1200 West Washington Street
Springfield, IL 62702

GENERAL INFORMATION

MAIN OFFICE:	7:30 a.m. – 3:00 p.m.
PHONE NUMBER:	(217) 787-1595
ADVANCEMENT OFFICE:	7:30 a.m. - 4:00 p.m. (and by appointment)
PHONE NUMBER:	(217) 787-9732
SCHOOL CODE:	143-965
WEBSITE:	www.shg.org

The principal is the final recourse and reserves the right to amend this Student Handbook. Parents and students will be given prompt notices.

PARENTS,

As the parent(s)/guardian of an SHG student, I/we agree to work cooperatively with the SHG administration, faculty, and staff on any issue that may arise in the high school educational process involving my child(ren). In the unlikely event that I/we fail or refuse to work cooperatively with the School, the School has the right to take action that may include revocation or cancellation of my child(ren)'s enrollment at SHG.

TO THE STUDENTS OF SACRED HEART-GRIFFIN,

This handbook has been prepared to acquaint you with our school and to help you be a successful student of SHG. These policies have been designed through the joint effort of students, parents, faculty, and administration to help ensure the best possible educational environment for all students of SHG. The character and quality of the school depend on the gifts each student and faculty member bring to our faith community. Together we continue to create a tradition based on academic excellence within a strong community of faith.

VIDEO SURVEILLANCE CAMERAS USE FOR SAFETY AND SECURITY

Sacred Heart-Griffin seeks to promote a safe and secure teaching and learning environment, and in doing so, utilizes overt video surveillance cameras that monitor public areas on the school properties, buildings, and grounds to promote the health, safety, and welfare of students, staff, and visitors; and to safeguard school facilities and equipment. A copy of the school's Video Surveillance Policy for Safety and Security is on file in the school's main office and is available upon request.

SACRED HEART-GRIFFIN MISSION STATEMENT & GOALS

Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community. Although the primary responsibility of education rests with the parents, all of us at SHG -- educators, students, parents, and staff are called to guide the students in pursuit of the truth through a process of lifelong learning. We assist the development of talents and encourage students to realize their potential so that together we may grow in faith, knowledge, and reason, and choose to serve others in Jesus's name. While we influence one another in many areas of our lives, our primary responsibility is the pursuit of truth through a program of academic excellence.

- As a Catholic Dominican high school, SHG is dedicated to the truth of Christian values as proclaimed in the Gospel; as fostered in a Christian community of faculty, students, parents, and staff; and as witnessed by service to the larger community.
- As an academic institution, SHG assists each student in achieving a level of academic excellence commensurate with his/her ability by offering an appropriate and challenging educational and co-curricular program.
- As a community of faith, the students, faculty, and staff of SHG cooperate with one another, the parents, area schools, and the local community to develop programs and activities that assist the student spiritually, intellectually, physically, emotionally, and socially in his/her search for truth.
- As Christians responsible for establishing the reign of God, SHG fosters independent thinking, the acceptance of responsibility, and the exercise of leadership through service so that the reality of justice and charity, lived in truth, may imbue our global society.

ADMISSION POLICY

The purpose of a Dominican secondary education is to give a well-rounded spiritual and academic education to all young people. SHG admits a broad cross-section of students with varying academic, leadership, athletic, and artistic abilities. SHG seeks a student body which will benefit from and contribute to academic excellence within a community of faith. SHG does not discriminate on the basis of race, color, sex, and/or national and ethnic origin in admission policies or scholarship and loan programs. It does not actively recruit students for any particular program. Faculty recruitment has been and will continue to be processed without regard to race, color, sex, national origin, ethnic origin, or disability which can reasonably be accommodated and which is unrelated to all the duties essential to the position. SHG does reserve all its rights as a religious entity in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/et seq.

SHG is dedicated to serving the spiritual and educational needs of all students who demonstrate a commitment to our mission, goals, and religious values, and who best benefit from its academic program.

Before admission to SHG, potential freshmen take a placement exam. This standard indicator and the information gathered from parents, teachers, and grade school transcripts are used to plan the student's academic program. If the information gathered indicates that SHG does not have the educational program which best serves the needs of the student, the student will not be accepted.

Transfer students from other high schools are normally considered for admission at the beginning of a semester unless the family is moving into the Springfield area or at the discretion of the school if circumstances warrant. A screening process is used to assure that the student's former school record and reason for transfer are consistent with SHG's mission and goals. When a student is accepted, the high school transcripts are used to plan the student's academic program at SHG.

SHG believes that all students should have the opportunity to attend a Catholic school. In order to achieve that goal, a prospective student may be admitted under Probationary Status. This admission will address concerns in the areas of academics, discipline, and/or attendance. This decision is left to the discretion of the Principal after consultation with faculty/staff.

Once students are accepted as members of the SHG community, they are expected to maintain a commitment to the mission, goals, and religious values of SHG through support of the policies outlined in the student handbook and appropriate academic achievement as outlined in the curriculum guide.

The Curriculum Guide and Information for International Students (I-20) is on the website, www.shg.org.

SCHOOL POLICIES AND REGULATIONS

TUITION AND FEES

In fairness to all families and our mission, we expect our families to maintain current tuition accounts. Sacred Heart-Griffin is committed to working in good faith with families in need or in a temporary financial crisis, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill all terms of the approved payment plan. Tuition is charged on a quarterly basis. Unused tuition payments are refunded at the time of a student's withdrawal. No fees are refunded. Students whose tuition payments are not current as of June 15 and/or Dec. 15: non-registration status for the following semester. Not current as of May 1: non-graduation status (seniors); non-registration status for the following school year (juniors, sophomores, freshmen); withholding of official report cards and transcripts (all students) and diplomas for seniors. The Registration Fee (which includes course fees) is **DUE** by March 15. Graduation fees are due no later than the first day of school. Penalties will be assessed for late payments. **FUNDRAISER:** Each family is **REQUIRED** to sell the assigned quota for the Fundraiser. Any portion of the quota not met will be charged to the student's tuition account.

ACADEMICS

SHG strives to achieve an atmosphere of academic excellence. The staff is willing to help each student meet success in his/her high school years. Students are expected to work to the best of their ability, to maintain standards of academic honesty, and to help maintain an atmosphere conducive to learning.

Daily attendance is required. Assignments are given to assist the student's learning process in each subject area. Students are expected to develop a pattern of study and to complete assignments on time. If a student fails to turn in an assignment, the teacher may schedule a required session after school for the student to complete the work and/or penalize the grade.

If a parent has an academic and/or discipline issue with a classroom teacher, they must first contact the specific teacher. If the parent doesn't believe this issue is resolved in a satisfactory manner, they may then contact the student's guidance counselor. If the issue is still not resolved, the parent may contact the Principal.

Teachers provide students with an outline of class expectations at the beginning of the year. Parents are encouraged to review those class expectations with their students and refer any questions to the teacher. Included on the outline is a list of movies which parents are encouraged to examine for language, content, or presentations that they may consider objectionable or inappropriate for the age or the maturity level of their son or daughter. If parents object to their son/daughter viewing a particular movie, they should notify the teacher in writing by September 15. The student will be excused from the viewing. An appropriate alternative assignment may be given.

Parents may access grades by way of FACTS SIS. Quarter grades are posted online. Arrangements for grades and other communications to be sent to more than one address must be made through the school office. In the absence of a court order to the contrary, SHG will provide a non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Phone calls, e-mails, and written correspondence may be initiated by parents or teachers.

Students are required to earn seven credits to pass to the next class level. If a student falls behind, a guidance counselor will advise the student as to alternatives available to correct credit deficiencies. Twenty-six credits are required for graduation. Refer to the curriculum guide for a more extensive explanation of courses and a standard student course load.

VIRTUAL LEARNING STUDENT CONDUCT & PROTOCOLS

GOALS OF VIRTUAL LEARNING PLAN

- To provide continuity of learning in a remote environment.
- To provide continuity for staff and student engagement in a remote learning environment that utilizes existing systems and processes.
- To meet the Diocese of Springfield and State of Illinois education requirements to provide an equitable and ongoing education.

VIRTUAL LEARNING STUDENT EXPECTATIONS

1. Each class period will begin with a Google Meet/Zoom with the classroom teacher. The instructional portion of the class will be at minimum 30 minutes unless other instructions are provided by the teacher.
2. Students are expected to login by the start time of class and attendance will be taken.
3. Cameras are to be turned on at all times and students are expected to be visible on the screen.
4. Microphones should be muted unless otherwise directed by the teacher.
5. Non-uniform dress rules apply from the waist up.
6. Students should be in a location away from distractions so they can be attentive and complete all coursework each hour.
7. When you have a question, use the chat feature and wait for your teacher to call on you.
8. Students should take responsibility for their learning by participating, completing the assigned work, and responding to teacher posts or requests for feedback in a timely manner.
9. Students should commit to the learning duration outlined in the schedule.
10. Ask your teacher for help if you are confused by a lesson or feel like you are falling behind.
11. Be thoughtful and kind in your online communications with your peers and teachers. All online activity should be school appropriate.
12. Use Google Meet/Zoom for instructional purposes only.

VIRTUAL LEARNING AND STUDENT CONDUCT

A reminder to students and parents/guardians that while students are engaged in remote learning, all of the student conduct expectations outlined in the SHG Student Handbook and Diocesan and Illinois State Board of Education policies are fully in effect.

