholic school utilizes in the development of a spiritual, intellectual and social being.

As a faith-love Christ-centered community St. Laurence High School offers a balanced curriculum—religious, academic and physical—coupled with an extensive extracurricular and co-curricular program. Instruction in religious truths and values is an integral part of the curriculum.

Religion is combined with the other aspects of learning so that our students may approach life with Christian insight and attitudes. The program includes regular periods of religious instruction, the celebration of the Eucharist and other liturgies, opportunities for the reception of the Sacrament of Reconciliation, retreats and participation in charitable projects.

The school chapel is also available for personal prayer, liturgical and other prayer services during a typical school year. Complementing traditional religious and scholastic activities is an extensive program of extracurricular and co-curricular activities.

Students are encouraged to develop their technical and artistic, literary and scientific, social and athletic, musical and dramatic talents. Where appropriate, both intramural and interscholastic competition is encouraged.

#### St. Laurence High School:

On a campus of twenty-three acres, twelve of which are assigned to the institutional building, the religious and lay faculty guide young men and young women through comprehensive programs.

The physical plant contains general administrative and counseling personnel offices; forty-six classrooms, among which are science laboratories, an art room, a drama room, a band room, a computer science center and a Learning Resource Center.

The St. Laurence Learning Resource Center, renovated in the 2021–2022 school year, serves as a dynamic, collaborative space for student learning, class instruction, and faculty-led STEM and project-based initiatives.

In recent years, campus improvements have enhanced both functionality and community spirit. In summer 2024, the North Foyer was transformed into a welcoming gathering space with comfortable seating and displays highlighting athletic and fine arts achievements. The following summer, an upgraded cafetorium was unveiled—featuring increased seating, an improved stage area, and coffee shop.

Our gymnasium seats 1,600 on retractable bleachers and can accommodate an additional 800 guests using the main floor space, allowing it to serve as a dual-purpose venue for athletic events and school-wide gatherings. The 2,500-square-foot Charles Grunhard Fitness Center is outfitted with modern equipment and can support up to 65 users at a time, promoting health and wellness across our community.

The Edmund Rice Christian Brothers:

The Edmund Rice Christian Brothers, formerly known as the Christian Brothers of Ireland, was founded in 1802 in Ireland by Edmund Rice. Today, the Brothers conduct schools on every continent. The Edmund Rice Christian Brothers administer 17 schools throughout the United States, one of which is St. Laurence High School.

A Brother witnesses to Christ and manifests his dedication by the vows of chastity, poverty and obedience, his life of prayer, and his daily living in the local community of Brothers. The essence of the Brothers' vocation is best summed up in the mission statement of the Christian Brothers: "We, the Christian Brothers, gifted and called by the Spirit, experience the deep presence of Christ in ourselves, in each other, and in those we serve. We are sent to the people of God, particularly today's youth, so that by our lives and ministry of education, we may develop the awareness within them of God's loving presence." Brothers come from all walks of life, all ethnic groups and widely different backgrounds. As participants in the educational ministry of the Church, the Brothers conduct schools such as St. Laurence where they endeavor to proclaim the Gospel to their students and share in the saving mission of Christ for their own benefit and that of their pupils.

Board of Directors:

The administration of St. Laurence High School is under the direction of a legally constituted Board of Directors. The membership of the Board is selected by the Members of the Corporation (the Provincial government of the North American Christian Brothers), and is composed of both Christian Brothers and laypersons.

President:

The President is responsible for the overall operations of the school and is the Chief Executive Officer of the Corporation. The general mission direction and fostering of the charism of the sponsoring community is the President's responsibility. While present to all school constituencies, the President plays a prime role in voicing the school's goals and long-range planning.

Principal:

The Principal is directly responsible to the President for the day-to-day operation of the school.

Emergency Closing:

Our School Messenger automated calling system will contact each of our families in the case of any emergencies and school closings. It can be assumed that school is in session if you do not receive a message. PLEASE REFRAIN FROM CALLING SCHOOL DIRECTLY.

General Information:

School Office: All visitors (parents, relatives, friends, alumni) must enter through the 77th Street (south) entrance and MUST REPORT TO THE MAIN OFFICE, present a picture ID, in order to obtain permission to move throughout the building.

The school main office is open from 7:30 AM until 3:30 PM on regular school days during the academic year. Phone calls are answered by the school receptionist between 7:30 AM and 3:30 PM and messages may be left at any time on voicemail which is checked on a regular basis.

Parents who wish to speak to an administrator, teacher or other school personnel should call for an appointment. Neither teachers nor students can be interrupted while they are in class. Messages of an emergency nature will be taken and delivered. Meetings between staff and visitors/families can be held remotely or in person, but all meetings should be scheduled in advance.

# Table of Contents

Attendance/Tardies	Pages 7-11
Student Conduct	Pages 11-20
Student Discipline	Pages 20-24
Student Dress Code/Appearance	Pages 25-30
Academics	Pages 31-38
Academic Integrity Policy	Pages 35-38
Miscellaneous Information	Page 38
Christian Service Hours	Page 40
Family Raffle	Page 42
Athletics	Page 42
Lockers	Page 43
Parking	Page 44
Pick-Up/Drop Off	Page 44
Midterm/Final Exam Policy	Page 45
Student Activities	Page 45
Transportation	Page 46
Tuition/Fees	Page 47
Code of Professional Conduct	Page 47

## VIKING FIGHT SONG

On Vikings! On Vikings!

Defend the Glory of the Black and Gold

To Victory! To Victory!

Now lead us Vikings on so brave and bold.

Together we will Battle, Seize Victory in our Grasp.

Marching Home as Warriors, Our Mighty Sword we Clasp.

Now Charge Team! Now Charge Team!

Unleash the Fury of the Black and Gold.

To Victory! To Victory!

Our Viking Honor we will all uphold!

# Student/Parent Handbook 2026-2027

The purpose of this Handbook is to present in summary form all the information that a student and his/her parents or guardians should have at their disposal concerning the regular functioning of the school. "This Handbook does not discuss every matter that may arise, and those matters not covered in this Handbook will be addressed as the St. Laurence believes appropriate under the circumstances. In addition, as has been our custom, **all policies, procedures, and practices of St. Laurence may be interpreted, changed, suspended or eliminated by St. Laurence in its discretion.** If changes are made, we will endeavor to notify our students and their parents of the change."

## Attendance

St. Laurence requires students to attend daily during the entire regular school term. There is a high correlation between student attendance and academic performance. The number of absences a student incurs directly affects academic progress and can severely impact their future at St. Laurence High School and beyond. Out of concern for the family and for the protection of the students, these attendance procedures must be strictly followed. Each family should adhere to them exactly as outlined below: not following this procedure would subject a student to progressive consequences.

**BY 8:30 AM ON THE DAY of a student's absence from school, a parent must relieve the school of responsibility for the student by means of an email to [attendance@stlaurence.com](mailto:attendance@stlaurence.com) OR via phone to (708-458-6900 ext. 220) (messages may be left and will be sent to the attendance secretary).**

Extension 220 is available 24 hours a day. Failure to report an absence by a parent or guardian by the end of the school day may result in an unexcused absence and disciplinary action.

There are 3 codes in which absences are recorded in the student information system.

- Absence Excused (AE) - A parent communicates with the attendance office on the day of the absence, relieving St. Laurence of the responsibility of their student on a given day. \*Note - absence counts against the total number of absences allowed in a semester. (9)
- Absence Excused Medical (AEMD) - A parent communicates with the attendance office on the day of the absence, relieving St. Laurence of the responsibility of their student on a given day and provides a note from a licensed medical professional in the state of Illinois. \*Note - absence does **not** count against the total number of absences allowed in a semester. (9)
- Absent Unexcused (AU) - The St. Laurence attendance office is not made aware, by a parent or guardian, that their student will be absent on a given day. \*Note - absence counts against the total number of absences allowed in a semester. (9)

Absence Excused may include:

- Illness
  - 3 consecutive medical related absence days will require a doctor's note to return to school and be tendered to the nurse.
- A death in the family.
- Participation in school activities. Students who miss class due to field trips, performances, retreats, athletic events, etc., are responsible for making up all work done in class on the day(s) they were absent.
- College visits must be pre-arranged with the student's counselor. Forms will be available in the Counseling Department. Completed forms must be returned to the student's Counselor/Attendance

Office upon completion of visit. A parent/guardian must call the Attendance Office to report the absence.

- Court appearances must have verification. Court appearances must be pre-arranged with a Dean. Students will be excused one (1) hour before and one (1) hour after the court call.
- Medical appointment (student must have proper documentation).
- Family emergency under or at five (5) days.
- External suspension if under their five (5) days for the semester.

Unexcused Absence:

In case of an unexcused absence, there will be no make-up privileges and no credit for class work, laboratory experiments, tests or homework collected or completed in class on that day. Unexcused absences would include:

- Unauthorized absence from class/classes or school
- No phone call or email on the day of an absence from a parent or guardian
- Truancy
- Participation in a “cut day.”

Detentions will no longer be issued for students who receive Unexcused Absences due to the school not receiving a call or email excusing the absence. St. Laurence administrators will continually call the parent or guardian until we are able to speak with the parent or guardian to understand the reason for the Unexcused Absence. Appropriate consequences will be determined based on the parent or guardian conversation.

Excessive Absence (not medically excused by a licensed medical professional):

St. Laurence reserves the right to classify excused absences as excessive when the absence is not accompanied by a doctor’s note. In the spirit of maintaining the integrity and fidelity of an educational institution, absences that are not medically excused by a licensed medical professional shall not exceed nine (9) days in an academic semester. Unexcused absences, including exclusion for delinquent tuition balances and external suspensions, are counted towards the absence limit. Please follow the table below as a guide.

# of Absences	Absence excused by parent (AE)	Absence Excused Medical (Note required) (AEMD)	Absence Unexcused (AU)
1-3	-Absence is recorded	-Absence is recorded	1 Hour detention
4	-Absence is recorded	-Absence is recorded	-3 Hour detention -Meeting with counselor to create a plan for success -Attendance contract may be determined necessary
5	-Absence is recorded -Meeting with counselor to create a plan for success	-Absence is recorded	-Meeting with student, parent, counselor and administrator -Student must be evaluated for school refusal before returning -Attendance contract will be issued -Loss of privileges -Potential removal of benefits associated with making up

			work due to absences.
6-8	-Absence is recorded -Meeting with student, parent, counselor and administrator -Attendance contract may be determined necessary -Loss of privileges -Potential removal of benefits associated with making up work due to absences.	-Absence is recorded -Meeting with counselor to create a plan for success	-Student may be asked to withdraw from St. Laurence
9	-Student must be evaluated for school refusal before returning -Attendance contract will be issued	-Absence is recorded -Meeting with student, parent, counselor and administrator	
10	-Student may be asked to withdraw from St. Laurence	To be determined by St. Laurence Administration	

St. Laurence discourages absences caused by family vacation. Parents are advised to give serious consideration to the consequences of these absences. However, should this situation be unavoidable, the following steps must be taken:

- Notice of a minimum of 2 weeks in advance.
- A note of explanation must be presented to the attendance office (attendance@stlaurence.com) via email two weeks prior to the first day of the anticipated absence.
- The family will receive a form which the student must have signed by ALL of his/her teachers.
- After obtaining the required teachers' signatures, this form must be signed by the parent(s)/guardian(s) and returned to the attendance office (attendance@stlaurence.com) where it will remain on file.

Academic Policy (Student Absence):

When a student is absent, assigned work must be submitted within the same number of days as the absence after the initial assignment due date. For example, if a student is absent for two consecutive days, they will have two days to complete the missing assignment for full credit.

Formative assessment and work completed in-class are accepted at the teacher's discretion as teachers are not required to recreate or reproduce missed classroom instruction. Tests or quizzes must be rescheduled with the teacher within five days of the original date. Work may not be accepted if the teacher has moved on to a different unit of study. Exceptions may be made for students who are hospitalized or if recommended by the student services department.

Truancy:

Students who are truant will be subject to discipline and will need to meet with a Dean and the Assistant Principal of Student Services. Students who are truant from one class during the school day (cutting class) will receive a detention. No make-up credit will be issued.

Before-School Activities and Campus Supervision:

Students participating in school-sponsored activities that take place before the start of the official school day (e.g., athletic practices, weightlifting sessions, club meetings, rehearsals, zero hour classes) must remain on campus after the activity ends and until the school day begins.

Students are not permitted to leave campus after a school-sponsored morning activity and return later for the start of the school day. This policy is in place for safety, supervision, and attendance accountability.

If a student has a unique circumstance requiring them to leave campus after a morning activity, they must receive prior approval from a school administrator and arrive on time for the start of the school day.

#### Absence Participation in Athletics and School Events:

Any student who is absent or leaves school for illness is prohibited to return and is ineligible to participate or be a spectator in extracurricular activities, athletics and after school events on that day.

Coaches/moderators must provide rosters of the students who participate in any extracurricular activities and athletics to the Attendance Office.

Students who obtain medical exemption from Physical Education may not participate in intramural games or any team practices or games on that day.

#### Bereavement Policy:

The death of a family member can be a traumatic event for a student. We are aware that a student will need to take time off for the loss of an immediate family member. With an understanding that there are different levels of relationships and grief that students have with other family members they are close to, we must remain conscious and aware of the importance of student attendance as it relates to education. While we will always work with families, in these situations, we must maintain communication to continue to find the best path forward for students to sustain success in the classroom.