PROTOCOLS FOR ENGAGING IN APPROPRIATE VIRTUAL LEARNING

1. Conduct yourself respectfully to anyone in the remote learning platform.

- It is important to remember that your classmates and your teacher are real people who are affected by your words (e.g., written, spoken, posted.)
- It is essential to keep in mind the feelings and opinions of others, even if the opinions differ from your own.
- It is critical to think about the language you choose to use and the messaging that is related to those words.
- Ask yourself a question first: Would I say this if we were face to face?
- Remember that when we are connecting with each other on video, it is much different than when in our classrooms. We are seeing each other in our homes, which is much more personal. Be especially mindful of how you treat each other.
- Just as if you were in class, taking video or pictures of any class interactions, classmates, or the teacher is prohibited. Obviously then, the sharing or posting of any such videos or pictures is, too. It may actually be illegal to do so, because it is a violation of educational privacy laws.

2. Be patient with yourself and others.

- Remember this experience is new to everyone and there will be a learning curve as we continue to navigate remote learning.
- It is very different from simply talking to a person face-to-face. Listen to each person and use the chat area to put your thoughts or questions as you wait.

3. All your communication should be for educational purposes and focused on the task at hand.

- It is easy for written text to be misread or misunderstood. Choose your words carefully - nothing is truly private online.
- What you share in the remote learning platform has a digital footprint and cannot be undone: be mindful of what you share.
- Off-topic banter is not appropriate during remote learning.

GRADING SCALE

Achievement marks are given in letters corresponding to the following percentages:

NUMERICAL STANDARD

GRADE	%	VALUE	GRADE	%	VALUE	GRADE	%	VALUE
A-	90-92	3.6	**A**	93-97	4.0	**A+**	98-100	4.4
B-	80-82	2.6	**B**	83-87	3.0	**B+**	88-89	3.4
C-	70-72	1.6	**C**	73-77	2.0	**C+**	78-79	2.4
D-	65	0.6	**D**	66-67	1.0	**D+**	68-69	1.4
F	64 and below							
W	Withdrawn							
I	Incomplete							

For letter grades on the report card, the percentage (two decimal places) is rounded to the ones place (e.g. 89.50 is rounded to 90; 89.49 is rounded to 89). Some grades are “weighted” in value. The curriculum guide indicates the weighted values of grades in all courses as part of the course description. Students are provided with both weighted and unweighted cumulative grade point averages. Class rank is not published. Discrepancies in reported grades must be noted within one week of official online posting. Grades are determined on the basis of all the work of a particular period - daily work, assignments, class participation, quiz, and test grades.

EXPANDED DESCRIPTION OF THE GRADING SYSTEM

A **Superior:** The student is more than meeting the expectations of the teacher. Given the nature of the class, the work is of superior quality. The student has turned work in on time and shows mastery of the subject matter. The student usually works independently and exerts a positive influence on the class.
B **Above Average:** The required work is above average in quality and is on time. The student meets the expectations of the teacher and exerts a positive influence on the class.
C **Average:** The student satisfactorily completes the required work. The work is generally on time and is of average quality. The student shows achievement.
D **Below Average, but passing:** The student is not doing all the assigned work or is inconsistent in doing work, and is dependent on others.
F **Does not meet minimum standards required for passing**. The student consistently submits unsatisfactory work. The work shows lack of interest, attention, and/or attendance.
W Indicates withdrawal from a course with the grade status at the time of withdrawal. No credit is given.
I The student did not complete essential assignments because of extenuating circumstances such as sickness, death in the family, etc. All work must be completed within seven school days or the grade reverts to an F.

SEMESTER EXAMS/AVERAGES

The semester exam schedule allows for careful review and tutoring. The semester exam grade counts 20% and each quarter counts 40% of each semester grade. Semester grades are recorded on the student's permanent academic record. Seniors may qualify to be exempt from an exam.

Senior Final Exam Exemption:

- For exemption from a first semester exam, it is for semester-only classes.
- Student must have a B+ semester average.
- No class absence to exceed **3** days. Exceptions: school related activities, college days, funeral for immediate family members. All other days count in the total.
- Less than **3** detentions for the semester. Suspension (out of school and in school) count as a minimum of **3** detentions.
- Required number of service hours must be completed and documented by designated time.
- The student shows academic honesty and integrity in all their work (written, discussions, group projects, testing, etc.) Any dishonesty, copying, cheating, deception in a student's work, or lack of support for a group project (to be monitored by the teacher of each class) disqualifies the student. This means an individual teacher, in consultation with the Dean, may require the student to take the exam because he/she knows of a violation of integrity regarding the academic work.
- If a student qualifies for the exemption and chooses to take the final, it will be recorded and averaged in the semester grade. The decision to take the exam or not is made by the last day of classes before final exams begin. The decision stands and there is no change allowed after 3:00 pm on the final day of classes. The exam grade, high or low, stands.

HONOR ROLL

HIGH HONORS: Students with a weighted G.P.A. of **4.0** or above are eligible for the High Honor Roll.

SECOND HONORS: Students with a weighted G.P.A. of **3.2 - 3.9** are eligible for the Honor Roll.

STANDARDIZED TESTING

Tests are administered on a designated school day. Scores are distributed to students soon after they are received by the guidance counselors. Freshmen and sophomore testing will be announced. Juniors may take the PSAT in October.

SERVICE

Students are encouraged to live their Christian faith by giving service to the school, their church, and community. Each school year, students are required to document a minimum of **20 service hours.** Non-compliance may result in a Theology grade deduction (or, for seniors, no participation in graduation ceremonies and related services). Late documentation may result in required additional hours. Service hour training will be provided each year in their Theology Classes. See www.shg.org (Student Life>Campus Ministry) for more information.

EXTRA-CURRICULAR ELIGIBILITY

Primary importance is placed upon the academic program at SHG. Students must be academically eligible in order to participate in extra-curricular programs - Refer to the addendum at the back of the policy section for eligibility requirements.

GRADUATION POLICY

All senior make-up work must be completed and turned in to the respective teacher, the required service hours must be completed, and all previously issued detentions must be served by the May date set in the calendar for senior incompletes. Financial debts must be paid. Failure to do so may exclude the senior from participation in honor and graduation ceremonies. Students who fail a required course or who lack the required credits for graduation may not be able to take part in honor or graduation ceremonies.

SHG maintains a permanent record and a temporary record. The permanent record shall include: basic identifying information, academic transcripts, attendance record, accident and health reports, honors and awards, school sponsored activities and athletics. No other information shall be placed in the permanent record. Permanent records will not be destroyed.

Temporary records are retained for five years after graduation and then destroyed.

ACADEMIC DISHONESTY

Academic dishonesty is any action intended to obtain, or assist in obtaining, credit for work which is not one's own. Teachers report instances of academic dishonesty to the Dean who confers with the student and notifies the parent and guidance counselor. The instance is recorded in the student's discipline file.

FIRST OFFENSE: The student receives a zero for the assignment, quiz, or test.

SECOND OFFENSE: (during a student's four years at SHG): The student receives a zero for the assignment, quiz, or test and a discipline consequence ranging from detentions to In-School Suspension (ISS).

If the student disputes the allegation of academic dishonesty, he/she may appeal through the Academic Review Board by contacting the Dean of Students before the end of the following school day. The Board, consisting of the Dean of Students, a student (appointed yearly), and two teachers (recruited on a rotating schedule) will meet with the student for the appeal. The Board meets with the teacher involved before rendering a decision. The Board may meet more than once with the teacher and/or student.

Any subsequent occurrence of academic dishonesty will require the student to appear before the Discipline Board and may result in a cancellation of the student's registration.

ACADEMIC PROBATION

Students who have failed a required course or who have a semester grade point average of 1.5 or below are placed on academic probation for one semester. During this time, the student must make special arrangements with the guidance office to assure that every effort is being made toward academic improvement. Students who by lack of effort indicate no desire to improve may have their registration canceled. No more than three correspondence courses (1 course = .5 credit) will be accepted for graduation requirements.

SCHEDULE/COURSE CHANGES

- All required classes for graduation must be taken at SHG.
- Course change requests will be considered as designated on the student schedule verification form.
- Course changes can only be made within the first two 'A' days and the first two 'B' days of the semester.
- The following reasons are NOT considered adequate for dropping/changing courses:
    - Student finds the course harder than expected, although he/she is capable of passing.
    - Course requires more work (or time) than the student wants to give.
    - Remaining in the course would probably lower the student's GPA.
    - Student is no longer interested in the subject matter.
    - Student does not get along well with the teacher.
    - Student wants to be in classes with friends.
    - A change in teacher for the course occurred (e.g., during the summer).
- A teacher's request for student course level change will be considered by the guidance department at any time.

PROCEDURES FOR SCHEDULE/COURSE CHANGES

- The student files a request for a schedule change in the guidance department. Teachers file requests for student course or level changes with the student's guidance counselor.
- The student's guidance counselor checks all requests according to school policies.
- If the request is a student request - no school error involved - the guidance counselor will follow the above mentioned regulations in allowing/disallowing the course change.
- If a change is granted, the guidance counselor is responsible for issuing a schedule change form to the student. This form is taken by the student to all teachers involved and then returned to the guidance department.
- Guidance makes the necessary changes in all school records.
- The student follows the new schedule when final approval is given by the guidance department.

PHYSICAL EDUCATION

Students will comply with the physical education dress code policy during physical education class. Clothes and valuables left in the locker room or lockers are the student's responsibility. Student athletes and all physical education students are responsible for securing their locker. Unless excused by illness, students are expected to participate in physical education classes. A statement from the student's physician must give the specific reason, date(s), and extent of exemption.

RESPONSIBLE TECHNOLOGY USE POLICY

The use of technology and network systems is a service provided by and in consonance with the mission of SHG High School. Students are required to bring a device (bigger than a phone) to school. See the SHG website for recommendations. The student is solely responsible for its use, loss, damages, and misuse. The Internet links computer networks around the world, giving SHG access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints within the school's filtering software. SHG provides access to these local, national, and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return, every SHG user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Students and faculty are expected to act in a responsible, ethical, and legal manner in accordance with the policies as outlined in the Student Handbook, the missions and purposes of the other networks they use on the Internet, and the laws of the states and federal government.

All use of technology and the Internet must be in support of education and research and consistent with the mission of SHG. The shg.org account holder is held responsible for his/her actions and activities within his/her account. Inappropriate uses of the network will result in the suspension or revocation of these privileges. Some examples of such inappropriate use are:

- Recording audio, taking video or pictures of any class interactions, classmates or staff members by students is prohibited. This includes sharing or posting any recordings.
- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain or political lobbying.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources (i.e., paper, storage space, bandwidth, etc.).
- Reposting personal communications without the author's consent.
- Posting anonymous messages, hate mail, harassing or discriminatory remarks, use of school name, remarks directed to or about faculty, offensive communications and safety threats.
- Gaining unauthorized access to resources or entities.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or system.

Additional fees will not be charged except in cases of deliberate damage, violations of copyright laws, or damages resulting from violations of this policy.

SHG recognizes that technology use/misuse outside of school falls under the purview of parents and their students. However, we also recognize that use/misuse of communication via technology can result in an adverse consequence that affects member(s) of our school community. SHG reserves the right to impose consequences for inappropriate use of technology when members of our high school community are harmed. It should be noted that Sacred Heart-Griffin does not actively monitor student use of technology outside of the school as we feel students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home.

This policy will be reviewed yearly by the technology committee and administration. The policy can be modified at any time in order to meet arising needs and changing conditions in the field of technology. Notification of modifications to the policy will be given to the student.

ATTENDANCE

Absence from school is always detrimental to the progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. Every effort should be made to schedule vacations and appointments to coincide with school vacations. Missing half or more of the class period is considered an absence.

A student who misses more than five classes in a given subject within a semester may receive a failing grade for the semester. A student who misses more than five days of Study Hall for personal reasons within a semester may receive disciplinary consequences. Exceptions will only be made if a student's illness is extended and documented by a physician and/or if, in the opinion of the administration in consultation with the parents and teachers, there are justifiable circumstances. Documentation from the physician must give specific reason, date, and extent of exemption. This documentation must be on file in the school office by the last day of the semester. After the 3rd absence, students may not be allowed to miss school to attend school sponsored activities (i.e., field trips, fine arts events, athletic events, service projects, Kairos leadership, etc.) or college days.

For safety reasons and to ensure that parents are aware of student absences, a parent/guardian must notify the school (email, phone call, or written note) within two school days of an absence or the absence will remain unexcused and the student will not receive credit.

MEDICAL

In the case of illness, a parent or guardian is requested to notify the main office by phone or email, attendance@shg.org, before 8:00 a.m. For one or two day's absence, contact a classmate for the assignments or check online. On or after three days, a parent may contact the teachers via email and make arrangements for work to be sent to the student.

If a student becomes ill during a school day, he/she must notify the classroom teacher and report to the office. The office staff will notify the parent.

All assigned work and tests announced prior to a student's absence are to be made up the day the student returns; ordinarily the number of days for other make-up work equals the number of days absent. It is the responsibility of the student to contact the teacher to arrange for make-up tests and make-up work.

All students are required to have medical insurance. The insurance verification form is due the first week of school.

MEDICAL CONDITIONS

Students with AIDS or who test positive for HIV and are enrolled or are seeking enrollment shall be permitted to attend SHG. Students who are known to have AIDS or are HIV positive will be individually evaluated by the administration, physician, and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student. The school will respect the right of privacy of the individual. Knowledge that a student has AIDS or HIV will be confined to those persons with a direct need to know. Those persons will be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons will also be made aware of confidentiality requirements. Placement of students who have seizure disorders or other conditions that seriously affect the individual's or classmates' health and safety will be evaluated by administration and a physician before enrollment is confirmed.

COMMUNICABLE DISEASES

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

MEDICAL/DENTAL APPOINTMENTS

Every effort should be made to schedule appointments outside of school time or during the student's study hall. However, if this cannot be arranged, the school must be notified prior to the appointment. A note must be submitted to the office the morning of the appointment requesting your student's dismissal time. Verification of the appointment will be expected from the doctor or dentist office.

NON-MEDICAL/VACATION POLICY

The school must be notified in writing prior to an absence for personal reasons. If the school does not receive prior notification of absences for any reason other than sickness or death in the family, the days may be considered unexcused. It is the responsibility of the student to ensure arrangement for coursework prior to absence.

There is no guarantee that the student's grades will not slip during these absences. The teacher is not obliged to make up tests/quizzes or to spend extra time preparing assignments. Teachers may reduce credit for work missed.

If teachers allow students to make up work, they may require that tests/quizzes are taken and assignments handed in prior to the student's departure. All long term assignments must be handed in prior to the student's departure.

COLLEGE DAYS/SCHOOL-SPONSORED ACTIVITIES

Juniors and Seniors who must visit a college during school time are allowed two college days per semester. An additional college day may be approved at the discretion of the college counselor and/or administrator. If the college is local, a half day is allowed. College Visit Days may not be approved during the month of May, or immediately before or after Christmas or Spring Breaks or to extend such breaks. The form to be completed **prior** to a college day being granted can be obtained in the Guidance Office.

College days, retreat days, and school-sponsored field trips are excluded from the five day limit for absences, provided the student has procured and turned in the forms with the proper signatures to the office. If the student is on a college day, they are allowed to make up work.

TARDY POLICY

Students are expected to be in their classroom ready for work when the beginning bell rings for each class period. Students late for the first period are to report to the office. The first two tardies of the semester are not accompanied by a detention in order to accommodate unexpected problems such as traffic, weather, or car trouble. All subsequent tardies warrant penalties as follows: 3-5 tardies - one detention; 6-8 tardies - two detentions; and more than 8 tardies - in-school suspension.

A student who is tardy to any class other than first period will be admitted by that period teacher and will be issued a detention unless there is a signed pass from authorized personnel. In case of habitual tardiness, parents will be notified and the student will be placed on disciplinary probation. Missing more than half the first period is an absence.

TRUANCY

Truancy is defined as leaving the campus or being absent from class/study hall without permission. In case of truancy, the student's parents are notified; the parents must meet with the Dean of Students or administrator before the student will be readmitted to classes. The student does not receive credit for work missed because of truancy. Truancy results in an In-School Suspension (ISS) to be determined by the Dean of Students. Truancy is recorded on the student's record. A second truancy, or a truancy in addition to another major violation, may cancel a student's registration. State law requires students to attend school until age 17.

UNEXCUSED ABSENCES/SUSPENSIONS

When an absence is unexcused, students do not have the right to make up work missed and therefore accept the academic consequences. During days of suspension, a student may or may not receive any credit for work that is due during those days or required during class time on those days. The student is required to study material missed during suspension. The Dean of Students informs the student and the parents of the suspension and the reason.

PREGNANCY POLICY

SHG affirms the moral teachings of the Catholic Church including the teaching of the holiness and gift of life. It takes a pro-life stance and upholds the sacredness of God's life in all of us, beginning at conception. At times, SHG is faced with a situation where a student will become a parent. To arbitrarily exclude students with parental responsibilities from school conveys a negative message, namely, terminating a pregnancy is an answer that will permit the student to remain in school. Therefore, the policy of SHG is that pregnancy itself is not a reason for dismissal from school.

At the time a student becomes aware of parental responsibilities, he/she or the family must notify the school. Meetings will be scheduled with the student(s), parents, school counselor, and the principal to discuss the educational options available to the student. SHG will make every effort to permit the student(s) to continue class work. Regular classroom attendance will be based on the health, safety, and well-being of the student and the child as well as the best interests of the school community. Since consensual premarital sex is not a moral or personal option which supports healthy development for the student or upholds the mission of the school, a female or male student choosing that option will not be allowed to participate in extra-curricular activities which represent the school. Reinstatement in extra-curricular activities can be considered at the beginning of the quarter following the birth of the baby.

WITHDRAWALS

Transfer requests are taken to the principal. No transcript will be issued or recommendations given by the school until all obligations, financial and otherwise, are met. Unofficial interim grades will be sent within ten days where appropriate. Health records will be sent when requested.

VISITORS

All visitors must report to the office upon entering the building. Any student who wishes to bring a visitor (or shadow) to classes must bring in a parent-completed Permission Form for Student Visitors (found in the Advancement Office) to the office at least one day in advance. The visitor must bring a parent permission slip on the day of the visit. Only 8th-11th grade students will be allowed to visit. With administration's approval, the note will be advanced to the classroom teachers involved. On the day of the visit, the student and visitor will check in at the office before going to classes.

WEAPONS/THREATENING BEHAVIOR/ATTACKS ON PERSONNEL AND SIRS REPORTING

This policy addresses the use of weapons, threatening behavior, threatening words, or actions or words that threaten the health or safety of the students, staff, volunteers and visitors. All threats against the health or safety of others are not allowed and will be taken literally. Off-handed joking or remarks are inappropriate and will also be taken seriously. The following process will be used to address these serious violations of school policy:

1. A suspension may be appropriate to ensure the health and safety of the students, staff, volunteers and visitors. The student will remain suspended until the violation has been investigated.
2. The violation will be fully investigated to determine the truthfulness of the allegation or action.
3. The Dean will interview the person(s) involved in the presence of at least one observer.
4. If deemed appropriate, a conference will be requested with the parent(s) or guardian of the person(s) involved.