#### Early Dismissal:

A student is permitted to leave campus only when his/her last scheduled class is completed. Individual students are permitted to be off campus only if they obtain a slip from the Attendance Office. The slip is given for a dental or doctor appointment upon submitting to the Attendance Office a signed note or email from the parent/guardian specifying the time of dismissal, the time of return and the date of dismissal. These notes should be submitted with at least 24 hour notice to the attendance office.

Block Day Events are important in building community throughout the school year. It is a required part of the school day, and students are expected to be present and participate. Additionally, early dismissals without at least 24 hour notice cannot be fulfilled during these Block Day Events.

#### Dismissal:

All students who are not under the direct supervision of a coach, teacher, or moderator should leave the building by 4pm. Students must report to the foyer between 3-4pm and must leave the school building by 4pm.

## **Tardy Policy**

#### Tardiness for 1st Class of the Day:

Students who arrive after 8:45am should enter the school through the main office doors at 77th and Central. Students who are tardy for their first class of the day may be subject to the following:

- On the 4th-7th tardy of a semester a student serves a 1 hour detention to be served on the day they are tardy.
- On the 8th tardy of a semester the student will be issued a 3 hour detention, On the 9th tardy of a semester the student will receive an ISS (In school suspension).

- On the 10th tardy of a semester the student will be required to meet with their counselor and may be placed on an attendance/tardy contract (see contract page).

St. Laurence reserves the right to address excessive “excused tardiness” appropriately based on the reason for the tardy and how frequently they occur. Students on a tardy contract may be withheld from participating in school functions (i.e. assemblies, dances, retreats, etc).

### **Class Tardiness:**

If a student is late for a class the teacher will mark a ‘T’ in PowerSchool. Students will be notified by the teacher if he/she is tardy. (Students/Parents should check their tardy/absence record in PowerSchool.) Students will be issued a 1 hour detention on their 4th tardy in a given semester. This applies to homerooms and study halls.

Exceptions for medical, dental and court appointments will be made at the discretion of the administration. IN ALL CASES, VERIFICATION OF APPOINTMENTS AND A PARENT NOTE MUST BE PRESENTED WHEN THE LATE ADMIT IS ISSUED.

## **Good Student Conduct**

### **Positive Citizenship:**

All students are expected to conduct themselves as upstanding citizens. As a Catholic, Christian Brothers school, St. Laurence teaches respect, patriotism, civics and gratitude. We expect our students to mirror these values of St. Laurence. We support our students’ rights to protest peacefully. However, such protests should not cause interruption to the school day or school events, including athletic events, and it is our expectation that students engaged in peaceful protests will be respectful of their peers and adults in these situations. To that end, it is an individual’s choice of whether or not to recite a prayer, recite the Pledge of Allegiance or sing the National Anthem, but all students, faculty and staff are required to stand in a respectful manner during community prayer, the Pledge of Allegiance and the National Anthem, to the extent that they are physically able to do so. Failure to comply will result in disciplinary action.

### **Abuse and Use of Alcohol, Drugs or Vaping Materials:**

St. Laurence High School recognizes that students whose lives are free from drugs, including alcohol, provides the best opportunity to develop spiritually, morally, emotionally, intellectually and physically. Therefore, the following policy shall be in effect regarding the use of alcohol and controlled substances.

Any student under the influence of alcoholic beverages or drugs, or who has them in his/her possession on school property or school function, is automatically suspended and is liable to expulsion. No vaping or vaping paraphernalia will be allowed in any form at any time. Vaping materials are considered contraband and should not be brought to STL or any STL function. If a student is found in possession of any E-cigarettes, vaping or drug paraphernalia including but not limited to Juul’s, Pens, pipes, rolling papers, roach-clips, posting photos or videos on social media of drug use, etc. he/she will be suspended from school and is liable to expulsion.

- Students caught with tobacco, vaping material, or related products on school grounds will be subject to a three (3) day suspension and mandatory \*substance abuse evaluation.
- St. Laurence administration will participate in random checks of students, lockers and vehicles on school property.

**\* The family is responsible for any cost(s) accompanying the test and evaluation.**

Smoking/Smokeless Tobacco:

Students are not permitted to smoke in the school or on campus. (The City of Burbank has an ordinance against smoking by minors which can result in monetary fines.) Chewing tobacco or related tobacco/nicotine products are never permitted anywhere on campus.

Any student who is involved in the sale or promotion of drugs is subject to expulsion and arrest.

A student may refer himself/herself to his/her counselor. Such contact will be considered a privileged matter unless there is evidence of imminent danger to the well-being of the student or another party. Other concerned persons may refer a student to a counselor or school staff member. Provided no school policy has been violated, these referrals will be considered guidance business.

Bullying Policy:

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. Harassment and bullying are neither acceptable nor tolerated by St. Laurence High School.

St. Laurence High School is committed to maintaining an academic atmosphere that is free from sexual harassment or harassment of any kind and/or violence or intimidation. St. Laurence High School forbids any form of harassment, bullying, violence or intimidation. Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber-stalking and/or social media postings, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Bullying acts or conduct described above can include the following:

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time, directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property or cause a substantially detrimental effect on the student or student's physical or mental health; or interfere substantially with the student or student's academic performance; or interfere substantially with the student's ability to participate in or benefit from the services, activities or privileges provided by the school. Types of bullying:

- Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos or videos.
- Physical bullying which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, biting, spitting, stealing, pinching and excessive tickling.
- Verbal bullying which includes, but is not limited to, discrimination, name-calling, teasing, taunting, gossip and threats whether in person or through any form of electronic communication and the Internet.
- Emotional bullying which includes, but is not limited to, discrimination, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual bullying which includes, but is no limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

### **Reporting Procedures:**

1. An oral or written report related to any form of bullying must be presented specifically to an administrator of St. Laurence High School.
2. St. Laurence High School will investigate the allegations of bullying in a timely manner and get back to the parties involved.
3. A decision of whether the issue should be dealt with legally will be made after consulting with all parties involved and the St. Laurence High School legal team.
4. A report will be kept on file relating to the allegations and the findings of the investigation, and will be kept confidential to the fullest extent possible.
5. The school zone which is covered under this policy includes acts of bullying which occur in school or outside of school (during a school sponsored event/activity or before and after the school day while a student is in transit to or from the school.)

Any act of bullying is a violation of the Code of Conduct and is subject to consequences defined by St. Laurence High School. The following consequences apply strictly to isolated acts of bullying.

A member of the STL faculty, staff or administration should notify a Dean if a bullying situation has taken place.

### **Consequences for acts of bullying may include any of the following:**

- Student Mediation (peer/staff)
- Parent/Teacher Conference
- Out of School Suspension
- Possible Referral to Law Enforcement
- Referral to Department of Children and Family Services
- Recommendation for Expulsion

### **The administration reserves the right to modify disciplinary consequences depending on the nature and number of offenses.**

### **Anonymous Alerts & Reporting Unsafe Behavior:**

At St. Laurence High School, we are committed to fostering a safe, respectful, and supportive learning environment for all students. We understand that students may sometimes be hesitant to report concerns in person, which is why we offer Anonymous Alerts—a digital platform that allows students to report unsafe behavior or emotional concerns confidentially.

However, we strongly encourage students to speak directly to a trusted adult whenever possible. Face-to-face communication allows for more immediate support and clearer two-way communication, often resulting in a quicker and more effective resolution.

Anonymous Alerts may be used to report concerns such as:

- Emotional Concerns/Well-being of a student/friend
- Harassing Behavior/Bullying (ongoing behavior--occurred multiple times)
- Student Safety

Issues that require more immediate attention should also be reported to a staff member. Examples are violence, weapons, and potential for harm to self or others.

If you or someone you know is in immediate danger, please call 911. For urgent mental health concerns, call the Suicide and Crisis Lifeline at 988 (or 800-273-8255).

Anonymous Alerts are monitored by school administration from 8:30am-3:00pm each school day. They are NOT monitored during evenings, weekends, school breaks or holidays, and during non-school hours.

It is helpful to share specific information such as a detailed description of the concern or incident, names and grade level of those involved, location of the concern, names of any potential witnesses, and any supporting evidence. The more information a student shares, the better likelihood we can investigate the situation. If there is not enough information to investigate, we will not be able to help.

The St. Laurence Deans and Assistant Principal of Student Services are designated to receive and investigate reports, including anonymous ones. False or malicious reports are strictly prohibited and may result in disciplinary action. All information received through Anonymous Alerts may be shared with law enforcement if deemed necessary. No disciplinary action will be taken against a student based solely on an anonymous report made in good faith. However, if additional evidence is obtained that independently substantiates the report, appropriate action may follow. Retaliation of any kind against someone who makes a report or participates in an investigation is strictly prohibited.

### **IF THIS IS AN EMERGENCY, PLEASE CALL 911.**

#### **Discrimination, Harassment, and Retaliation Policy**

St. Laurence High School, guided by the Gospel of Jesus Christ and the charism of the Edmund Rice Christian Brothers, is committed to fostering a school community grounded in dignity, respect, compassion, and justice. We believe that every person is created in the image and likeness of God and is deserving of respect, care, and inclusion.

Consistent with our Catholic mission and our obligation under Illinois law, the School will not tolerate discrimination, harassment, or retaliation that undermines human dignity or interferes with a student's ability to learn or an employee's ability to work.

#### **Prohibited Conduct**

The School prohibits discrimination, harassment, and retaliation on the basis of any characteristic protected under applicable federal or Illinois law, including but not limited to race, color, sex, national origin, ancestry, religion, disability, age, sexual orientation, gender identity or expression, marital status, military status, or any other legally protected status.

Prohibited conduct may include, but is not limited to:

- Verbal, written, visual, or physical behavior that demeans, humiliates, threatens, or targets an individual or group
- Derogatory language, slurs, jokes, stereotypes, or offensive comments
- Exclusion, intimidation, or unequal treatment based on a protected characteristic
- Conduct occurring on campus, at school-sponsored events, or through school-related digital or online communication

Retaliation against any individual who raises a concern or participates in an investigation

Such conduct is inconsistent with Catholic teaching, the values of the Edmund Rice tradition, and the School's commitment to a faith-filled, respectful learning environment.

### Reporting a Concern

In the spirit of community and shared responsibility, any student, employee, parent/guardian, volunteer, or community member who believes they have experienced or witnessed discrimination, harassment, or retaliation is encouraged to report the concern promptly.

Reports may be made verbally or in writing to a teacher, counselor, dean, administrator, or other designated school official. The School will make reasonable efforts to respect privacy and confidentiality while fulfilling its responsibility to investigate and respond appropriately.

### Investigation and Response

The School will promptly and equitably investigate all reports of alleged discrimination, harassment, or retaliation. Investigations will be conducted with fairness, discretion, and respect for all parties involved.

If a violation of this policy is substantiated, the School will take appropriate corrective action. Remedies may include disciplinary measures, restorative practices, educational interventions, pastoral support, or other actions designed to stop the behavior, prevent recurrence, and repair harm to individuals and the community.

The Principal is the School's designated decision-maker and has the authority to determine appropriate corrective action based on the findings of the investigation. Any appeal of the Principal's decision may be submitted to the President, whose review shall be final.

### Retaliation Prohibited

Retaliation against any individual who makes a good-faith report or participates in an investigation is strictly prohibited. Acts of retaliation contradict both this policy and the values of the Gospel and will be treated as a separate violation subject to disciplinary action.

### External Resources and Legal Rights

Individuals also retain the right to pursue complaints with external agencies, including the Illinois Department of Human Rights or the U.S. Department of Education Office for Civil Rights, as applicable.

The School has adopted a comprehensive Discrimination, Harassment, and Retaliation Policy that includes all elements required under 105 ILCS 5/22-95(b).

### Harassment:

Harassment is defined as offensive, intimidating or hostile behavior, which has the intent or effect of unreasonably disrupting the school environment as a whole or impacting specific faculty, staff or students. This includes sexual, ethnic and racial harassment as well as any other form of mean-spirited behavior.

### Sexual Harassment:

Sexual harassment consists of unwelcome sexual advancements, requests for sexual favors, sexually motivated conduct or other verbal or communication of a sexual nature. Specific examples of such behavior include (but are not limited to):

- Written Contact – Sexually suggestive or obscene letters, notes, invitations, drawings, social media or text messages.
- Verbal Contact – Sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about another's body or sexual characteristics which may be construed as embarrassing to another.
- Visual Contact – Suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive objects, pictures or magazines.

**Sexual Abuse and/or Assault:**

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

- Physical Contact -- Any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, blocking movement or coercing sexual contact.
- Criminal Sexual Assault -- In the state of Illinois, a person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.
- The ISBE Sexual Abuse Response and Prevention Guide is available [HERE](#) for more detailed information.

**Hazing:**

Hazing is any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Some practices associated with hazing carry the potential for serious bodily harm. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling and "red-bellying"), "kidnapping," consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior. Coerced sexual activity, in addition to being classified as sexual assault and/or rape, is another form of hazing. Such activity puts victims at risk for injuries, sexually transmitted diseases and pregnancy. Alcohol abuse is another significant factor in hazing incidents that feature forced consumption of large amounts of alcohol.

Hazing of any kind is unacceptable and may result in an expulsion from school. Sexual Harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. It may be defined as any unwanted sexually oriented acts, which create a hostile, intimidating or offensive environment.