Sacred Heart-Griffin High School will report any qualifying incidents of drugs, weapons, or attacks on school personnel that occur on school property to law enforcement immediately. The Principal will report the incident to the Illinois State Police by using the School Incident Reporting System in a timely manner.

No one entering upon school grounds may be in possession of a weapon or a facsimile of a weapon unless that individual is a member of law enforcement and authorized to carry the weapon. Weapons include any object, device, or instrument capable of threatening or producing bodily harm including, but not limited to, firearms, knives, blades, clubs, metal knuckles, sharp projectiles, explosives, mace, stun guns, ammunition, poison, and objects modified to serve as a weapon.

POLICE QUESTIONS AND APPREHENSION

When students become involved with law enforcement officers, the officer is requested to confer with the student when he/she is not under the jurisdiction of the school if this can be arranged. The following steps shall be taken to cooperate with the authorities:

1. The officer shall properly identify him/herself.
2. The parent shall be notified immediately and informed of the intent of the law enforcement authorities.
3. The student's parent or guardian has a right to be present if the conference is held at school. (If the student is 18 years old, a parent does not have to be present.)
4. If the student's parent or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
5. If there is a warrant or if it is impossible for the parent to be present and they request it, the administrator should be a witness to the conference held at school.

DCFS

When an agent requests to speak with a student, the following procedure is followed. The agency representative is asked to confer with the student when he/she is not under the jurisdiction of the school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

1. The agency representative will properly identify him/herself.
2. An administrator may be a witness to the conference held at school. The parent(s) shall be notified that an interview has occurred, unless the safety of the child requires that parent(s) not be notified.

FLAGGING RECORDS OF MISSING CHILDREN

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person. (January 2017)

FIELD TRIPS

Field trips are an extension of the learning process. Students are required to have a permission slip with appropriate signatures on file prior to the trip.

HALL PASSES

A student may not be in the halls during class time without proper authorization from a staff member as signified by possessing a hall pass.

IDENTIFICATION CARDS

Each student is issued a school I.D. card and is required to carry it with them at school and at school functions. If an I.D. is lost or stolen, it should be reported immediately to the office. The student will assume the cost to replace the I.D. card. The I.D. card serves as a pass to all home sporting events (exclusive of play-off games or tournaments) and as a lunch card. Cards are collected for insufficient funds and/or improper use in the cafeteria. The cost to replace a school I.D. is $10.

LOCKERS

Students are responsible for the lockers assigned to them. Lockers should be locked at all times. Book bags which are brought to school must be left in lockers during the school day. Students keep their coats and extra books in their lockers. The school assumes no responsibility for lost and missing items. Lockers are the property of the school, and, as such, administrators and designated personnel have access to them at all times. Lockers are subject to searches for illegal substances which may include law enforcement personnel. Locker doors may be appropriately decorated for birthdays and school events ONLY by using magnets.

PERSONAL BELONGINGS

A faculty member may confiscate any objects that are inappropriate to the place or time that a student possesses or uses the object. Arrangements for reclaiming the object will be determined according to the type of object and circumstances leading to confiscation.

The selling of items or marketing for causes outside of SHG is not permitted within the school without the explicit permission of the administration.

CODE OF CONDUCT

Students who attend SHG share the responsibility to build a community of faith and to maintain a commitment to the mission, goals, and religious values of SHG. In an atmosphere of mutual respect, all are expected to provide an environment which supports the educational process. In order to maintain an atmosphere conducive to learning and for the safety of others, there are certain expectations of SHG students. Through enrollment at SHG, students agree to abide by the policies of the school and the spirit of its philosophy. Sacred Heart-Griffin reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. The school reserves the right to cancel the registration of any student who fails to meet the standards of conduct of the school and to refuse admission of any student experiencing disciplinary problems at another school. All demeaning behaviors, including harassment, bullying, hazing, name calling, and threats, are wrong and will not be tolerated. Students who fail to meet these expectations will be subject to consequences as outlined in this handbook. Examples include but are not exclusive to the following:

LEVEL 1 OFFENSES: GENERAL RESPONSE: DETENTION(S)

- Tardies
- Lack of homework/books
- Dress code
- Eating/drinking outside the cafeteria
- Boisterous or inappropriate conduct
- Failure to carry out directions/disobeying
- Failure to serve assigned detention
- Inappropriate hall behavior
- Forms of bullying or hazing
- Parking violation/unsafe driving
- Out of class without a pass
- Public display of affection
- Profane or vulgar language
- Inappropriate use of device, phone, earbuds, and/or headphones

LEVEL 2 OFFENSES: GENERAL RESPONSE: SUSPENSION

- Vandalism
- Disrespect toward a faculty member
- Verbal/physical disrespect to students
- Illegal substance abuse/possession on school grounds
- Possession/use of tobacco products, lighters, matches
- Intimidation, bullying, hazing
- Harassment
- Theft
- Fighting

LEVEL 3 OFFENSES: GENERAL RESPONSE: CANCELLATION OF REGISTRATION

- Continuation of unmodified Level 2 acts
- Blatant disrespect to faculty member
- Verbal/physical abuse toward a teacher
- Action which interferes with safe functioning of school including possession of a weapon
- Attack on staff member
- Third violation of illegal substance abuse/possession on school grounds
- Third violation of tobacco use/possession on school grounds
- Bomb threats; death threats; serious injury threats
- Severe fighting, harassment, or bullying
- Possession/use of fireworks
- Third offense of academic dishonesty
- Other situations as prescribed by Discipline Board/Administration

RESPECT FOR OTHERS

Respect for all individuals is a primary component of our community of faith. Together we establish an environment that is safe and conducive to learning. Students are expected to display Christian values and attitudes in their treatment of others. Disrespectful behavior will not be tolerated in any way. Disrespectful behavior, such as harassment, intimidation, and bullying can take many forms. Any intentional written, verbal, or physical act which:

- Physically or emotionally harms another
- Damages another's property
- Interferes with education

- Creates an intimidating, threatening or stressful educational environment
- Disrupts the orderly operation of the school is considered bullying behavior. During off-school hours, parent supervision and involvement are expected

Students who have experienced disrespect are encouraged to go to the nearest teacher, guidance counselor, or administrator for support. Blatant disrespect to a staff member, including profane language or gestures, merits suspension/expulsion. Consent of the staff member involved and a public apology may be required before readmission will be considered by the principal/dean.

Verbal or physical disrespect to fellow students is unacceptable. The level of responsibility for and involvement in student altercations determines the level of consequences including work detention and/or suspension/expulsion. Any action which interferes with the safe functioning of the school or student body, including the carrying of a weapon, will result in expulsion.

SUSPENSION FOR REPEATED OR MORE SERIOUS VIOLATION (Scheduled by the Dean)

- For each tardy beyond eight
- Accumulated detentions
- Truancy
- Violation of Substance Abuse Policy
- Blatant disrespect to a faculty member
- Other action judged to be disruptive to school environment

SHG Administration reserves the right to alter responses to offenses on a case by case basis. Corporal punishment is never used as a disciplinary action.

DESCRIPTION OF CONSEQUENCES

DETENTIONS

The GENERAL DETENTION is served on the designated day from 7:05 to 7:50 a.m. in Room 213. Students are expected to serve their detention on the scheduled date. No student will be allowed into detention after 7:05 a.m. Students report for detention in dress code with sufficient school work to be done. Students who do not follow detention guidelines or who cause a disturbance during detention will be asked to leave. These students will not have fulfilled the detention.

SUSPENSION (IN-SCHOOL OR HOME TBD)

Due to the seriousness of a disciplinary offense, the disciplinary board or administration may suspend a student from school. The student must do the missed work and assignments, but he/she may or may not receive credit for the work or missed tests/quizzes. A student who is suspended is not allowed on school grounds or at any school activity during the suspension. Each day of out of school suspension is equivalent to four detentions and in-school suspension is equivalent to three detentions. Subsequent suspension will not receive credit.

DISCIPLINARY PROBATION

A student who exhibits a pattern of irresponsible behavior (seven detentions in a nine week period) or who has violated a particularly serious policy will be placed on probation. Included in the probation document are the conditions. On the first day of probation, the student, accompanied by a parent/guardian, will be required to attend a disciplinary staffing. Before the student is allowed to return to classes, BOTH the student and the parent(s) must sign the probationary document. Violations of the conditions of the probationary document may lead to the student being placed on a disciplinary contract or cancellation of the student's registration. With total compliance to the probationary document, the student may earn the chance to be taken off of disciplinary probation.

DISCIPLINARY CONTRACT

A disciplinary contract includes the conditions and the length of the contract. The disciplinary contract includes serving an in-school suspension on the first day of the contract. The disciplinary contract must be signed by BOTH the student and the parent(s) prior to the student returning to class. A violation of this stringent contract may lead to the student's registration being canceled (expulsion). With total compliance to the disciplinary contract, the student may earn the chance to be moved from the contract back to probation.

APPEAL PROCESS

Students or parents may appeal the disciplinary decision(s) of the administration regarding a suspension or termination of the student's registration. The appeal process entails contacting an Administrator by the end of the following school day of the disciplinary action. A meeting with the Discipline Board will be scheduled by the Dean. Prior to the meeting, parents and students may direct additional questions about the process to the Director of Student and Family Services. The request for appeal may be acknowledged in writing by administration.

DISCIPLINE BOARD

In certain disciplinary circumstances, a student's conduct may be subject to a review by a Discipline Board consisting of five faculty members and ex-officio administrator(s). There shall not be a right of counsel for the student. The student and parents meet with the Discipline Board; the student MUST be present. An administrator is present during the hearing. Ordinarily, the administrator leaves before the deliberation. At the discretion of the Board, the student may be placed on contract, denied participation in any school activity, or have his/her registration canceled. The principal is a permanent ex-officio member of the Discipline Board and makes the final decision after receiving the recommendations of the Discipline Board and in consultation about the case and recommendations with the President.

DRESS CODE

To maintain an atmosphere that promotes the education process, all students are expected to be in dress code at all times during the school day. Their appearance should be neat and clean, and clothing properly fitted. **Students who are not in dress code will not be allowed to attend class until the violation is corrected.**

<u>The dress code consists of:</u>

1. Solid color black or solid color white polos or white Oxford-style shirts with the SHG logo are to be worn. ONLY shirts purchased from Luers or Primo will be allowed. Shirts are to be tucked in and buttoned within the top two buttons.
2. If a student chooses to wear an undershirt, it is to be worn under the polo or Oxford-style shirt. Writing/pictures must be supportive of the SHG mission. The sleeves are not to be longer than the dress code shirt.
3. ONLY SHG uniform sweatshirts are allowed or girls may wear the navy blue cardigan purchased from Luers over the polo or Oxford-style shirts. Team sweatshirts are not allowed. The collar of the shirt must be visible.
4. Quarter, full zips, and crewneck slipover sweatshirts are to be purchased at Luers or Primo.
5. Only traditional cut, black or tan khaki pants will be permitted. Pants that include outside pockets or elastic around the ankles are not considered traditional cut. **BELTS ARE REQUIRED**! Girls may wear navy blue skirts purchased from Luers or used skirts that had been previously purchased from Dennis Uniform Company. Navy blue tights or navy blue opaque pantyhose are required when wearing the skirt. Torn tights are **not** acceptable. **The skirt length must be modest.**
6. Tied shoes, loafers, slip-ons **(**with backs**),** canvas and athletic style shoes will be allowed. Sandals, clogs, and slippers are NOT allowed for safety reasons. Should a medical condition prevent students from wearing dress code shoes, a doctor's verification will be necessary beyond one day.
7. Traditional hairstyles and colors are expected (i.e. not purple, green blue, etc.). Facial hair is not allowed. In compliance with SB 0817, SHG will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.
8. All other accessories and jewelry should be in good taste and appropriate for school; only ears may be pierced. There should be no visible tattoos or writing on the skin. Spiked apparel and accessories or chains that can be used as weapons shall not be worn.
9. Backpacks and large purses/bags will be stored in lockers.
10. Jackets/coats, hats, and other non-dress code items are not to be taken or worn to class.

Dress code checks will occur throughout the school day, including the lunch period and exchange of classes. A detention will be given for dress code violations. Additional detentions will be given as the violation recurs. Repeated dress code offenses will be considered a disregard for school policy. Teachers will take sweaters, sweatshirts, coats, hats, etc. that are not SHG dress code apparel. SHG is not responsible for items lost or misplaced in this process. Questions should be addressed to the Dean of Students.

NON-UNIFORM DAYS

On specific days, students will be permitted to come to school out of dress code. The days will be announced and guidelines published. Clothing with tears or holes is not permitted. Tight, low-cut revealing tops are not allowed. No attire promoting/advertising for a political party and/or candidate is allowed. This includes clothing as well as buttons or other forms of advertisement. T-shirts/sweatshirts with writing or pictures referring to alcohol, drugs, music groups, or things which are contrary to the philosophy of the school are not allowed. Sandals, clogs, and slippers are not allowed for safety reasons. On "Non-Uniform Days," non-uniform skirts, dresses, shorts, or leggings are not an option.

DANCES

Students are expected to arrive no later than one hour after the dance begins. Once students leave a dance they are not allowed to return. If a student chooses to leave the dance before the last half hour, they need to have prior written parental approval. Students who are inappropriately dressed or who are dancing inappropriately will be asked to leave. Moderators may set dress code and more stringent time guidelines for dances. Freshmen are not allowed to attend Prom. Breathalyzers may be present at dances and may be administered by school administrators.

RESPECT FOR PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Deliberate destruction or defacement of school property is cause for detention and/or suspension. Students take pride in their school and, as a matter of justice, leave it in good condition for the students who follow them. Vandals are responsible for repair/replacement of property.

Tape is NOT ALLOWED on painted surfaces. Masking tape is the only tape allowed for posting materials in the building. All posters and publications must be approved by an administrator or moderator **before** they are displayed. Locker decorations are limited to the locker door using magnets.

Stealing from the school or other students will not be tolerated. A student guilty of stealing is subject to suspension/ expulsion.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Sacred Heart-Griffin High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, SHG expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect of others.

SEXUAL HARASSMENT

Sacred Heart-Griffin does not tolerate harassment based on racial, ethnic, gender, religious or other hostility. Such harassment is intolerable to all members of the school community: faculty, staff, board members, alumni and students. SHG will take appropriate disciplinary action against those found to have committed harassment, up to and including dismissal from SHG. Harassment is defined as verbal, written, or physical conduct based on race, ethnicity, sexual or religious orientation, or disabilities and where such conduct has the purpose or effect of unreasonably interfering with an individual's academic, social or work-related participation in the SHG Community. Harassment can include, but is not limited to, hostile or intimidating verbal or written statements or symbols, or physical threats or intimidating conduct that adversely affect the mental or emotional health of the individual or group. This definition of harassment specifically includes verbal acts, which are intended to insult or stigmatize an individual or group of individuals based on their race or color, their ethnicity, their sexual or religious orientation, or a disability.

For the purpose of this policy, sexual harassment includes any inappropriate behavior of a sexually implicit, explicit, or obscene nature that is intended to or would demean or offend the recipient or if it offends other students and/or teachers who observe it. Examples include: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds; continuing and unwanted written or oral communication of a sexual nature directed to another; spreading sexual rumors/innuendos; obscene t-shirts, hats, or buttons; touching another sexually; and obscene and/or sexually explicit gestures. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment, whether you are the recipient or a bystander, are to be reported to the principal. Students may first contact a teacher, counselor, or dean of students who will then report to the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation of any kind. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. Disciplinary action will also be taken if the accuser has purposely presented false allegations. Disciplinary actions taken will depend on the nature, frequency, and severity of the action; the history of similar actions by this individual; and the circumstances in which the harassment occurred. These disciplinary actions may include expulsion.

RACIAL HARASSMENT

This policy regards treating someone unfavorably because he/she is of a certain race. This can include racial slurs, offensive or derogatory marks about a person's race, or displaying racially offensive symbols. Incidents may warrant suspension on the first incident.

BULLYING

Defined as repeated use by one or more students of a written, verbal, electronic expression, or physical act directed at another person which causes the person to feel unsafe. Incidents may include suspension, probation, request for withdrawal, or expulsion. When allegations of sexual or racial harassment or bullying are substantiated, the student will write a statement of understanding so that it is clear that the student realizes what he/she did wrong. Students will discuss statements with an administrator.

SUBSTANCE ABUSE POLICY

Recognizing the ever-present danger in the illegal use of chemicals/alcohol by high school students, SHG strives to provide preventative education and a drug-free climate for SHG students. We also oppose students' actions which encourage illegal use of drugs/alcohol including their presence in situations where there is use of drugs/alcohol by minors.

Students are prohibited from possessing or consuming any illegal drug, any drug paraphernalia, any intoxicating drug, alcohol, tobacco, e-cigarettes/vapor products, prescription not prescribed for the student, or any intoxicating substance, and such possession or consumption is a violation of this policy. If a student is on school grounds or attending a school event and a teacher, coach, or reliable source observes behavior or physical evidence that suggests that the student has consumed or is under the influence of an illegal substance, an administrator will take action. The student will be asked to undergo a breath test for alcohol and a drug test for other drugs to be paid for by the parents. Should the drug test come back negative, SHG will pick up the cost. The purpose of the test is to verify the student's claim of not having consumed alcohol or drugs. Should the student refuse to cooperate with the test, the student will be viewed as having violated this policy. Parents will be notified. Additional testing may be required for other substances.

At any SHG event, SHG administrators may use instruments for detecting/measuring alcohol use. The instruments used are commercially available and can be operated with minimal training. Calibration for accuracy will be regularly checked.

Students in violation of this policy while on school grounds or at any SHG event will receive the following consequences:

First Violation:

- Up to, and including, a five-day suspension (in school or home to be determined on an individual basis). Students may or may not receive credit for work missed during suspension. If credit is to be received, academic work must be handed in on the day of return. Projects/tests may be scheduled at teachers' discretion.
- Required attendance with a school guidance counselor.
- May be required to have an assessment from an outside agency recommended by the school at the family's expense.
- Will be banned from ALL SHG extracurricular activities as a participant and/or spectator for up to 30 days (includes weekends.)

The student will lose eligibility for future honors which represent the school or student body (e.g. dance courts, student of the week, retreat leaders) for the remainder of the school year.

Elected student leaders (e.g. student council members and officers, class officers, club officers, retreat leaders, team captains) will be removed from office for the remainder of their term. Student athletes/academic team members must attend all practices and workouts but cannot be present at the games/competitions. Students with membership in national charter organizations (e.g. Key Club, National Honor Society, etc.) may be denied membership in the organization.*

Second Violation:

- Automatic five day suspension (in school or home to be determined on an individual basis). Academic work will **not** receive credit.
- Required attendance with a school guidance counselor.
- May be required to have an assessment from an outside agency recommended by the school at the family's expense.
- Will be banned from ALL SHG extra-curricular activities as a participant and/or spectator for 60 days. Additional details as outlined in First Violation.*

Third Violation: automatically cancels the student's registration at SHG.*

APPEAL

A student and/or parent may appeal the above consequences by requesting to appear before the Discipline Board, who will make a recommendation to the Principal. The appeal must be made by the end of the following school day.