**Reporting Procedures:**

1. An oral or written report related to any form of harassment/bullying must be presented specifically to an administrator of St. Laurence High School.
2. St. Laurence High School will investigate the allegations of harassment/bullying in a timely manner and get back to the parties involved.
3. A decision of whether the issue should be dealt with legally will be made after consulting with all parties involved and the St. Laurence High School legal team.
4. A report will be kept on file relating to the allegations and the findings of the investigation, and will be kept confidential to the fullest extent possible.

**The administration reserves the right to modify disciplinary consequences depending on the offenses and totality of the circumstances.**

**Bus Conduct:**

Appropriate conduct is required on all buses—public or private. Conduct on buses is expected to be controlled and orderly. Poor conduct will result in detentions and possible removal from future ability to ride buses.

Pushing, shoving, unbecoming language, shouting, throwing objects, etc. will not be tolerated. Smoking on the bus is not permitted. Respect for property is essential, including cleaning up after yourself after each bus ride. If any student damages a school vehicle, the student and his/her parents will be responsible for paying any

charges incurred in repairing the damage. For the safety of passengers, students are not to lean out of the bus windows.

Students must carry their school I.D. and present it to the bus driver or any other bus company official upon request. The bus driver reserves the right to bring the bus back to St. Laurence should students not cooperate. Should this occur, students will be expected to provide their own transportation home. The bus company or St. Laurence Administration may cancel a bus route for any period of time should it become necessary.

Should a student be reported to St. Laurence High School by the CTA, PACE or private carrier for misbehavior, any of the following could result:

- suspension from riding the bus
- suspension from school
- conference with the parents
- restitution
- detention
- probation
- expulsion from school

#### Parking Lot:

St. Laurence reserves the right to revoke any parking privileges and/or parking passes to students who drive recklessly on or near campus.

Students who park in the St. Laurence (north) lot present their parking sticker in the top right hand corner of the back windshield and must park in their assigned parking spaces.

Violators are subject to be towed.

Members of the St. Laurence Community should be respectful of our neighbors and neighborhood as it relates to driving and parking. Students should never park or drive through neighboring school lots without permission.

#### Off-Campus Offenses:

These rules set forth within this handbook apply both inside and outside of school as they impact St. Laurence High School, its staff, its students and its reputation. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

Consequences for off-campus offenses can be warning, detention, suspension, assignment to disciplinary probation, assignment to a Discipline Board or expulsion depending on the frequency or severity of the offense(s).

Whether on or off campus, the employment of electronic technology, applications inherent to those media or any social media site to harass/bully any individual from either inside or outside the school community will be subject to severe disciplinary action.

Students who post content on social media that defames, misrepresents, or maliciously damages the reputation of St. Laurence High School, its students, faculty, or staff may face disciplinary action, up to and including suspension or expulsion. This includes false, harassing, abusive or otherwise harmful statements made publicly or anonymously that disrupt the school environment or violate the school's values.

Normally the school does not take disciplinary action if the police inform school authorities of unsatisfactory behavior unless such behavior breaks school rules including those stated herein and if such action negatively reflects upon the school.

Police involvement may preclude any action taken by the school. However, should the action or incident significantly affect the reputation and good standing of St. Laurence High School in an inherently negative way, the offending student may be required to withdraw from school without appearance before a formal Discipline Board.

Safety Drills:

Because of the serious nature of all safety drills, students are to remain attentive to adult direction and refrain from talking.

Cafetorium:

Students are required to come to, and remain in, the Cafetorium for their assigned lunch period. Students shall not bring any food items and beverages, with the exception of water in a sealed container, into the academic wings of the building. Faculty, Staff and Administrators can request permission from the Principal and/or designee if they want to have food and beverages in their class for special events. Lunch period procedures are explained by the Lunch Supervisors at the beginning of the school year.

Technology:

While in the school building students should only be using the approved student Wi-Fi network. Students should not be using VPN's or their personal data network. Students who are found using a VPN or their own network will receive detention.

St. Laurence High School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violated the school's disciplinary policy. The school may require the student to share content in the course of such an investigation.

Headphones:

Headphones, Earbuds, Airpods, or any audio device will not be permitted within school hours. This includes in the hallways, passing periods and in the cafeteria during lunch. Exceptions can be made by teachers for certain classwork, but should not be used unless permitted by teachers on a specific day.

Cell Phones:

**It is recommended that students leave their cell phone in their locker.** Cell phones must be silenced (vibrate or silent) and placed in the phone storage area in each classroom. If a student is using their cell phone during class without authorization, the student will receive a detention. Teachers will have students store phones in a secured location during class so as to reduce distraction during academic times. Students should not be using their cell phones in the halls or restrooms during class time and may not make phone calls during passing periods. When a student needs to be excused from class they should fill out the QR code with their iPad, leave their iPad in the room and scan the QR code upon return.

If a parent needs to contact a student during the school day, the parent should call the school office (708-458-6900) and the student will be notified and call the parent back using the school phone. **PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING THE SCHOOL DAY ON HIS/HER CELL PHONE.**

**PHYSICAL AND VERBAL ALTERCATION/FIGHTING: (All situations will be fully investigated and handled fairly)**

- Any student who engages in physical or verbal altercations during or after school hours, or during school events will receive a suspension (amount of time to be determined by the Dean's Office) and is subject but not limited to the following:
  - Detention
  - Additional Suspension Days
  - Discipline Board

- Disciplinary action consistent with the athletic department's code of conduct for their sport(s) and or extracurricular activities. ([Reference athletic code of conduct.](#))

**The administration reserves the right to modify disciplinary consequences depending on the offenses and totality of the circumstances.**

Gambling:

Gambling is never permitted on school premises.

Confiscation of Items Brought to School:

St. Laurence reserves the right to confiscate any items/toys brought to school by students and deemed harmful or inappropriate.

Food and Drink:

In order to maintain cleanliness throughout the school, students are not permitted to bring food, candy or beverages out of the cafeteria and/or the foyer. For the same reason, chewing gum is not permitted.

Water bottles are permitted for use (water only) during the school day. St. Laurence reserves the right to inspect the contents of a water bottle if deemed necessary.

Drinks or food purchased at Gold Brew must be consumed in the cafetorium or foyer area. No beverages or food from Gold Brew OR the school cafeteria are permitted in the academic wings. Students will be asked to finish their drink/food or be asked to dispose of these items.

ID's:

Student school identification cards (ID) must be visible at all times during the school day. If a student forgets his or her ID, a temporary ID will be issued by the main office. Failure to wear an ID may result in detention. Students should place their ID's in their bookbags at the end of the school day so they can be displayed and identified when they enter the school building on the next school day. Lost ID's should be purchased in the main office for a \$5 replacement fee. Students will not be allowed to purchase lunch in the cafeteria or from the Gold Brew if they do not have an ID or Temporary ID.

Hall Passes:

If a student must leave the classroom, he/she should fill out the QR code with their iPad, leave their iPad in the room and scan the QR code upon return. Students will be given a physical pass that can be displayed while in the hall.

Inappropriate Language:

No profanity, foul language, words that are or could be considered derogatory or hurtful to others including words or references related to race, sexual orientation or inappropriate sexual references of any sort will be tolerated.

Any use of language regarding weapons (i.e. guns, knives, bombs, etc.) or swatting activity will be investigated and disciplined to the fullest extent possible. Our priority as a school is to ensure the safety and well being of all members of our school community. Such comments threaten this priority and can lead to filing reports with law enforcement, a request to withdraw or expulsion from St. Laurence High School.

Inappropriate Material:

Contraband and pornographic material of any nature ARE NEVER PERMITTED. Possession of such articles will minimally result in a major detention and the parents will be required to claim the articles at a meeting with the appropriate Dean of Students.

Inappropriate photos or videos of underaged individuals are considered child pornography and will be dealt with appropriately by law enforcement under the laws within the State of Illinois.

**\*\*\* If it comes to the attention of the administration that there are materials suspected of being on the student's phone or iPad that may be harmful to any St. Laurence student, school administration reserves the right in its sole discretion to ask a student to show content on their iPad or cell phone. Failure to comply may result in disciplinary action.**

#### Pregnancy Policy:

As a Catholic community, we affirm, encourage and emphasize the need to make good moral choices which include abstinence from engaging in premarital sex as well as not considering abortion as a possible course of action. The administration and the counseling personnel of St. Laurence High School will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment. In dealing with this sensitive issue, the guidelines of confidentiality will apply to the entire school community.

When it has become public knowledge that a St. Laurence High School student is pregnant, the following procedures and policies will serve as the school's guidelines for assistance:

1. A conference will be held with the student, her parents, her school counselor, the school nurse, the principal, and assistant principal of student services to determine the most appropriate course of action. If the father is a St. Laurence High School student, he and his parents may have a similar conference.
2. Should the student decide to stay at school through the first 2 trimesters, the student and her parents/guardians assume all responsibilities for prenatal care as well as the regular school responsibilities. At the beginning of the third trimester, a meeting between the student, her parents, her school counselor, the school nurse, the principal, and assistant principal of student services will take place to determine the most appropriate course of action. A doctor will determine when an alternate educational process needs to begin. It is advised that a doctor's note be brought to the meeting to assist with the decision making process. Absence from school for maternity reasons will be managed, as are all extended absences for medical reasons.
3. Pregnant students may participate in one of the many fine alternative programs offered in the Chicago area by reputable agencies like Catholic Charities. The educational program must be compatible with the program offered at St. Laurence High School so that the student will be able to return to St. Laurence with a minimum of difficulty. The assistant principal of student services must approve the program.
4. If a health concern arises during the course of the pregnancy, the school nurse and the counseling staff would need to be alerted in order to determine the best course of action pertaining to school responsibilities.
5. The student's return to school after delivery must be preceded by a conference with the school counselor, the assistant principal and the nurse.
6. Students will not be allowed to have their infant/child with them during the school day or at school sponsored events, games, practices nor will they be allowed to hold baby showers, birthday parties or other such gatherings for their child in school facilities.

## Student Discipline

Discipline of the individual is basic. Without discipline, true education is impossible. Therefore, through its rules, St. Laurence High School affects a policy of firm and sound discipline that seeks to form, cultivate and strengthen the adolescent personality.

### Students Disciplinary Consequences:

Most disciplinary problems will be handled through one of the following procedures, but St. Laurence High School reserves the right to address some offenses in a manner not described in the following:

- Detention
- Suspension Days
- Discipline Board

### **The administration reserves the right to modify disciplinary consequences depending on the offenses and totality of the circumstances.**

Classroom discipline and order consistent with school policy is affected by the teacher. The more serious classroom problems and out-of-class discipline and conduct of the students come under the jurisdiction of the Dean's Office.

### Disorderly Conduct:

Consciously behaving in an unreasonable way that alarms or disturbs another person or disturbs the peace.

### Unwanted Photos/Recordings:

**Recording or photographing individuals without their consent is strictly prohibited and is a felony in the state of Illinois, regardless of the location or circumstances.** "Consent" refers to the voluntary, informed, and explicit agreement given by an individual to be recorded or photographed.

### Peer Mediation:

Peer Mediation is a resource available to any student experiencing conflict. The Peer Mediators are trained students who assist individuals in resolving conflict through a process of communication and problem solving. Any student and/or his/her parent(s) may request mediation by contacting his/her Counselor or the Deans. Any and all students involved in the peer mediation/conflict resolution must voluntarily agree to participate in the mediation. The program is designed to assist students in conflict resolution strategies, therefore parents may not be notified. Any student is allowed to participate in a maximum of 2 mediations per year with a total of 3 mediations in their time at St. Laurence. Multiple peer mediations will be handled by the Dean's Office.

### Detention Policy:

Detention is a consequence and addresses student accountability for their violation(s). For this reason, a student will not ordinarily be excused. If necessity demands an absence from detention, a parent or legal guardian must contact the Dean's Office specifying the reason for not being able to attend detention. All detentions, suspensions and probations are kept on file. Such records are available to parents and other authorized persons. Detentions must be served within five days of issuance. Only the Deans may reschedule a detention after parental contact has been made. **Detention takes precedence over appointments, practices, lessons, tutoring, athletics, etc.**

- Student receives a verbal notification from the teacher/staff that they will be receiving a detention.
- Teacher/Staff fill out the electronic detention form.
- Dean acknowledges that the detention was received.
- One-hour detentions begin at 3:05pm. Students will be made aware of when their detention will be served beginning as early as the day after the detention is received. The regular dress code is in effect for detention.

- No electronic devices will be allowed while serving a detention. Students should not rest their head on any table or desk. Students should sit up straight and remain quiet while serving a detention.
- While serving a detention, students may study or read a book. But may not use any electronic devices.(ipad, phone, headphones)
- Failure to serve a scheduled one-hour detention will result in a three-hour detention. Repeated offenses will result in suspension from all school activities for a period to be determined by the number of previous offenses.
- Deans reserve the right to transition detention outside based on weather. Students serving detention can be expected to assist in cleaning the facilities - indoor and outdoor.
- Failure to serve a scheduled three-hour detention will result in suspension and a parent meeting with a Dean.