SUBSTANCE ABUSE VIOLATIONS OFF SCHOOL GROUNDS

The safety and well-being of our students is an issue of concern for all of us in the SHG community. Drugs, alcohol, and risky behaviors can negatively impact teenagers' lives socially, physically, and mentally. Parents are the number one strategy for preventing drug and alcohol use among teenagers. Parents must closely monitor their teenagers during off-school hours. Parents who intentionally allow students to use alcohol or other illegal substances are in conflict with the SHG mission and they are breaking the law.

When a reliable source reports an SHG student for using drugs, alcohol, or illegal substances, SHG administration will call the parents and give them the information.

TOBACCO USE/VAPING

SHG provides a smoke-free environment. Students found to be in possession of or using any tobacco product, e-cigarette, or vaping product **on or near school grounds, or at an SHG event** are considered in violation of this policy. This includes students in possession of tobacco paraphernalia (including matches and lighters). Consequences are the same as Substance Abuse Violations on school grounds or at school events.

GRIEVANCE PROCEDURE

The purpose of the Grievance Procedure is to address and resolve a grievance or concern at school, or in school-related extracurricular programs, that cannot be directly resolved with the person(s) involved. The procedure is applicable to a parent/guardian, faculty/staff member (to the extent not governed by Faculty/Staff Handbook), or student. Examples might include concerns related to student discipline procedures, learning and teaching, extracurricular or athletic programs or activities, damage/loss of personal property, bullying or harassment. The procedures for making a formal written grievance if the grievance or concern cannot be resolved with person(s) directly involved, or after discussion with the appropriate SHG staff member, are set forth in the Grievance Procedure a copy of which can be obtained from the School main office upon request and include the following:

- Inform the person(s) involved if appropriate under the circumstances.
- Contact the School main office to obtain a written grievance form and follow-up with the School's Designated Administrator for handling the written grievance – the SHG office administrative secretary will direct you to the Designated Administrator.
- Complete, sign and submit the requisite written form and provide any information as requested by the Designated Administrator to evaluate and/or investigate, as necessary.
- Cooperate with any investigation of the written grievance to facilitate Designated Administrator's conclusion of review and proposed resolution – respect and confidentiality are paramount.

SCHOOL SERVICES

BOOKSTORE

Course material specific to the student's curriculum may be purchased through the SHG Online Bookstore (Academics>SHG Bookstore>Online Bookstore). Families may also choose to shop at other booksellers. If books are being purchased using other sellers, the exact ISBN number must be used to ensure the correct version/edition of the book is being purchased. This ISBN number can be found on the SHG Online Bookstore for the course.

CAFETERIA/FOOD

The commons and cafeteria are areas for student enjoyment; students are expected to keep these areas free of litter and in proper condition for other students' use. No food or drinks are allowed outside the cafeteria during lunch time or outside the commons at any time. Teachers reserve the right to not allow gum chewing in their classrooms.

Time for lunch is scheduled during the third period. All students remain on campus for lunch. Leaving campus for lunch is considered truancy and will be penalized as such.

All students get their books for the third period class and their lunches at the end of the second period. Since classes are in progress during the lunch shifts, students are not allowed to go to their lockers or be outside of the cafeteria/commons areas during their lunch period.

All students must use their own I.D. to purchase lunch. Students cannot purchase lunch for another student. A student's card will be taken when the balance reaches -$10. Money may be added to the student account online or in the main office. If a student forgets their card, they may go to the main office to obtain their temporary card a maximum of three (3) times. After the third time, students may either buy a new card or purchase a peanut butter and jelly sandwich.

The cafeteria and commons are to be left neat and clean. All waste should be disposed of properly and trays returned to the dishwashing area. When students leave the cafeteria after eating, they are to go to the commons area or to the campus area outside the cafeteria.

Food deliveries are not accepted at the school during the lunch hours. However, classes/students with the permission of administration and food service personnel may use the cafeteria for such deliveries at other times with proper supervision. Parties or activities with food and/or drinks are not allowed during class time without prior permission of the principal.

DOORS

For the protection of the students, the main entrance on Washington Street will be the only entry during school hours. No one is to be admitted through any other doors. All guests to the school must report to the main office.

ELEVATOR

The elevator is used only by the faculty and those students who have received permission from the office.

EMERGENCY SCHOOL CLOSING

School closings will be announced over local media. Students are requested to not call the school. An automated phone message system will be sent to home and cell numbers to announce emergencies when possible. It is important to keep your phone numbers current.

HEALTH SERVICES

"According to state law, school personnel are **not** allowed to distribute medication of any kind, including aspirin. Students who need to take prescribed medication must keep it in the office. It is to be accompanied with the doctor's prescription. With permission from the parents, the students will administer the medication themselves. The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist."

Over-the-counter Medication: Students who need to take over-the-counter medication must keep it in the office along with a signed "Request for Self-Administration of Medication" form by the parent. With written permission from parents, the students will administer the medication themselves. The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

ADMINISTRATION OF MEDICAL CANNABIS INFUSED PRODUCT DURING SCHOOL

Sacred Heart-Griffin has established a procedure for fulfilling its responsibility under Ashley's Law (105 ILCS 5/22-33) and the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1) as advised by the Illinois State Board of Education for a student (as a registered qualifying patient) requiring a medical cannabis infused product during school.

A student requiring the administration of a medical cannabis infused product during the school day or at a school-sponsored activity must: 1) be a "registered qualifying patient" under the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1) with a valid registry identification card issued by the Illinois Department of Public Health, 2) have on file at school **prior to** such administration of the medical cannabis infused product written authorization in the form of the Request/Permission to Administer Medical Cannabis Infused Product in School completed by and signed by their medical provider and parent/guardian, **and** a copy of the student's valid registry identification card (as a registered qualifying patient) **and** a copy of the parent's/guardian's valid registry identification card (as a registered designated caregiver) issued by the Illinois Department of Public Health, 3) store the medical cannabis infused product in the school office in a manner consistent with storage of other student medication at the school, and 4) self-administer the medical cannabis under the direct supervision of a school administrator or as otherwise contemplated by law. The Request/Permission to Administer Medical Cannabis in School authorization form is effective for the school year in which it was granted and must be renewed at the beginning of each school year.

LIBRARY

The library is usually open from 7:30 a.m. to 3:00 p.m. During the school day, students may go to the library during their study hall to do research, check out books, and read library magazines and books. Students are subject to all rules posted in the library.

No material is to be taken from the library unless it has been checked out. Failure to return borrowed materials on time will result in fines and loss of the use of the library until the material is returned. Fines are posted in the library. Detentions are given for gross negligence in the returning of overdue material (more than a month overdue). If material is lost or severely damaged, the student will pay for its replacement.

MESSAGES

Every effort is made not to interrupt the educational process of the students. Messages and deliveries, except in an emergency, are held for the students until the end of the day. The office personnel cannot guarantee delivery of messages to students.

A bulletin board is assigned for club and sports announcements.

PHONE

Students are allowed to have their phones on their person. However, phones must be kept in the off position during normal school hours on normal school days unless instructed by the teacher to use the phone during class and possibly during lunch. Students that violate the rule will have their phone taken by the teacher. The student will meet with the Dean about reclaiming the phone after school. If a student is ill or for any reason, needs to call or contact a parent, he/she must go to the office and get permission.

EARBUDS/HEADPHONES, ETC.

May be allowed in the classroom and during lunch but not in the hallway.

SCHOOL HOURS

Students may enter after 6:45 a.m. Students who are not with a teacher, club moderator, or coach after 3:00 p.m. must gather in the Commons. This includes students waiting for Driver's Education. Students found beyond the Commons will be given consequences that may include not being allowed in the building after school. Students are expected to leave the school and grounds by 4:00 p.m. Supervision will not be provided after this time. Contact the office if you need a different plan. Parents shall make arrangements for the prompt pick up of their students at dismissal, or no later than 4:00 p.m. Parents shall assume all responsibility for students who are not picked up by 4:00 p.m. and remain on school premises, and shall release and hold harmless SHG and its employees and staff from and against any all liability for injury, harm or damage arising to the student and/or others and/or SHG property as a result of parents not picking up their students who remain on the school premises after 4:00 p.m.

STUDY HALL

The study hall is a place of quiet study. Any student who finds it necessary to be excused from the study hall must present a pass previously signed by a teacher. The study hall moderator cannot write passes for students to go anywhere except the library. The study hall supervisor will assign seats, post and explain the rules and procedures, and monitor all activities in the study hall. The moderators may initiate ideas that may contribute to the quiet learning atmosphere. When the weather is nice, students may walk outside if there is a teacher to supervise them.

SURVEYS

Surveys must have administrator approval. This does not refer to a teacher who may administer a relevant, subject related survey in his/her own classes.

TRANSPORTATION

CARS

As a convenience to students and families, students are allowed to drive to school. However, limited parking areas on the campuses and respect for businesses and residences which share the available public parking necessitate the following regulations.

All students who drive to school must register their cars with the Dean of Students and are required to purchase and use the parking identification tag issued to them. If students change their license plate or car during the course of the year, they are to notify the Dean of Students.

Juniors and sophomores are assigned parking spaces on the West Campus lot. Seniors are assigned parking spaces in the north lot. Students who fail to use their assigned space or location will result in a detention for the first violation, and a detention and $20.00 fine for the second violation. Any subsequent violations will result in multiple detentions and a $20.00 fine. Repeated offenders may lose the privilege to drive to school.