### 3-Hour Detentions (Major):

Three-hour detentions are given for serious reasons and may be scheduled at special times of the school year. Students and parents will be notified of three hour detentions. Students serving 3-hour detentions may work at various cleaning tasks in and around the school. The student must perform the work in an acceptable manner. A student arriving late for a three-hour detention will be turned away and will be required to serve his/her major detention at a later date established by the Dean's Office. If a student fails to attend his/her 3-hour detention, a second 3-hour detention will be issued for missing the detention and the parents/legal guardians will be contacted. Failure to complete the detentions may result in the student receiving a suspension day and/or placed on contract and the parents notified of the situation. A meeting may be required with the parents/legal guardians the following school day or as soon as possible and informed that the student will be **SUSPENDED** from school beginning the next school day and **WILL NOT BE ALLOWED TO RETURN UNTIL THE PARENTS HAVE MET WITH A DEAN.**

The Office of the Athletic Director will be notified of any major infractions and/or suspension days, which can affect the student's eligibility on a sport. ([Sports code of conduct link](#))

If a student is ill on the day of his/her 3-hour detention, a phone call must be placed to the Dean's Office 708-458-6900 Ext. 232 before the time his/her detention was to start. If in the opinion of the Dean's Office the reason is valid one, (1) extension could be granted at the Dean's discretion. Excuses such as work, driver education or extracurricular activities do not fall into this category of necessity.

### Suspension:

A suspension may be imposed for any disciplinary offense, for failure to meet administrative requirements for an accumulation of detentions or at the Deans' or Principal's discretion. Suspension is the temporary exclusion from the school community or from an individual class. A student who is suspended from school is not allowed on or around school property or to attend school-related activities during the timeframe of the suspension. Parents are notified of the suspension by telephone and/or in person and assume responsibility for the student. Suspension may last from one to ten days or until a parent conference is convened.

Students may be suspended from school for a serious offense (such as improper bus conduct, chronic misconduct in the classroom or disrespect to a teacher). Students will be placed on a disciplinary contract for a minimum of 1 semester after returning from suspension. A re-entry meeting will be required with the administration, school counselor and behavior specialist.

Contracts will be presented to the students, parent/guardian and an explanation of the stipulations of the contract. Contracts can be presented to the parent/guardian in person. Failure to return a signed contract by the student and parent/guardian will result in a default judgment and the contract will be considered valid and in place for the duration of said contract.

### Suspension - Academic Policy:

- Any student who is suspended for any reason may make up summative assessments (tests, exams) that were missed while on suspension only. Students must make up summative assessments that were missed upon returning to school and upon the terms of the teacher.
- A student who is on suspension may turn in homework and other formative assessments that are posted on Google Classroom on the due date for full credit, even if it is during the time of suspension. If a student chooses not to turn in work while on suspension, they will not have the opportunity to turn in for credit.

### Discipline Board:

Any student, who has accumulated numerous detentions, has violated his/her Disciplinary Probation/Contract or who has committed a serious infraction of the Student Code of Conduct may be assigned to the Discipline Board for possible expulsion.

The Discipline Board consists of three faculty members appointed by the Administration. The student appearing before the Discipline Board chooses a fourth faculty member. The Dean of Students will serve as chairman and will present the case. The student's school counselor may also be present to contribute as he/she may without betraying any information shared in confidence. These last two members are non-voting members of the Board.

The Board will meet with the student and two adults (presumably, but not necessarily limited to parents or guardians) within three school days of notification of the forthcoming proceeding. Sometime before the meeting, each of the student's teachers will be asked to submit an evaluation of the student which will be shared openly at the proceeding.

The Dean of Students will present all facets of the case at hand after which all individuals present will be allowed to be heard during an open forum bound by a reasonable time limitation. After all sides have been heard, the members of the Board will discuss the case in private and make personal written recommendations to the Principal.

The Principal will then make a decision on the case within his/her sole discretion. Although the Principal is not bound to follow the recommendation of that body. The decision to expel may be appealed to the President. As the Discipline Board does not constitute a legal proceeding, no lawyers retained for representation or recording devices are allowed to be present.

### Respect of Property:

Students are required to respect the property of others and to turn into the Dean's Office any items that belong to other students. A student found in possession of lost or stolen property will be dealt with in an appropriate manner.

Any student caught intentionally misusing and/or damaging or destroying any property (including furniture) on school grounds will be responsible for reimbursing the school for the replacement cost and are subject to disciplinary action.

### Disciplinary Probation:

The Dean's Office will place any student on Disciplinary Probation/Contract that has received a minimum of **ten (10)** detention hours or committed a major infraction of such a serious nature that his/her conduct shows a need for closer scrutiny. Students on contract may be withheld from participating in school functions (i.e. assemblies, dances, retreats, etc).

Disciplinary Probation will continue for a minimum of one full academic semester and/or year after which time his/her record will be reviewed for possible removal. While on Disciplinary Probation, the student must prove

through the signing of the student/parent contract, a willingness to cooperate with the rules and objectives of the prescribed Student Code of Conduct. Should a violation of Disciplinary Probation or the Student/Parent contract occur, the student would be suspended indefinitely pending the convening of a Discipline Board to determine the student's suitability to remain at St. Laurence High School. At the completion of the probationary period, the Dean will have a follow-up conference with the parents and the student. If the terms of probation have been met and a change of attitude/behavior noted, the student will be removed from probation.

Students may be placed on Disciplinary Probation in response to situations not covered in this handbook. As a matter of standard practice, any student transferring into St. Laurence High School will be assigned to Non-Punitive Disciplinary Probation to be so assigned for a minimum of one full academic semester with all other parameters consistent with the above stated protocols.

#### Expulsion:

A student is subject to expulsion for serious offenses which may include, but are not limited to:

- the use of drugs/alcohol in school or at school functions;
- the sale or promotion of drugs/alcohol on campus or at any school activity;
- theft of school property or a fellow-student's property;
- involvement with gangs/cults, or the use of their symbols, language or slogans;
- possession of any weapon or firearm on school property or at a school function.
- Habitual/Chronic violations of the rules and regulations of St. Laurence High School

Expulsion is the forced withdrawal from St. Laurence High School can be imposed upon students who commit a flagrant violation of the rules, violate their terms of Disciplinary Probation or repeatedly commit violations of the Student Code of Conduct. The decision to expel a student is at the sole discretion of the Principal and/or designee. This decision is ordinarily made after receiving a recommendation from the Discipline Board.

#### Student Sensitivity Policy:

St. Laurence High School works to develop leaders who are respectful, inclusive and understanding of the differences of others in all aspects of school life. We continue to instill our students with a desire and the skills to empathize with their peers to embrace these differences in academics, extracurricular activities, and community engagement. We are aware that in order to educate and achieve growth there are, at times, challenges. St. Laurence will use these challenges as opportunities to grow, develop and find ways for these students to have a positive impact in our school community.

- Students - Respect and appreciate diversity, contribute to an inclusive atmosphere, and report any incidents of discrimination. Regardless of an individual's race or ethnic background the use of racial slurs and or derogatory comments are not permitted and will be addressed by the deans.
- Educational Programs:
  - Students who violate our sensitivity policy will be subject to disciplinary action with an educational component for students to learn from their mistakes and to in turn make a positive impact on the school community by working on creating a project that is presented and may be implemented within the school to create awareness of the negativities of such inappropriate comments and behaviors.
  - Multiple violations of this policy will result in further investigations into the incidents and the possibility of being asked to withdraw from St. Laurence or have a hearing in front of a discipline board.

St. Laurence High School does not allow corporal punishment.

## **Dress Code and Appearance**

The primary responsibility for the dress and appearance of the student belongs to the parents. Concern for daily appearance is essential to the student's progress in maturing. It is, therefore, expected that students be neat and clean. The manner of dress should be appropriate to the serious nature of study. Students should arrive at school and leave school in dress code attire.

The following regulations are made so that the student will develop a consciousness of the necessity of a neat personal appearance, not only when he/she is in school, but at all times in the public eye. Students should follow uniform guidelines when representing St. Laurence both in the school building and while attending any activities during school hours (ie. Career Pathway Internships, Field Trips etc.).

Any violation of Dress/Appearance Codes will result in a detention and parent notification. The Deans of Students interprets these regulations. The Deans of Students are the final arbiter of dress and appearance. The fact that some type of clothing, footwear or hair style are not specifically forbidden, does not make it acceptable. Students are expected to use good sense in grooming and dress. Should a question arise with regard to dress or appearance--THE DECISIONS OF THE DEANS OF STUDENTS ARE FINAL.

From the start of the school year to October 1st and from May 1st to the end of the year, dress code adjustments may be made at the discretion of the principal. For example, khaki or dress shorts and athletic shoes may be worn.

- Students are not allowed to wear sweatpants, t-shirts, hoodies or any clothing apparel that represent other high schools.
- Students who refuse to remove nose ring/ear ring or dye hair to original color will be sent home with a suspension. The student will not be allowed to return to school until the request of nose/ear ring removal and/or hair dye to original color is acted upon.

<u>Young Men</u>	<u>Young Women</u>
<p><u>SHIRTS:</u> Young men should wear an official St. Laurence polo shirt (long or short sleeve). The polo's must be purchased from the STL Spirit Shop or the official online St. Laurence site. A clean, un-torn and un-faded white or black crew neck t-shirt shall be worn underneath the polo shirt and quarter zip pullover. Polo shirts and dress shirts shall be tucked inside the pants. The bottom button of the polo shirt must be buttoned and the dress shirt must be completely buttoned.</p> <p><u>PANTS:</u> Young men may wear solid color dress pants (black &amp; khaki only). Pants must be "close seam" without outside ridges. Jeans, leggings, corduroys, trousers with draw strings, cargo pants or carpenter pants are NOT allowed. Pants must be worn at the waist with a belt and cannot drag on the ground—loose cuff at ankle. Students must wear dress pants properly: up around the waist not down around the hips. Students will not be allowed to wear</p>	<p><u>SHIRTS/BLOUSES:</u> Young ladies should wear an official St. Laurence polo (long or short sleeve) shirt purchased from the STL Spirit Shop or STL online shop. A clean, un-torn and un-faded white or black t-shirt can be worn underneath the above options. Polo shirts and dress shirts shall be tucked inside the pants or skirt.</p> <p><u>PANTS:</u> Young ladies may wear solid color dress pants (black, or khaki only). No other style or brand of dress pants will be allowed for young ladies. Jeans, leggings, yoga pants corduroys, trousers with draw strings, cargo pants or carpenter pants are NOT allowed. Pants must be worn at the waist and cannot drag on the ground. Students must wear dress pants or skirts properly: up around the waist not down around the hips. Skirts should never be rolled at the</p>

two pairs of slacks at one time. Pants with rivets are NOT permitted. Those are considered jeans. *(Please see example pictured below)*



**BELTS:** All pants/slacks must be worn at the waist with a belt. The belt must be solid black or brown leather with a standard buckle. Buckles that are over-sized, have pictures, brand names/logos, sharp edges or corners or studs or any other decorations are unacceptable.

**UNDERSHIRTS:** A clean, un-torn and un-faded white or black t-shirt shall be worn as an undergarment. If a young man chooses to wear something under his shirt, only plain white T-shirts will be acceptable. If a student wears a white dress shirt or light colored outer garment, then only a white T-Shirt will be worn.

**SHOES:** (Please see below) Students must wear solid black or brown dress shoes, sperry shoes or Hey Dudes (neutral color and no designs) For reasons of safety and maintenance, the shoes must have a non-marking sole. Shoes must be laced and worn properly with the heel of the shoe covering the heel of the foot at all times. Boots, athletic shoes or any shoe that resembles an athletic shoe including Vans, sandals, Crocs, flip-flops, Uggs Work shoes, open-toed shoes, slides, moccasins and slippers are never acceptable. Any shoe that comes up to or above the ankle is considered a boot and is not allowed.

In the case of injury to ankle, toe or foot, where a student is unable to wear regular shoes, a doctor's note is required before a student will be given permission to wear alternate footwear. Shoes must be properly worn at all times.

**SOCKS:** White, Black, blue or brown socks must be visible and worn at all times.

**SWEATERS/SWEATSHIRTS:** (Optional) Only designated St. Laurence High School sweaters and pullovers are allowed. No long or short sleeve t-shirts are to be worn over or under uniform shirts. Sweaters and sweatshirts (no hoodies) with STL brand logos

waist. Students will not be allowed to wear two pairs of slacks at one time. Pants with rivets are NOT permitted. Those are considered jeans. *(Please see example pictured below)*



**SKIRTS:** Young ladies may wear standard uniform-type khaki or charcoal skirts (purchased from Martinelli's or Schoolbelles) without slits. Skirts may be A-line or pleated style no shorter than two inches above the knee. All skirts must fit, completely zip, and be worn properly. Skirts should never be rolled at the waist. Skirts that are damaged in any way are not acceptable. Tennis, Golf, Spandex and denim skirts are not allowed.

**SHOES:** Students must wear solid black or brown dress shoes, sperry shoes or Hey Dudes (neutral color and no designs). For reasons of safety and maintenance, the shoes must have a non-marking sole. Shoes must be laced and worn properly with the heel of the shoe covering the heel of the foot at all times. Boots, gym shoes or any shoe that resembles a gym shoe including Vans, sandals, Crocs, flip-flops, slippers, Uggs work shoes, open-toed shoes, slides, moccasins, ballerina slippers and platform shoes are not allowed. Any shoe that comes up to or above the ankle is considered a boot and is not allowed. Young ladies may not have heels higher than 2". Shoes must be properly worn at all times.

In the case of injury to ankle, toe or foot, where a student is unable to wear regular shoes, a doctor's note is required before a student will be given permission to wear alternate footwear.

ATHLETIC SHOES including brand name athletic/street shoes, slippers (Uggs) and clogs (open back) are NOT acceptable.

**SOCKS/TIGHTS/LEGGINGS:** Solid colored socks must be visible and worn at all times. Young ladies may wear knee socks that do not pass the knee. Solid

purchased in the STL spirit shop may be worn as long as the collar of the polo shirt is visible. Athletic & extracurricular issued sweatshirts/tops are considered spirit wear and should only be worn on Friday's.

HAIR: Hair should be well groomed and made neat. Extreme hair styles (e.g., shaved heads--entire or partially, Mohawks, line designs, arrows, numbers, and spikes) and shaved eyebrows etc. are not allowed. Highlighting, coloring, dyeing or lightening of an unnatural color to all or part of the hair is not allowed. Students should use their best judgment with their hair and hairstyle. Two-toned hair styles where half the head is one color, and the other half is another (i.e., half blonde and half black) are also not allowed.

JEWELRY: The Kairos cross, scapular or other simple Christian symbols of reasonable size may be visibly worn around the neck. No other neck wear is allowed. Only wristwatches and St. Laurence school rings may be worn. Wristbands may be worn in moderation.

EARRINGS/PIERCINGS: No earrings or body piercings are allowed. Band-aids to cover earrings/piercings are not permitted; this includes transparent plastic plugs or retainers.

**Apple watches or smart watches may be worn but should be removed during testing/assessments. Students may not use their watches during class without a teachers' permission.**

SHAVING: Boys are to present a well-groomed appearance at all times. Boys are to be clean-shaven and sideburns may not be excessive or extend below the bottom of the ear. Faculty/staff reserve the right to ask a student to shave if they are not clean shaven. Refusal to shave will result in a detention.

- Students who provide a doctor's note for medical skin conditions must have the doctor give a specific length (ex. 1mm, 2mm). The student must also have their doctor complete

tights and leggings with no patterns or writing are allowed. Tights and leggings must be black, navy blue or gray and are to be worn under the skirt.

SWEATERS/SWEATSHIRTS: (Optional) Only designated St. Laurence High School sweaters and pullovers are allowed. No long or short sleeve t-shirts are to be worn over or under uniform shirts. Sweaters and sweatshirts (No Hoodies) with STL brand logos purchased in the STL spirit shop may be worn as long as the collar of the shirt is visible. Athletic & extracurricular issued sweatshirts/tops are considered spirit wear and should only be worn on Friday's.

HAIR: Extreme hairstyles, shaved heads and hair color are not allowed. The school reserves the right to define "extreme." Hair coloring that includes unnatural colors such as pink, blue, green, purple and red streaks and/or designs are not allowed. Two-toned hair styles where half the head is one color, and the other half is another (i.e., half blonde and half black) are also not allowed. Hair extensions must be natural in color. Students who come to school with inappropriate hairstyles and/or coloring may be suspended until the problem is corrected. Hair ornaments such as barrettes and headbands must be official STL or solid colors: white, yellow, gold or black and may not be wider than two inches. Headbands must be plain without attached ornaments such as large bows or flowers. Scarves, bandanas, hair nets and any other hair ornaments are not allowed. Any student who comes to school with an unacceptable hairstyle according to the above standards may be kept out of classes until the hairstyle meets the proper guidelines.

JEWELRY: Simple and school appropriate jewelry may be worn.

EARRINGS: Young ladies are only permitted to wear studs or small hoops no larger than ½" in diameter in each ear. Gauges are not allowed. No other visible body piercings are allowed including nose or tongue piercings. Inappropriate symbols or designations are not allowed. The use of band aids or bandages to cover piercings is not acceptable.

the “Medically Excused Facial Hair Form” which is provided by St. Laurence.

**TATTOOS:** Visible tattoos are not allowed in school or at school-sponsored events, activities and ceremonies. Any student who has a tattoo must keep it covered by an article of clothing at all times. The use of band aids or bandages to cover tattoos is not acceptable

**COATS AND JACKETS:** Typically, Coats and jackets, STL or otherwise, are not to be brought into the classroom or worn during the school day. STL zip-up jackets, ¾ zip up pullovers are allowed with an STL logo and must be worn with a polo underneath. Students may wear only STL pullover sweatshirts, sweaters, or vests during the school day with an acceptable collared shirt. Hoodies will not be permitted.

**SUN GLASSES:** Sunglasses are never to be worn in the school building.

**HATS/HEADGEAR:** Hats or headgear are never to be worn in the school building or at any inside school function unless they are part of an athletic uniform. Hats/headgear will be confiscated if worn in the building or worn incorrectly. Students who wear any type of scarf, hijab, or other head covering due to ethnic, cultural or like reasons will be permitted upon request.

\*\*Religious or ethnic relations can be accepted.

**BOOK BAGS:** Students may NOT carry book bags in the classroom. They should be placed in lockers during the school day.

**MISCELLANEOUS ITEMS:** Students are not allowed to bring personal sports equipment, (basketballs, hockey sticks, baseball bats, rollerblades, skates, skateboards, soccer balls, etc.) into the school building unless under authorization of the coach or moderator. Students should not leave this equipment in their school locker.

**PIERCINGS:** Nose piercings and visible body piercings are not permitted; this includes transparent plastic plugs or retainers. Ladies who wear a nose piercing to school will be asked to remove the piercing(s) or be sent home until the piercing is removed.

**Apple watches or smart watches may be worn but should be removed during testing/assessments. Students should not use their watches without a teacher’s permission.**

**MAKEUP/FINGERNAILS:** Young ladies are permitted to wear facial makeup in moderation. Nails should be at a reasonable length. Neatness, cleanliness, moderation and modesty should guide appearance. Inappropriate symbols or designations are not allowed.

**TATTOOS:** Visible tattoos are not allowed in school or at school-sponsored events, activities and ceremonies. Any student who has a tattoo must keep it covered by an article of clothing at all times. If small enough, the use of a band aide to cover a tattoo is acceptable.

**COATS AND JACKETS:** Typically, coats and jackets, STL or otherwise, are not to be brought into the classroom or worn during the school day. STL athletic zip-up jackets are allowed. Students may wear only STL pullover sweatshirts, sweaters or vests during the school day. A ¾ zip pullover can be worn with a STL polo under the ¾ zip pullover. Hoodies will not be permitted

**SUN GLASSES:** Sunglasses are never to be worn in the school building.

**HATS/HEADGEAR:** Hats or headgear are never to be worn in the school building or at any inside school function unless they are part of an athletic uniform. Hats/headgear may be confiscated if worn in the building or worn incorrectly. Students who wear any type of scarf, hijab, or other head covering due to ethnic, cultural or like reasons will be permitted upon request.

**Clear water bottles that seal tightly to avoid spills are permitted during the school day and shall only contain water.**

P.E. CLASSES: PE dress code is gym shoes, accompanied by a STL shirt and shorts which can be purchased at the STL spirit shop or through the online store.

SPIRIT DAYS: The dress code for young men is a St. Laurence t-shirt (or spirit shirt), dress pants or jeans (no rips, tears, writing or decorations on the jeans including pockets are allowed). Gym shoes are permitted on spirit days. **NO sweatpants, athletic pants or athletic shorts. NO crocs, slides, flip flops, or any shoe without a heel.**

AUDIO DEVICES: Due to safety concerns and classroom distractions, students are not permitted to wear audio devices within school hours unless permitted by a specific teacher for a class project. Audio devices such as Bings, Beats and airpods will not be worn in class without faculty/teacher permission.

LOCKER: Lockers should not be decorated, unless approved by a faculty/staff member. Lockers should be locked while not using the locker.

UNIFORM RENTAL - (Dean's Office)  
Students will have the ability to rent a specific uniform item for a day, (polo, belt, pants, skirt) if a student does not have the proper dress code. Each rental item will come with a \$1 charge. All rental items are property of St. Laurence High School and must be returned the day following the rental. Those who do not return the item are subject to further monetary fines and disciplinary actions.

\*\*Religious or ethnic relations can be accepted.

BOOK BAGS: Students may NOT carry book bags in the classroom. They should be placed in lockers during the school day.

MISCELLANEOUS ITEMS: Students are not allowed to bring personal sports equipment, (basketballs, hockey sticks, baseball bats, rollerblades, skates, skateboards, soccer balls, etc.) into the school building unless under authorization of the coach or moderator. Students should not leave this equipment in their school locker.

**Clear water bottles that seal tightly to avoid spills are permitted during the school day and shall only contain water.**

P.E. CLASSES: PE dress code is gym shoes, PE dress code is gym shoes, accompanied by a STL shirt and shorts which can be purchased at the STL spirit shop or through the online store. No compressions, leggings, etc..

SPIRIT DAYS: The dress code for young women is a St. Laurence t-shirt (or spirit shirt), dress pants, skirt or jeans (no rips, tears, writing or decorations on the jeans, including pockets, are allowed). Gym shoes are permitted on spirit days. **NO sweatpants, athletic shorts, leggings or yoga pants. NO crocs, slides, flip flops, or any shoe without a heel.**

AUDIO DEVICES: Due to safety concerns and classroom distractions, students are not permitted to wear audio devices within school hours unless permitted by a specific teacher for a class project.. Audio devices such as Bings, Beats and earpods will not be worn in class without faculty/teacher permission.

LOCKER: Lockers should not be decorated, unless approved by a faculty/staff member. Lockers should be locked while not using the locker.

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	<p>returned the day following the rental. Those who do not return the item are subject to further monetary fines and disciplinary actions.</p>
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**St. Laurence High School does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.**

**Examples of School Appropriate Shoes:**



## Academics

St. Laurence is an accredited Illinois High School and Cognia STEM accredited school.

It is the expectation that all students are prepared for class on a daily basis. These expectations include but are not limited to the following:

1. Students should have a fully charged iPad to begin each school day.
2. Students should have all materials required for each class taken. These requirements are outlined in each syllabi and may include the following:
  - Books, specific apps like Notability, notebooks and folders, writing implements, Apple Pencil, charger/portable charger
3. Students are expected to check their email several times daily.

### Curriculum:

The course of study at St. Laurence High School is predominantly college preparatory. In keeping with the tradition of the Edmund Rice Christian Brothers, academic subjects are combined with an extensive athletic program and an extracurricular program which enables students to develop their individual talents and interests. Emphasis is placed on moral development, academic excellence and student involvement through an extensive leadership philosophy. The O'Toole Honors Program, Viking Program and the Viking Plus Program allow students the flexibility to use their academic strengths to achieve success throughout the curriculum.

Electives: 4/5 Credits

Community Service: 40 hrs (10 each year)

### **STRONGLY-SUGGESTED**

English.....	4 Credits
Math.....	4 Credits
Science.....	4 Credits
Social Studies.....	3 Credits (One AP)
World Languages.....	3 Credits (Same Language)

ALL STUDENTS MUST BE ENROLLED IN SEVEN (7) CLASSES. Credit is earned by achieving a passing grade in a particular subject and meeting the minimum attendance requirements.

If a student withdraws from a class within the first two weeks of the semester, nothing will be entered on his/her permanent record for this class. A student wishing to withdraw from a class after the 2nd week of the semester MUST complete the following steps:

- Request a withdrawal form from his/her counselor.
- Secure the required signatures from his/her teacher, counselor and parents.
- Submit a completed form to the Assistant Principal of Student Services.

If the student withdraws from a class from the start of the fourth week of the semester until the end of the semester, a grade of WP (withdrawal with passing grade) or WF (withdrawal with failing grade) will be entered on his/her permanent record. This grade WILL NOT affect his/her Grade Point Average and Rank in Class.

If the student withdraws from a class after the 1st/3rd quarter marking period, a grade of F will be entered on his/her permanent record and no credit will be given for the semester. This grade WILL affect his/her Grade Point Average.

**Once student schedules have been issued for the coming school year, any schedule change that is not teacher/school initiated, must accompany a note from a parent and will carry a fee of \$100.00 which is payable at the time of the change and may not be added to the student's tuition account. After the second week of classes, students may not change/drop classes.**

#### Report Cards:

Grades are updated and posted in PowerSchool. A semester report card is mailed in January and June.

Report Card letter grades are given for each subject:

A = Excellent (90-100%) Superior; College Recommending

B = Above Average (80-89%) College Recommending

C = Average (70-79%)

D = Below Average (60-69%)

F = Failing (below 60%)

#### Grade Point Average

The CUMULATIVE GPA at St. Laurence is obtained from the FINAL grade given on the January and June report cards. Semester marks determine GPA.

#### Grade Credit Scale

	Viking	O'Toole Honors Core Classes	AP Classes/Career Pathway Classes	IB Classes
A	4.0	4.5	5.0	5.5
B	3.0	3.5	4.0	4.5
C	2.0	2.5	3.0	3.5
D	1.0	1.5	2.0	2.5
F	No Credit	No Credit	No Credit	No Credit

#### Graduation Requirements

All students at St. Laurence High School are required to earn 26 credits for graduation (exceptions may be made for transfer students during course registration), highlighted by 4 year requirements in the core classes (Math, Science, English, and Theology) and a 3 year Social Science requirement. Course requirements, followed by course descriptions, are broken down below by year in school and academic program:

#### Course Sequences by Year

Students are required to take certain classes each year. Different levels of classes (honors, AP, IB, dual credit, and heritage) are offered for both Core Classes and Elective Classes. In certain classes, students can progress through by testing into higher level courses based on courses taken in 8th grade.