Cars are to be locked during the day. Students may not at any time go to their cars or sit in them during the school day without administrative approval.

NOTIFICATION OF SCHOOL ASBESTOS MANAGEMENT PLAN

The School Asbestos Management Plan required by the Federal Government has been prepared by Allen Service Corporation, Springfield, Illinois. Recommendations in the plan have been accepted and each year a report is forwarded to the State. A copy of the Asbestos Management Plan is on file in the School Office for public review, upon request.

PARENT NETWORKING RECOMMENDATION

We want to join others in our community in a mutual effort to benefit both children and parents. We are concerned and wish to stop the increasing acceptance of adolescent and pre-teen use of drugs-primarily alcohol-as an ordinary part of growing up. We believe that appropriate limits are necessary for the healthy development of young people, and because we believe that both parents and children need and benefit from a unified statement of positive standards and values…

WE, AS PARENTS, AGREE TO...

- Encourage wholesome activities for our teens by not allowing alcohol or any other drug to be consumed by minors socializing in our homes and to appropriately chaperone such activities;
- Communicate with the appropriate adults to ensure that events outside of our homes will be properly chaperoned and will not include the use of alcohol or other drugs by minors;
- Join in an effort to establish a friendly supportive atmosphere remembering that success will occur through parent-parent and parent-student communication;
- Support the curfew as required by applicable law for children under 17 and generally support the following weekend curfews:

  12th Grade..... 12 Midnight
  11th Grade..... 11:30 p.m.
  10th Grade..... 11:00 p.m.
  9th Grade..... 10:30 p.m.

Note: Illinois curfew is 11:00 PM on Sunday-Thursday nights for under 17 years of age.

ADDENDUM TO SHG STUDENT HANDBOOK

GUIDE TO STUDENT CONDUCT AND DISCIPLINE POLICY FOR EXTRACURRICULAR ACTIVITIES:

While extracurricular activities do not fall within the scope of the regular curriculum and carry no academic credit, we believe these activities are a vital part of the total program of a school. Participation in these extracurricular activities is an educational experience for all students who participate. Participation in extracurricular activities is a privilege and with this privilege comes responsibilities as outlined in this addendum.

Goals for the student activities program support the expressed objectives and general philosophy of SHG. The goals of the program are:

1. That students develop a sense of personal discipline and pride (of self, of activity, of school).
2. That students learn the elements of and benefits of teamwork, cooperation, and group loyalty.
3. That students earn a sense of accomplishment through involvement in learning activities outside the formal classroom.
4. That students learn skills that will contribute to their ability to be lifelong learners.

STATEMENT OF PURPOSE

SHG's mission statement, "Academic Excellence in a Community of Faith," is the basis of all curricular and extracurricular programs. Student conduct which is contrary to the mission of the school or impinges upon the rights of other students is not allowed. This guide is designed for the purpose of maximizing the educational experience for each student and eliminating student conduct which is not conducive to that goal.

PHILOSOPHY

SHG believes extracurricular activities are a vital part of the total program of a school. We believe that participation in these extracurricular activities is an educational experience and should be offered for all youths who attend SHG. The behavior of students involved in extracurricular activities on and off school property is very important. Participants in all extracurricular activities must maintain standards which cause all students and parents to be proud of their representatives.

The four years in which each student represents his/her high school in interscholastic competition under the auspices of the Illinois High School Association (IHSA) may be four of the most enjoyable years in his/her young life. As students compete, the school has local rules and regulations which must be followed in order that extracurricular participation and competition is a profitable educational experience. The IHSA also has rules and regulations incorporated into the Association's constitution and by-laws to which students, as well as school personnel and fans, must adhere.

The Principal of the school is responsible to certify the eligibility of all students representing the school in any interscholastic events. Any question concerning eligibility must be answered by the Principal, who has a complete copy of all IHSA eligibility rules. This copy includes the Association's due process procedure.

We believe that those students who are participating in extracurricular activities are not only representing themselves, but our high school and community as well. Therefore, SHG students must present a good image by appearance and behavior. Each coach or moderator should discuss with his/her participants (on the first day that the extracurricular activity begins) the rules and regulations and any other requirements of the organization.

ATHLETIC GOAL STATEMENT

The athletic program will be conducted in an atmosphere which demonstrates respect for self and others, which sponsors good sportsmanship, and which values the fun and enjoyment of sport participation.

The goal of the Sacred Heart-Griffin Athletic Program is to help participants achieve their athletic potential through development of the following: a healthy competitive attitude, good sportsmanship, knowledge of fundamental skills and strategies, teamwork, good work habits, self-worth, confidence, esteem, strong sense of one's own values, and personal values for good health.

In striving to accomplish these goals, one will have an opportunity to become a team member who can develop his/her athletic skills and potential and find joy and achievement in sport participation.

CIRCUMSTANCES IN WHICH THIS GUIDE TO STUDENT CONDUCT APPLIES:

A student is expected to conform his/her behavior to the school rules of conduct in the following situations:

- While in school, on school grounds, or in the proximity of the school.
- While on school-chartered buses or other transportation.
- While engaged in school-sponsored activities, including extracurricular activities, whether at school or away from school and whether during the school year, weekend, or vacation periods. These activities include student council, yearbook, newspaper, all clubs or activities related to school, and athletics.
- Whenever the student's activity directly relates to and affects the efficiency, good order, and welfare of the school or another student.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

APPLICATION

School-related activities include all athletic teams, intramurals, musical groups, Student Council, yearbook, newspaper, academic team, all clubs, and any other groups or organizations that have school or faculty sponsorship under SHG.

TRYOUTS

Extracurricular activities at SHG are a privilege. Any and all students are encouraged to participate in any activity in which they are interested. Because of various requirements, some activities can only accommodate a specified number of participants. The number of participants is determined by IHSA, the nature of the activity, equipment available, and/or the judgment of the moderator or administration.

In such instances, tryouts will be held for the number of positions available. Therefore, some students may not be chosen to participate in that particular activity. Summer and out-of-season programs are provided as an opportunity for students to enhance their skills. While programs are encouraged, they are not mandatory. Tryouts are NOT solely based on participation in summer or out-of-season programs.

ELIGIBILITY

Students who fail a course at the end of the semester will be ineligible for the first two weeks of the following semester. This extends beyond academic years (i.e. If a student fails a course in the spring semester, his/her ineligibility would begin the following fall.). To be eligible at the end of those two weeks, the student must be working with the counselor on a plan for credit recovery. Diocesan policy states: "School-sponsored athletic programs are to be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school." At SHG, this policy extends to extracurricular involvement.

Because of the primary importance of academic achievement, students who participate in extracurricular activities are expected to be in good academic standing. Organizations within the school, however, retain the right to set higher standards than those given above. Some of these are listed below.

- Class/Student Council Officers: minimum cumulative GPA of 2.600 or higher; no record of disciplinary probation or suspension during the past year; attendance at a leadership training session.

AFTER TRYOUTS, ELIGIBILITY IS AS FOLLOWS:

- When a student receives a failing grade at the weekly eligibility check, the student is allowed to practice during their period of ineligibility. They may not play in games, be in full uniform, or be released early. They must, however, meet with their respective teacher (at a time convenient to the teacher) at least twice AND have the form they are given signed by the teacher. The responsibility for getting the form signed lies with the student. If the student does not return the slip and/or meet with the teacher the required number of times he/she remains ineligible for an additional week.
- If at the next weekly eligibility check the student has not raised the failing grade, he/she remains ineligible until the weekly eligibility check reflects a passing grade.
- The eligibility check for the first week of the quarter will be based on the report card grade of the preceding quarter. The eligibility for weeks 2-9 of the quarter will be based on grades/achievement from the beginning of the present quarter (this does not include the cumulative points from the preceding quarter).
- Students are encouraged to be responsible for taking the initiative to connect with teachers and/or guidance counselors to make a plan to improve his/her academic standing. It is **NOT** appropriate for the student to approach a teacher to ask for a grade change for that week or for a higher grade without doing the work.

PERFORMANCE-ENHANCING SUBSTANCE POLICY

The IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Policy. A full copy of the policy and other related resources can be accessed on the ISHA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for policy implementation in the IHSA Schools Center.

As a prerequisite to participation in IHSA athletic activities, we have reviewed the policy and agree that I/our student will not use performance-enhancing substances as defined by the policy. We understand that failure to follow the policy could result in penalties being assigned to me/our student either by the my/our student's school or the IHSA.

IHSA PES Policy - Available HERE

IHSA Banned Drug Classes - Available HERE

CONCUSSIONS

All student athletes are required to do baseline concussion testing. A concussion is a brain injury and can range from mild to severe. You cannot see a concussion and most occur without loss of consciousness. Signs and symptoms may show up right away or take hours or days to fully appear. If your child reports any symptoms, or if you notice any, seek medical attention right away.

Symptoms may include one or more of the following (this is not inclusive):

- Headaches
- Nausea/vomiting
- Neck pain
- Dizziness
- Vision issues
- Drowsiness
- Amnesia
- Fatigue
- More emotional
- Confusion
- Repeating comments
- Forgets plays
- Unsure of score
- Slurred speech
- Can't recall prior events
- Loss of consciousness

SHG supports and will work with students and families to assist students in Return to Learn.

PHYSICALS

All students participating in athletics must have a current (less than a year old) medical or sports physical on file. Sports physicals are periodically offered at school by volunteer professionals and are acceptable for currently enrolled students grades 10-12. More information regarding compliance is available HERE on www.shg.org.