- Freshman Year: English 1, Integrated Math 1, Biology, Spanish 1, Theology 1/Leadership 1, Physical Education/Health, Full Year Elective or Two Semester Electives
- Sophomore Year: English 2, Integrated Math 2, Physics, World History, Theology 2/Leadership 2, Full Year Elective or Two Semester Electives
- Junior Year: English 3, Integrated Math 3, Chemistry, US History, Theology 3/Leadership 3, Two Full Year Electives or Four Semester Electives
- Senior Year: English 4, Math Class (multiple choices), Science Class (multiple choices), \*Social Science Class (multiple choices), Theology 4/EREBS, Two Full Year Electives or Four Semester Electives
- May be completed earlier. Students must have 3 Social Science credits to graduate.IBDP

#### International Baccalaureate Diploma Programme:

- Juniors:
  - IB Core
    - Theory of Knowledge (TOK)
    - Creativity, Activity, & Service (CAS)
  - Group 1 - Language A - English Language & Literature - HL
  - Group 2 - Language B - Spanish - HL & an-initio
  - Group 3 - Individuals & Societies - History of Americas - HL
  - Group 4 - Science - Sports & Exercise Health Science - SL
  - Group 4 - Science - Design Technology - SL
  - Group 5 - Mathematics - Applications & Interpretations - SL
  - Group 6 - Visual Arts - HL or SL
- Seniors:
  - IB Core
    - Theory of Knowledge (TOK)
    - Creativity, Activity, & Service (CAS)
  - Group 1 - Language A - English Language & Literature - HL
  - Group 2 - Language B - Spanish - HL & an-initio
  - Group 3 - Individuals & Societies - History of Americas - HL
  - Group 4 - Science - Design Technology - SL
  - Group 5 - Mathematics - Applications & Interpretations - SL
  - Group 6 - Visual Arts - HL or SL

#### Exam Exemptions

A senior who maintains an A for the second semester in a yearlong course is exempt from the final exam.

A senior who maintains an A for a first semester course is exempt from the first semester final.

A senior who maintains an A for a second semester course is exempt from the second semester final.

All students in AP courses are required to take the AP exam. If a student receives a B or higher in an AP course, regardless of grade level, they can choose to be exempt from the second semester final exam.

It is expected that parents take an active part in monitoring the academic progress of their son/daughter. PowerSchool and Google Classroom should be checked weekly.

In addition to actively monitoring grades and assignments via PowerSchool, Parents & Guardians have the opportunity to take part in Parent Teacher Conferences in November of each school year. During the second semester, in lieu of formal conferences, parents are urged to arrange a private appointment with the teacher(s) of the class (is) in which their son/daughter is experiencing difficulty or is in danger of failing. In rare cases, involving the nature of the course requirements or student performance (e.g., student fails to complete a project or submit a report that is due late in the marking period, or absents himself/herself from a final exam), it is not possible to warn parents of an impending failure. In all cases, it is the student's responsibility to complete all assignments and course requirements. The grade assigned for the course is the prerogative of the teacher, ultimately, and the Administration is not a liberty to change a teacher's grades.

The Honor Roll is based upon the following combination:

- A Honors – Four A's and no mark lower than a B
- B Honors – B Average and no mark lower than a C

In order to receive a schedule for the next school year, students must meet the following requirements:

- 6 credits to begin their sophomore year.
- 13 credits to begin their junior year.
- 19 credits to begin their senior year.

If a student fails any required courses, they must enroll in and pass the failed courses via the STL credit recovery program and be at the minimum number of credits required (listed above) before the first day of school.

If a student fails ONE (1) semester of a core class, he/she will be placed on an academic contract.

If a student fails more than 1 semester of a core class he/she may be asked to withdraw from St. Laurence.

### Academic Movement

For a student to be moved upward (honors or AP), the student's grade will be considered and the counselor will ask the current teacher to fill out an Academic Evaluation Form once a request is made. This movement is typically discussed when students register for classes for the next school year. It can rarely be accommodated at the semester.

### Tutoring Opportunities

NHS peer tutors are available upon request by contacting the NHS Moderator. Tutoring can be arranged for before or after school or, when possible, during a study hall. In addition, students are encouraged to utilize teacher's office hours. Igor Hour takes place in the LRC before and after school. The schedule for Igor Hour is Tuesday/Thursday 3:00-4:00pm and Wednesday/Friday 7:30-8:20am.

### Retest Policy (Updated June 2023)

Students may retake any major summative assessment given in each of her/his classes at St. Laurence. Students are allowed 1 retake per semester in each class. This does not include midterm exams, final exams, or any common assessments.

In order to be eligible for the retake opportunity, students must be proactive. It is the responsibility of the student to initiate the intervention process with their teacher. Students must seek out extra help from the teacher, complete test corrections (if applicable), have all formative assessments completed for the chapter/unit, and have notes from class for the materials being assessed. Teachers may assign additional activities and interventions to deepen student learning and understanding of the material being assessed.

If all steps are completed, the student may retake and is to receive the higher of the two grades—between the original test score and the retake.

A student can not go back in the semester to retake an assessment, it must be done no more than 1 week after the original test is administered. If a student signs up for the retest and then decides to no longer want to retest before the retest date—the student forfeits their opportunity to retest in that class.

## **Academic Integrity Policy**

The purpose of St. Laurence High School academic integrity policy is to foster a culture of honesty, and fairness in all aspects of learning. It is essential that students understand the importance of maintaining academic integrity and consequences of engaging in academically dishonest practices.

A St. Laurence High School student is expected to learn and achieve honestly. Achievement should be the result of her or his own efforts. Academic dishonesty or cheating can result in the loss of credit for the assignment, paper, test or quiz. Proven cheating in standardized testing will result in invalidation of the result.

A teacher who suspects a student has cheated should investigate the alleged incident and address the student and her or his parent(s) or guardian(s). If the teacher is able to provide reasonable proof of the student's guilt the teacher should immediately refer the student's situation to the Assistant Principal of Curriculum and Instruction. The Assistant Principal will enter the student's name and the details of the incident into a confidential database only accessible to school administrators.

This policy outlines the guidelines and expectations for student conduct regarding academically dishonest behavior and the use of artificial intelligence (AI) in academic work.

What is academic dishonesty?

Academic dishonesty is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what academic dishonesty looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as her or his own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, iPads, cell phones, or other electronic devices.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.

- Doing more or less than your share of a group project without permission from your teacher.

### **Use of Artificial Intelligence (AI)**

The use of artificial intelligence in academic work can provide various benefits, such as improving research, data analysis, and learning experiences. However, it is essential to use AI tools responsibly and ethically. The following guidelines apply to the use of AI:

- Students are encouraged to use AI tools for research, learning, and gathering information. AI Tools are a supplement to enhance learning, not a replacement. AI tools can be used to enhance research and learning, but students must ensure that their work demonstrates their understanding and original thought.
- With the instructor's permission, students may use AI tools for specific supervised projects or assignments. The instructor will provide clear guidelines on the permissible use of AI and evaluate the work based on its academic merit.
- AI tools can be used to assist in studying, revising, and practicing academic material. However, the final work submitted for assessment must be the student's own, without direct contribution from AI tools.

When using AI generated content and ideas, students must clearly indicate the use of AI tools and provide proper citations for the sources consulted.

Students are strictly prohibited from using AI tools or services to complete assignments, exams, or any form of assessment without explicit permission from the instructor.

### **Google Learning Environment and Academic Integrity**

In order to help foster St. Laurence High School's culture of academic honesty and fairness in all learning, students are required to create and revise all academic assignments within the Google learning environment.

The Google learning environment allows the faculty of St. Laurence High School to view the revision history of all assignments. The use of revision history is a proactive tool to help students and faculty ensure academic honesty in all learning endeavors in the following ways:

- The revision history feature allows the student and teacher to track changes made to a document over time.
  - This feature maintains a record of edits, revisions, and contributions helping to identify specific changes and ensure accountability.
  - Each revision is labeled with the name of the person who made the changes and timestamp of the edit.
- By reviewing the revision history, students and teachers can track the individual contributions made by all collaborators. This process can aid in the teacher identifying any suspicious content within a submission and the student in identifying any suspicious or unauthorized changes that may have been made without their knowledge.

All St. Laurence faculty will utilize revision history to identify potential instances of academic dishonesty. If a student is suspected of potential academic dishonesty, the teacher will look for significant additions, copy and

pasted material, or modifications made to a document, and language that is inconsistent with the writing style of the student.

If a teacher suspects academic dishonesty, the teacher will use various electronic tools to determine authenticity and use the revision history to identify any instances where text has been copied or paraphrased without attribution and compare different versions of the document.

### **Formative Assessment Policy**

All students are expected to complete and submit their own for all assessments. If a student is in violation of the academic integrity policy on a formative assessment, the student will be issued a zero on the assignment, issued a detention, and will not be provided an opportunity to redo the assessment. Violations of the academic integrity policy on formative assessments will not be submitted for formal documentation and will not be tracked throughout a student's tenure at St. Laurence High School.

**The following outcomes are cumulative and will be tracked across all classes throughout a student's tenure at St. Laurence High School.** The outcomes listed below are applicable to all non-formative assessments including summative assessments, common assessment, and projects.

#### *Students caught being Academically Dishonest:*

##### 1st Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- The students will be issued a zero on the assignment until the assignment is redone. Once the assignment is redone, the teacher will grade the assessment and the student will be issued 75% of the final grade. For example, if a student earns an 80/100 on the redone assessment, they will be issued 75% of that score, resulting in a final grade of 60%.
- A letter will be sent to parent(s)/guardian(s) detailing the occurrence. This letter must be signed and returned by the specified date to the Assistant Principal of Curriculum and Instruction. This letter will be placed in the student's academic file documenting the outcome of the occurrence.

##### 2nd Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- The student will be issued a zero on the assignment until the assignment is redone. Once the assignment is redone, the teacher will grade the assessment and the student will be issued 50% of the final grade. For example, if a student earns an 80/100 on the redone assessment, they will be issued 50% of that score, resulting in a final grade of 40%.
- The student will be placed on academic, social, and/or athletic probation to be determined by the academic support team based on the severity of the infraction. The duration of said probation will also be determined by the academic support team based on the severity of the infraction.
- A letter will be sent to parent(s)/guardian(s) detailing the occurrence. This letter must be signed and returned by the specified date to the Assistant Principal of Curriculum and Instruction. This letter will be placed in the student's academic file documenting the outcome of the occurrence.

### 3rd Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- The student should be issued a zero on the assignment and the assignment cannot be redone.
- A mandatory meeting will be held with the student, parent(s), guardian(s), counselor, and academic support team. The academic support team consists of the principal, assistant principal of curriculum and instruction, assistant principal of student services, director of strategic development, director of mission integration, and the academic deans. This meeting may result in the student being placed on academic probation and/or the assignment of a Withdrawal-Failing (W-F) grade.
- A letter will be placed in the student's academic file documenting the details of the incident and outcome of the meeting.

### 4th Offense of Student's Tenure at St. Laurence High School:

- The teacher will investigate the incident thoroughly, including conversations with the student and her or his parent(s) or guardian(s).
- An academic hearing will be held, which may result in loss of credit or the student being expelled from St. Laurence High School.
- A letter will be placed in the student's academic file documenting the details of the incident and outcome of the expulsion hearing.

Maintaining academic honesty is a guiding academic principle of St. Laurence High School. By promoting honesty, originality, and ethical behavior, St. Laurence High School aims to cultivate a culture of academic excellence among all students. Students are ultimately responsible for the integrity of their work. Students should familiarize themselves with all guidelines of this policy and seek clarification when in doubt.

## **Miscellaneous Information**

Since St. Laurence High School is a Catholic school whose primary purpose is to offer parents the opportunity to continue their son's/daughter's education in a Catholic atmosphere where major stress is placed on religious development, Religious Studies is a required subject in all four academic years.

### Admissions Policy:

The admission of a freshman student to St. Laurence High School is determined after consideration of the following criteria:

- A review of his/her scores on the Placement Examination taken at St. Laurence High School in December prior to his/her grade school graduation or on a designated make-up date.
- A review of his/her grade school records.
- Final acceptance is dependent upon the student's successful completion of eighth grade and his/her receipt of a diploma.

The admission of a transfer student to St. Laurence High School is handled on a case-by-case basis with consideration given to the following criteria:

- Transcripts from all high school(s) previously attended are to be shared with St. Laurence High School before a transfer will be considered for admission to St. Laurence High School.
- An interview with the Dean of Student Success which must be attended by the student and his/her parent(s)/guardian(s).
- Parental permission is to be given that allows St. Laurence High School to contact the school(s) the student attended.

- Terms of acceptance of transfer-in students will be the responsibility of the Assistant Principal of Student Services and the Principal.
- Transfer student GPA and rank are not transferred from previous schools to St. Laurence.

#### Visitor Policy

All visitors are to enter the building at the main entrance. Students who are in the building should never open an outside door for anyone. They should get an adult so the adult can tell them to go to the main office.

#### Age of Student 18:

Many students reach the age of 18 before they graduate. However, this ordinarily does not change the relationship between the school and these adult students and between the school and their parents. Policies regarding required signatures, absence notification, communication, etc., remain the same. The principal, in consultation with adult students' parents, may make exceptions given individual circumstances. If a student moves out of his/her house, his/her parent(s) must advise the principal of the situation.

#### Asbestos Regulation:

In accordance with US EPA 40 CRF 763.93(g) (4), AHERA regulations, the Asbestos Inspection Report and Management Plan was submitted to the Illinois Department of Public Health on May 4, 1989, for St. Laurence High School facilities, and was approved, March 6, 1990. A copy of the building's Management Plan is on file in the school's administrative office and is available to staff, employees, and the public for inspection during regular business hours, by appointment only, when such appointment is made with the Vice President of Operations at least one working day in advance. Any request to view the plan will be honored by the Vice President of Operations within five (5) working days of the receipt of such request. Plans cannot be removed from the school premises.

Birth Certificates: The State of Illinois requires that schools make and retain for the student's file, a copy of his or her ORIGINAL Birth Certificate.

#### Parents:

Parents who bully/harass a member of the STL community will be subject to the same policies listed below:

- First offense: The parent is warned by a school official. A written report will be kept on file.
- Second offense: The parent will meet with the school official and party placing the complaint. A written report will be followed and the parent is placed on probation.
- Third offense: The parent will meet with the principal/president. The parent may be suspended from school activities on and off campus for a period of time. A written report will be followed.
- If parents violate any of these conditions, local law enforcement will be contacted.

#### Faculty and Staff:

Faculty and staff who bully/harass a member of the STL community will be subject to the same policies as listed above.

- First offense: Faculty/staff is warned by a school official. A written report will be kept on file.
- Second offense: Faculty/staff will meet with a school official and party placing the complaint. A written report will be filed and faculty /staff are placed on probation.
- Third offense: Faculty/staff will meet with the principal/president. Faculty/staff may be suspended from school for a period of time. A written report will be filed.
- If faculty/staff violates any of these conditions, he/she may be terminated.

Parents should also be aware that after a full investigation by the administration some incidents may be categorized as child on child abuse as described in Child Protective Laws. Suspected child on child abuse includes a child who is assaulted, sexually harassed, bullied or any other violation that represents abuse anytime, anywhere before, during and after school. The Department of Children and Family Services (DCF) will be contacted in those instances. This is in addition to any school discipline and/or charges filed with the local magistrate. The school is required to cooperate with all investigations.

**FALSE CHARGES:** If after a thorough investigation it is determined that a complaint was made with the knowledge that the facts were false, the filing individual will be subject to severe disciplinary action which may include suspension or expulsion.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment.

Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. In accordance with the Archdiocese of Chicago Office of Catholic Schools policy, bullying by a student or students may result in suspension and/or expulsion from the school.

#### Christian Service Hours:

##### **Service Learning**

The graduation criteria of St. Laurence High School includes a total of \*40 hours of service learning supports and affirms the mission of St. Laurence High School and the values of Blessed Edmund Rice. In addition, service allows our students to build leadership skills, acquire life skills and knowledge and become active members of the community.

**All hours must be submitted to [MobileServe](#) within 14 days of completing the service. This policy will allow for timely and accurate verification of hours.**

Service hours completed during school hours **will not** be counted toward the graduation requirement. Students are responsible for finding their own service opportunities outside of the opportunities communicated by St. Laurence in order to fulfill their service hour requirements.

Students can complete their hours serving their school and expand their reach to the community around them. All service needs to be completed for non-profit organizations and cannot be done for for-profit entities. Non-profit organizations often rely on volunteers to support their missions, and volunteering with them can be a fulfilling experience.

**Seniors** must have at least 40 cumulative hours of approved service completed and all relevant documentation turned in through [MobileServe](#) by August 1st of their senior year.

**Juniors** must have at least 30 cumulative hours of approved service completed and all relevant documentation turned in through [MobileServe](#) by the last day of their junior year.

**Sophomores** must have at least 20 cumulative hours of approved service completed and all relevant documentation turned in through [MobileServe](#) by the last day of their sophomore year.

**Freshman** must have at least 10 cumulative hours of approved service completed and all relevant documentation turned in through [MobileServe](#) by the last day of their freshman year.

**Transfer Students** will have earned service hours and requirements assessed on an individual basis.

In order to assist students with making time to fulfill their service requirement, any student who does not meet the above criteria **will not** be eligible to participate in any extracurricular activities in the coming school year, including athletics, clubs/organizations, band, auditions/drama, dances and proms, until the above criteria have been met by a specific due date given for each event. Any senior who fails to complete all aspects of the service requirement may be excluded from senior privileges, graduation activities and commencement and their diploma may be held back until all aspects of the service requirement have been fully met.

Class of 2027	<ul style="list-style-type: none"> <li>• 40 cumulative hours due August 1st, 2026 (start of senior year)</li> </ul>
Class of 2028	<ul style="list-style-type: none"> <li>• 20 cumulative hours due August 1st, 2026 (beginning of junior year)</li> <li>• 30 cumulative hours due June 1st, 2027 (end of junior year)</li> </ul>
Class of 2029	<ul style="list-style-type: none"> <li>• 10 cumulative hours due August 1st, 2026 (start of sophomore year)</li> <li>• 20 cumulative hours due June 1st, 2027 (end of sophomore year)</li> </ul>
Class of 2030	<ul style="list-style-type: none"> <li>• 10 cumulative hours due June 1st, 2027 (end of freshman year)</li> </ul>

#### Emergency Contacts & Medical Care:

A BioUpdate is digitally provided and must be completed annually. It is essential that the school be notified of any changes of work or home phone numbers throughout the school year. In the event a student shall become ill or injured or otherwise need immediate medical attention, the school nurse or his/her designee shall attempt to contact the student's parent/legal guardian utilizing the information provided in the BioUpdate and stored in PowerSchool. If the student's parent/legal guardian cannot be contacted, the School Nurse or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact.

In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact. Notwithstanding the foregoing, the school Principal or School Nurse or other school personnel may call local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact, if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency care.

If parents are going to be out of town for any length of time, a note should be sent to the Dean's Office prior to their leaving with the name and phone number of the adult who will be responsible for their son/daughter during their absence.

#### Health Records Medical Information/Emergency Procedures:

Physical examinations as prescribed by the Department of Public Health and the State of Illinois. These examinations are required of all students prior to their entrance in the 9th grade. Additionally, every student must be immunized in accordance with state regulations and must furnish a complete immunization record. Students are excluded from school by October 15th if requirements for health examination and immunization have not been met.

All transfer students must have their former school forward these records to St. Laurence High School upon entering the school. Noncompliance with the above stated directives may result in the exclusion of the student from classes until the proper health records have been furnished.

In-school medication: Under no circumstances will any medication be given to a student without having on file a signed consent form from his/her parent and physician. These forms can be obtained from the school. All medication (both prescription and non-prescription) with the exception of inhalers must be dispensed through the Nurse's Office. Any student needing to carry medication on his/her person for emergency purposes (i.e. inhaler) must notify the Nurse of this condition and fill out the proper forms.

Students found in possession of any medication (prescription or non-prescription) may be subject to disciplinary action.

In-School Illness:

If a student becomes ill during school hours, he/she should alert their teacher or another adult and be sent to the nurse's office. A parent/legal guardian will be called if the nurse feels, after her assessment of the student's condition, that it is necessary for the student to be sent home. The student will only be released with permission of a parent/legal guardian and must be picked up and signed out at the main office. Parents must make contact with the school nurse if a student is ill during school hours. Students should not make contact with their parents. In an emergency situation, 911 will be called as well as the parent/legal guardian of a student. If the parent can not be reached, the emergency contacts from PowerSchool will be contacted. For this reason, it is essential that notification of any changes regarding home and work phone numbers be made as needed and the BioUpdate completed each year.

Family Raffle Fundraiser Guidelines:

Each family (even if you have more than one student enrolled) will receive one ticket book with 30 tickets to be sold to friends and family members. Each ticket costs \$10.00. Families are allowed to sell extra tickets if interested, and this will give more opportunities to win, as well as, earn a \$50 voucher for the Spirit Shop with for each additional book of 30 tickets sold. \$300 comes out of FACTS Management as a separate payment for the family raffle. Payment for raffle tickets will be added to your FACTS Management account and paid at the beginning of October.

Prizes: There will be five \$100.00 drawings each month (May-March). In the month of April, the grand prize drawing of ½ half of one year's tuition will be made, along with one \$500 drawing.

The family who sold the winning grand prize ticket will receive a credit for the following year for ½ half of one student's tuition. If the winning family has a graduating senior, they will receive that amount in a check. The buyer of the winning grand prize ticket will receive the \$500 prize.

If you have any questions or concerns, please contact the Main Office.

Illinois High School Association Athletic Eligibility

Students must be passing **25 credit hours (5 classes)** per week to remain eligible. Eligibility is checked **weekly**. If a student is not passing the required credit hours, they are **ineligible** for the following week. A student who is ineligible for **two consecutive weeks** may be subject to further consequences. **Semester eligibility:** If a student does not pass 25 credit hours from the previous semester, they are ineligible for the entire next semester.

NCAA Initial Eligibility Requirements (per NCAA Eligibility Center)"

High School athletes eligible for NCAA Division 1 athletic scholarships or those who plan to participate in any Division 1 or Division II athletic programs as a non-scholarship athlete (walk-on).

For Division II, these courses are to be met. English Courses:

Three (3) full years or six (6) semesters of course work in Grammar, Non-Remedial Vocabulary Development, Composition, Literature, Analytical Reading, and Oral Communication.

Three (3) units required. Mathematics Courses: Two (2) full years or four (4) semesters of coursework in Mathematics, Geometry, Algebra, Trigonometry, Statistics and Calculus Two(2) units required.

Social Science Courses: Two (2) full years or four (4) semesters of coursework in History, Social Studies, Economics, Geography, Psychology, Sociology, Government, Political Science or Anthropology. Two (2) units required.

Natural/Physical Science Courses: Two (2) full years or four (4) semesters of coursework in Biology, Chemistry, Physics, Environmental Science, Botany, Geology (one (1) full year of Science must be a lab science course offering). Two (2) units required\*

\*Additional English, Mathematics and/ or Natural Physical Science, 3 years Additional Academic Coursework in other areas: English, Math, Social Science, Natural/Physical Science, Foreign Language, Computer Science, Speech, Non-doctrinal Religion or Philosophy. Four (4) units required. Vocational, Personal Service, Remedial, Special Education or Compensatory Courses do not fulfill core course requirements.

An athlete who does not meet these requirements may still receive financial aid if the athlete has an overall GPA of 2.0 or higher on a 4.0 scale but that athlete is ineligible the freshman year (cannot even practice) AND will forfeit one of the four permitted seasons of competition. But with all athletes who are interested in participating in NCAA schools, you should continually check the website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) for updates.

#### Lockers:

All lockers are the property of St. Laurence High School. A locker is assigned to each student or shared in some cases, for his/her temporary storage of outer clothing, electronic devices, books and other school items. For sanitary reasons, food or gym clothing is not to be stored overnight in a locker. Every assigned locker must have a gold lock which is purchased for \$25 in the STL Spirit Shop.

Gym lockers are at a premium, students are assigned a locker for their use only during their particular P.E. class. This locker must be carefully locked at all times. All school lockers (including athletic lockers) are subject to inspection by the administration. Only Red combination locks may be used in the gym locker room on lockers and may be purchased in the Spirit Shop.

The responsibility of locker security resides with the student who must always make sure that his/her locker is properly closed and fastened with a lock and that his/her key remains his/her own confidential property. The school assumes no liability for theft from lockers; however, any missing articles should be reported to the Dean's office immediately.

Items placed in lockers with no lock, no STL approved lock or left unattended will be confiscated. Items may be picked up in the dean's office. A detention will be issued for failing to follow directions.

All student-athletes will be assigned a locker or changing area for his or her sport in season. Students will change in those areas. Student-athletes who change in other areas, such as classrooms, restrooms, in his or her car, etc. will be given detention for failure to comply.

The school discourages students from bringing expensive electronic equipment to school.

The wearing of expensive clothing to school is also discouraged. If a student chooses to bring these articles, he/she does so at his/her OWN RISK. St. Laurence will NOT BE HELD RESPONSIBLE for lost and/or stolen articles of clothing.

#### Lost Items:

Classrooms should be checked first for misplaced iPads, books, keys, locks, eyeglasses or articles of clothing. Lost and found items will be held in the Dean's Office. Items not claimed within 30 days will be donated.

#### Parents and School Records:

In cases where the parents are divorced or separated, the school presumes that both parents have access to the student and his/her records. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Mailings and student information are directed to the custodial parent. If the noncustodial parent wishes to receive the same information, a request should be made to Mrs. Murphy in the Tuition Office ext. 217.

Parents' Organizations:

Parental involvement in the school is encouraged (required for financial aid recipients) through membership in the Mothers' Club and Fathers' Club. These are active organizations that have contributed much to St. Laurence over the years through fund-raising and service programs. The Mothers' Club and Fathers' Club meet regularly.

Parking:

Students may receive permission from St. Laurence to park vehicles on the school property, provided they have their parent's written consent. Seniors will have first preference due to the limited number of parking spaces available.

Parking in residential areas is not permitted. Parking at Kennedy or AERO is prohibited.