MISBEHAVIOR DURING CONTESTS

If a student is found to be in gross violation of the ethics of competition or the principles of good sportsmanship, he/she may be barred from interscholastic extracurricular contests, either as a participant or spectator or both.

Any other person(s) who is found to be in gross violation of the ethics of competition or principles of good sportsmanship also may be barred from interscholastic extracurricular contests.

Whenever a member of a school team or organization is not living up to the highest standards of personal conduct or sportsmanship (such as any illegal or immoral act committed by a participant which causes embarrassment to the school, team, coach or moderator) or is regarded as a detriment to the best interest of his/her squad or organization, he/she will be suspended from further participation.

EXTRACURRICULAR CURFEW

All participants are governed by the Springfield city curfew ordinances, regardless of age, with the exceptions of:

1. Each moderator or coach may set more restrictive hours for special occasions and with the knowledge and approval of the administration.
2. Students in job related situations or students coming home late from a contest.

Penalty: Penalty for curfew infractions is determined by the moderator or coach.

MEETINGS, PRACTICE SESSIONS, AND ATTENDANCE IN SCHOOL

Participants must attend each scheduled meeting and practice session with the exceptions of:

1. Illness or pre-arranged events approved by the particular coach or moderator.
2. If in school all day, the participant should contact the coach or moderator personally for an excused absence before going home.
3. Excuses from doctors or parents will be recognized if #1 above is not possible.

Penalty: For infractions of attendance at meetings or practice sessions, the coach or moderator will post or give written guidelines for his/her activity prior to the beginning of his/her activity or as participants first become involved in his/her activity.

ATTENDANCE IN SCHOOL

If a student is absent from school the entire day because of illness the day of a contest or practice, he/she may not participate that day.

If a participant leaves school because of illness during the day of a contest or practice, he/she will not be eligible to participate in the activity that day.

A student arriving at school late because of illness must be checked in by 11:00 a.m. in order to be eligible to participate that day. Doctor appointments, funerals, and similar circumstances may allow students to participate if they arrive after 11:00 a.m.

If a participant is absent from school for reasons other than illness, the decision of eligibility will be left up to the discretion of the administration.

EARLY DISMISSALS FOR EVENTS

After the seventh absence in any instructional period (does not include study hall), students may not be allowed to miss school, or leave early, to attend school-sponsored activities.

TRAVEL

The means of travel will be school vehicles when possible. Vehicles will leave school on schedule (which will be posted or given in advance.) The entire group will travel to and from out-of-town events by school-sponsored means unless otherwise determined by the coach or moderator. All participants will return on the school-sponsored means unless a parent informs the coach or moderator in writing ahead of time. Penalties are to be determined by the moderator or coach of the organization involved.

Athletes may be asked to provide their own transportation for in-town or local games.

AWARDS

Policy regarding awards will be determined by the coach or moderator and the Administration or Athletic Director.

INJURIES

Any school-related injury shall be reported immediately to the coach, trainer, or moderator so that an accident report is filed with the main office.

If an individual has any special medical problem, the parent must inform the coach, trainer, or moderator in writing. This is essential to safeguard each student's health.

Should an injury be discovered after the participant has returned home, he/she should go to the doctor and report the injury as described above.

DRUGS, ALCOHOL, TOBACCO/E-CIGARETTE USE: (ALSO SEE SECTION ON SUBSTANCE ABUSE POLICY)

If the violation of SHG's substance abuse policy occurs at a time when the student is representing the school by performing in an extracurricular activity, the student will be banned from the activity's performances and/or competitions for thirty days. The student will be required to attend all practices/workouts. If the remainder of the season is less than thirty days, the ban will carry over to the next year. A second offense will result in a ban of sixty days, etc.

DRESS CODE PASSES

If a student requests a pass to be out of dress code (i.e. sweatpants), that student will not be able to practice/participate during the duration of the pass.

PARENT/COACH OR MODERATOR COMMUNICATION

Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student athletes. As parents, when your son/daughter becomes involved in our programs, you have a right to understand the expectations. This begins with clear communication between the coach and the parent. All issues are to be directed to the coach first.

COMMUNICATION TO EXPECT FROM THE COACH/MODERATOR:

- Philosophy of the coach/moderator
- Expectations the coach/moderator has for your son/daughter as well as the other team players
- Location and times of all practices and games
- Team requirements such as special equipment, off season conditioning, etc.
- Procedure should your son/daughter be injured during participation
- Discipline that results in denial of your son's/daughter's participation

COMMUNICATION COACHES/MODERATORS EXPECT FROM PARENT(S):

- Concerns expressed to coach/moderators (see examples below)
- Notification of any schedule change well in advance

- Specific concern in regard to a coach's/moderator's philosophy and/or expectations
- There are situations that may require a conference between the coach/moderator and the parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the procedure below should be followed to help promote a resolution of the issue or concern.

PROCEDURE TO DISCUSS A CONCERN WITH A COACH:

- **All issues are to be directed to the coach first**
- If the issue is not resolved, call and leave a message at school (217-787-1595 x104) with the Athletic Director to set up the meeting.
- *PLEASE, do not attempt to talk to a coach before, after, or during a practice or contest*. These can be emotional times for both the parent and the coach. Meetings of this type do not promote a resolution.
- The coach may request to have the Athletic Director or administrator present at the meeting.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

Academic support and college opportunities; a concern for your son's/daughter's mental and physical well-being; ways to help your son/daughter improve; concerns about your child's behavior.

ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACHES

Team strategy; play calling; other student-athletes.

ADDITIONAL INFORMATION SOURCES:

- SHG Main Office - open Monday thru Friday 7:30 a.m. – 3:00 p.m.
- 217-787-1595 - Phone call will be directed to appropriate staff
- www.shg.org - Special events, faculty directory, calendar. As time allows and the need arises, some policies and practices will be explained in more detail. In some cases, the process or rationale may also be presented.
- All SHG athletics are subject to IHSA (Illinois High School Association) rules and regulations. The complete set of IHSA bylaws and policies may be found at **www.ihsa.org**.
- A complete list of student activities, including athletics, clubs, and competitions can be found at **www.shg.org**.
- **FACTS SIS** is used for posting grades, assignments, and messages. It includes an automated phone system that allows SHG to send a text message to all families at once.

Page 1 of 2:

This information has also been shared through email via a Google Form.
This page may be printed, signed, and returned to the SHG main office if an alternate submission method is needed.

SACRED HEART-GRIFFIN HIGH SCHOOL

All students are obligated to follow the rules, regulations, and policies of SHG. Therefore, it is of utmost importance that students and parents be familiar with the rules, regulations, and policies. After you have read the handbook, complete this form, detach this page, and return it to school. It must have the student's signature and at least one parent/guardian signature.

_____I have read the current SHG Handbook and agree to follow the policies of Sacred Heart-Griffin High School.

_____I give permission for my student's name to appear in the newspaper, marketing pamphlets, and school publications including the SHG website.

_____I hereby request the loan of secular textbooks in accordance with Section 18-17 of the School Code (IL Rev. Stat., 1995, ch. 122, par. 18-17). I understand that this request will remain valid so long as I am enrolled in Sacred Heart-Griffin High School and that I or my parents may at any time withdraw this request.

_____I give permission for my student to participate in classes that specifically cover Child Safety Issues. Topics are age appropriate and materials are approved by the diocese.

_____I am aware that my student's grades and assignments are accessible through the www.shg.org parent link. A copy of the handbook is on the website.

_____All rude, disrespectful, discriminatory, demeaning, or hurtful language (written or spoken) **will not** be tolerated. Saying "I'm kidding" is no excuse.

_____My student has my permission to drive or ride with another student/coach/moderator/adult who holds a valid drivers' license and appropriate automobile insurance to/from local events. Students may ride with each other or an SHG staff member but other drivers must be 25 years old. I hereby release Sacred Heart-Griffin from any liability accruing from this mode of transportation. In the event of an accident, emergency, or illness and I cannot be reached immediately, I hereby authorize the person in charge to provide such first aid treatment deemed necessary and advisable.

_____I have read and understand SHG's Responsible Use Technology Policy.

_____I have read and understand SHG's Financial Policies as stated under the Tuition And Fees section in the SHG Handbook.

Student Printed Name _____

_____

Student Signature

_____

Parent/Guardian Signature

_____

Parent/Guardian Signature

Student's Current Grade

Freshman (9th) _____

Sophomore (10th)_____

Junior (11th) _____

Senior (12th) _____

_____

Date

Page 2 of 2:

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CERTIFICATION OF MEDICAL INSURANCE & INDEMNITY AGREEMENT

The undersigned, as parent(s) or legal guardian of:

_____

Student's Name (please print)

Do hereby certify to Sacred Heart-Griffin High School:

SECTION I

_____This child is covered under a medical insurance policy or health care plan specifically:

_____ _____

(Name of Insurer or Plan) **(Policy or Group Number)**

SECTION II

I/We further understand that Sacred Heart-Griffin High School does not provide any medical insurance coverage for the child/children, and that I/we assume all responsibility for payment of any medical expenses (including, but not limited to, doctors' fees, hospital charges, or any other medical or related charges) incurred by the child due to any injury or illness that occurs while the child/children is/are in attendance at Sacred Heart-Griffin High School, or participating in any Sacred Heart-Griffin High School sponsored activity, including athletic events.

I/We hereby agree to hold harmless and indemnify Sacred Heart-Griffin High School, including their employees, volunteers, clergy and religious, from any claims for medical expenses described above.

I/We have read the above Agreement and fully understand the terms contained herein, and agree to abide by its terms.

_____ _____

(Date) **(Parent/ Guardian Signature)**