Once a student driver arrives on campus and parks the car in his or her assigned spot, he/she and the passengers are to exit the car and enter the school building. Similarly, once a student driver leaves the school building at the end of classes, the student is to get into his/her car and exit the parking lot. **NO ONE IS TO REMAIN IN A PARKED CAR FOR ANY REASON.**

Any vehicle driven on campus is subject to inspection by school authorities. Students must register with the Dean's office the license plate numbers of all vehicles they might drive on campus, either to school or a school activity.

A permit, which must be displayed on the top right of the rear window of the vehicle, will be given to each student after they have registered. The parking permit fee is \$200. A student who chooses to park in the St. Laurence lot does so at his/her own risk. The school will not accept responsibility for damages/theft of vehicles or of property in vehicles.

All vehicles without a parking permit or those parked in an unassigned area or any reserved spot, will be subject to impounding at the owner's risk and expense. Parking on campus is a privilege which may be revoked if abused. **THE SPEED LIMIT IS 5 MPH ON CAMPUS AND IS STRICTLY ENFORCED.**

Pick Up and Drop Off:

Buses will drop off and pick up on the east side of the building.

Drop off locations for car riders and assigned entry points into the building for all students are as follows:

B-Wing Entrance: Freshmen and Sophomores

North Entrance: Juniors and Seniors

All student parking is located in the north lot and spots are assigned. Students **MUST** purchase a pass to park. Students should not park in residential parking areas.

Prayers and Retreats:

St. Laurence High School is a Catholic high school and is reflective of the Church and its teachings and practices. It assumes that the free choice of a Catholic institution indicates a desire to defer to the Catholic religious program of the school. Therefore, all students, Catholic or not, are required to take and pass a theology class each year, be respectful of prayer, attend mass, retreats and perform Christian Service.

Each class period of the day begins with prayer.

A yearly freshman retreat is held on campus and a yearly sophomore retreat is held off campus. An optional KAIROS retreat program is available to juniors and seniors. While retreat leaders respect the confidentiality that students place in them, there are certain behaviors that these leaders may not keep confidential. This includes information revealing that students are committing acts or plan to commit acts that hurt themselves or others.

Semester/Final Exam Testing Policy:

For students who will be going on vacation and requesting to take finals/semester exams early, our policy is to have students take their exams after the scheduled exam time. Arrangements should be made with teachers and counselors.

School Work Permit:

Students under sixteen who have the promise of a job may obtain permission to apply for a work permit through the Student Services Department.

Spirit Shop:

The Viking Spirit Shop is located in the north foyer across from the cafeteria. It has an extensive selection of designed sportswear, casual wear, school polo shirts and various other school related items. During a typical school year, the Viking Spirit Shop is open on Tuesdays and Thursdays before and after school. We also encourage families to take advantage of online purchasing opportunities throughout the school year.

Standardized Testing Program:

In addition to the standardized examination given to 8th graders for program placement in freshman year, each student is given a series of standardized tests throughout his/her tenure at St. Laurence. Additionally St. Laurence offers free ACT preparation programming to junior students.

Student Activities:

Student activities are divided into the co-curricular and the extracurricular. These are further divided into religious, cultural, athletic and various other activities. Students are encouraged to participate in extracurricular activities, not only because such participation will develop intellectual, athletic and artistic talents, but also because the effort to excel and compete as an individual or as a member of a team builds personal pride and gives the student the opportunity to test his/her abilities and talents in genuinely challenging situations.

Students involved in activities generally feel more at home in the school and take a serious attitude toward their studies.

The co-curricular religious activities available to students are: regularly scheduled Masses, an opportunity for the Sacrament of Reconciliation, Eucharistic Minister training, retreat and religious vocation counseling.

Extracurricular activities are engaged outside of school hours. Students must be present for half of their classes in order to practice with the team or participate in a school activity on that day.

Interscholastic athletic activities engaged in on all levels of competition are baseball, basketball, bowling, cross-country, flag football, football, golf, hockey, lacrosse, soccer, softball, tennis, track and field, volleyball and wrestling. No student is required to participate in any one of these sports in order to try out for another.

The Illinois Board of Education medical form and parental permission must be certified before the student will be allowed to try out, practice or be on a team. To be eligible to participate in interscholastic competition and practice, a student must be achieving a passing grade in four subjects.

As a member school, all St. Laurence athletes should be well acquainted with the IHSA eligibility rules. IHSA and NCAA rules are posted in the STL Athletic Handbook.

Student Council:

Student Council exists to help promote faculty-student cooperation, to aid in student government and to further the welfare of the school in general. The Student Council is the official student representative body and is the medium through which all individual student requests and suggestions are brought to the attention of the Administration.

The St. Laurence Student Council is composed of a Student Body President, Vice President, Secretary, Treasurer, Parliamentarian and Public Relations Representative. In addition, class-councils for each year are elected.

Team of Teams:

The mission of the Team of Teams Program is to provide St. Laurence students with an opportunity to be involved through teamwork in accomplishing goals they would have not been able to do on their own; to create stronger bonds and a sense of unity; to promote cooperation and friendly competition; and to motivate each other for success. The four Houses are Igor, Astrid, Asgard and Odin.

Teams will consist of students of all years selected at random with a faculty/staff mentor. Teams will meet on a regular basis to accomplish the mission of the program. Teams will have opportunities to compete in challenges, projects, competitions and develop service and advocacy programs. Teams who go above and beyond will be honored at the end of the school year.

Student Photos and School Rings:

Throughout the school year, photographs and videos are taken of students as relating to school matters such as, but not limited to, honors received, academic achievements, school activities and organizations, newsworthy accomplishments and marketing. These photos are sent to newspapers (for publication), the STL web page, and posted to STL social media accounts. If you do not wish photos and videos of your son/daughter to be used in any of the aforementioned ways, you must notify the school in writing by September 1st.

The school photographer company (Picture Day) and the school ring company (Herff-Jones) will mail out reminders of their services throughout the year. If you do not want your address to be given to the companies, you must notify the school in writing by September 1st.

Transfer-In:

Students who transfer into St. Laurence once a semester has begun will be required to pay the entire semester's tuition and fees.

Transfer-Out:

If a student transfers from St. Laurence before the start of the second semester but has attended school for at least one day first semester, he/she will only be charged for half of the base tuition and half of the applicable fees. If a student transfers out during the second semester, he/she will be charged the full tuition and fees. An official transcript will be forwarded to another school once all financial obligations have been met and the student's I.D. card has been returned. A transfer out exit process will begin with the Director of Student Success.

Transportation:

Transportation to and from school is the responsibility of the student. Student absence because of lack of convenient transportation is usually an unexcused absence. Students should not use UBER, LYFT or other transportation services to travel to or from school without the written permission of a parent/guardian.

Yearbook:

The Valhallan, the school yearbook, is a student publication. It is never to be construed as an official record of the school year. The photographs of individuals or teams, activities and clubs are arranged through the voluntary cooperation of the students themselves. Any errors or omissions are unintentional and are not the responsibility of St. Laurence High School or the Valhallan staff. A student may opt-out of the privilege of being featured in the yearbook.

TUITION AND FEES 2026-2027

BASE TUITION IS **\$14,800**

PARENTS HAVE THE OPTION OF CHOOSING A TUITION PAYMENT PLAN:

- Plan 1: Full tuition payment made by May 31st (3% tuition credit)
- Plan 2: Tuition payments made in twelve (12) monthly payments (May-April) using FACTS Management.

## FEES

- Mandatory Fees: Non-Refundable Registration Fee = \$400
- Graduation Fee = \$125.00
- Yearbook = \$75.00
- Schedule Change = \$100.00 payable at time of change
- Testing - These costs are subject to change as they are set by outside organizations.
  - \$105 for Dual Credit
  - \$99 for AP
  - \$147 for AP Capstone
  - \$68 (plus \$4 for science & \$25 for writing) for ACT
  - \$123 for IB individual exams
  - \$738 for IBDP students (covers all exams)
- Senior Transcripts = \$5.00 \*may be waived by written request before September 30th.
- Mother's Club Fee = \$25.00
- Father's Club Fee = \$25.00
- Mandatory Student Services Fee = \$50.00

**PLEASE NOTE: STUDENTS WHO ARE IN ARREARS WITH TUITION AND/OR FEES ARE SUBJECT TO SUSPENSION.** PAYMENTS MUST BE MADE WITH CASH, MONEY ORDER OR CREDIT CARD IN ORDER TO REMOVE A STUDENT FROM SUSPENSION. NO PERSONAL CHECKS WILL BE ACCEPTED AT THAT TIME. If a student has attended one day of a semester and decides to leave they are still responsible for paying the tuition for that ENTIRE semester. **All tuition payments are non-refundable.**

Seniors who are in arrears with tuition and/or fees may not:

- Attend the Senior Prom
- Receive or Send an Official Transcript
- Receive Graduation Cap, Graduation Gown and Graduation Tickets
- Attend the Graduation Ceremony
- Receive a Diploma

## St. Laurence Employee Code of Professional Conduct

### Purpose and Catholic Identity

St. Laurence High School, inspired by the Gospel of Jesus Christ and the charism of the Edmund Rice Christian Brothers, is committed to fostering a safe, respectful, and faith-filled environment for all students. Employees serve as witnesses to our Catholic mission and as role models for young people. As such, all employees are expected to conduct themselves with integrity, professionalism, and respect for the dignity of every person.

This Employee Code of Professional Conduct establishes clear expectations for behavior and professional boundaries and is intended to ensure the safety, well-being, and formation of students.

### **Standards of Professional Conduct**

All employees are expected to:

- Act with honesty, integrity, and professionalism in all interactions
- Treat students, colleagues, parents/guardians, and community members with dignity and respect
- Maintain appropriate professional, physical, emotional, and digital boundaries with students
- Comply with all school policies, procedures, and applicable federal and state laws
- Support a learning environment free from discrimination, harassment, and retaliation

### **Professional Boundaries with Students**

Because of the inherent power imbalance between adults and minors, employees bear the responsibility for establishing and maintaining clear boundaries at all times.

Employees shall not:

- Engage in sexual misconduct or any inappropriate physical, verbal, or electronic contact with a student
- Be alone with a student in a residence, sleeping facility, or other closed or isolated space
- Share a bed or sleeping accommodations with a student
- Take an overnight trip alone with a student
- Acquire, possess, or distribute pornographic or sexually explicit material involving minors
- Introduce sexually explicit topics, language, media, or content to students
- Provide alcohol, tobacco, vaping products, or controlled substances to students
- Be under the influence of alcohol or illegal drugs while working with students
- Use physical discipline for behavior management
- Humiliate, ridicule, bully, or degrade any student or individual

### **Guidance on Appropriate Physical Contact**

Appropriate affection and encouragement can be part of healthy school relationships; however, any physical contact must always be professional, appropriate, and observable.

Examples of conduct that may be permissible, depending on context:

- Verbal praise and encouragement
- Handshakes or high-fives
- Brief, appropriate side hugs
- Appropriate physical contact during prayer or school activities

Examples of conduct that is not permissible:

- Inappropriate or prolonged embraces
- Kissing or lap-sitting
- Touching of buttocks, chest, or genital areas
- Wrestling, tickling, piggyback rides, or massages
- Physical contact in isolated or private spaces
- Comments related to a student's body or physical development
- Any form of unwanted physical contact

### **Expectations for Supervision and Student Safety**

Employees are expected to:

- Report suspected child abuse or neglect in accordance with Illinois mandatory reporter laws
- Avoid one-on-one interactions with students in isolated or non-visible spaces
- Keep doors open or ensure visibility when meeting individually with students
- Follow two-adult supervision expectations whenever possible during student activities
- Obtain administrative approval and written parental permission for off-campus activities
- Use caution, transparency, and professionalism in electronic communication with students
- Release students only to parents/guardians or authorized adults

### **Use of Technology and Electronic Communication**

Employees must use school technology and electronic communication responsibly and professionally. Communication with students must be appropriate, transparent, and consistent with school policies. Secretive, inappropriate, or personal communication with students is prohibited unless expressly authorized for legitimate educational purposes.

### **Reporting Obligations**

Employees have an affirmative duty to report:

- Suspected abuse or neglect of a child
- Violations of this Code of Professional Conduct
- Conduct that may place students or the school community at risk
- Reports should be made promptly to school administration or other designated authorities.

### **Unprofessional Conduct**

Unprofessional conduct includes, but is not limited to:

- Repeated failure to attend required meetings, professional development, or school events
- Failure to participate appropriately in school liturgies, prayer services, and assemblies
- Neglect of assigned professional duties or responsibilities

Unprofessional conduct may be documented and addressed through corrective or disciplinary action.

Exceptions may be granted at the discretion of the Principal and will be communicated in advance.

### **Investigation and Disciplinary Action**

The School will promptly and fairly investigate alleged violations of this Code. If a violation is substantiated, appropriate corrective or disciplinary action will be taken, up to and including termination of employment, consistent with applicable law and contractual obligations.

### **Protection from Retaliation**

Retaliation against any individual who makes a good-faith report or participates in an investigation is strictly prohibited and will be treated as a separate violation of this Code.

### **Acknowledgment and Distribution**

This Employee Code of Professional Conduct is included in the Employee Handbook and distributed annually. Employees are required to acknowledge receipt and understanding of this Code.

**Legal Compliance Statement**

This Employee Code of Professional Conduct includes all elements required under 105 ILCS 5/22-85.5(d) and is intended to ensure the safety, dignity, and well-being of students and the school community.

**General School Compliance**

St. Laurence High School complies with all applicable State or federal laws and regulatory requirements.