



ST. RITA of CASCIA HIGH SCHOOL

*AN AUGUSTINIAN
COLLEGE PREP SCHOOL
SINCE 1905*

2023-2024

STUDENT & PARENT HANDBOOK

SCHOOL LEADERSHIP TEAM

Deacon John Donahue, J.D., Ed.D.
President

Mr. Joshua Blaszak '02
Principal

Mr. Anthony Avery '12
Director of Athletics

Mr. Wes Benak '81
Dean of Curriculum & Instruction

Mr. James Gaylord
Director of Facilities

Mr. Paul Harrington
Director of Technology

Mr. William Heaney '05
Director of Recruitment & Admissions

Mrs. Catharine Hennessy
Director of Human Resources

Mr. Martin Hopkins '09
Director of Strategic Development

Mr. Kieran Kellam '98
Director of Campus Ministry

Mr. Terance Matern
Chief Financial Officer

Rev. Thomas McCarthy, O.S.A. '83
Director of Community Relations

Mr. Christopher Katalinic
Director of Security

Mrs. Jill Nagel
Director of Guidance

Mr. Joseph Partacz
Dean of Students

Mr. Michael Swanson
Director of Institutional Advancement

ACADEMIC DEPARTMENT CHAIRS

Mrs. Rosemarie Boldt
English

Mr. Thomas Conlon
Theology

Mrs. Colleen Earley
World Languages & Fine Arts

Mr. Paul Harrington
Science & Technology

Mrs. Geraldine Kupiec
Mathematics

Mr. Gerald Pazin '90
Social Sciences

REGULAR BELL SCHEDULE

BELL	M-W-F
8:15	Warning Bell
8:20 - 9:06	A
9:09 - 9:55	B
9:55 - 9:59	Morning Prayer & Announcements
10:04 - 10:50	C
10:53 - 11:19	D Lunch
11:22 - 12:08	E Class
10:53 - 11:39	D Class
11:42 - 12:08	E Lunch
12:11 - 12:57	F
1:00 - 1:46	G
1:49 - 2:35	H
2:35	Dismissal Prayer

BELL	T-TH
8:15	Warning Bell
8:20 - 9:03	H
9:06 - 9:49	G
9:49 - 9:53	Morning Prayer & Announcements
9:56 - 10:17	Unitas
10:20 - 11:03	F
11:06 - 11:32	E Lunch
11:35 - 12:18	D Class
11:06 - 11:49	E Class
11:52 - 12:18	D Lunch
12:21 - 1:04	C
1:07 - 1:50	B
1:53 - 2:35	A
2:35	Prayer & Dismissal

Freshman & Sophomore D/E Schedule

Junior & Senior D/E Schedule

LATE ARRIVAL BELL SCHEDULE

BELL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:15	Warning Bell				
9:20 - 9:58	A	H	A	H	A
10:01 - 10:39	B	G	B	G	B
10:39 - 10:42	Morning Prayer & Announcements	Morning Prayer & Announcements	Morning Prayer & Announcements	Morning Prayer & Announcements	Morning Prayer & Announcements
10:45 - 11:23	C	F	C	F	C
11:26 - 11:51	D Lunch	E Lunch	D Lunch	E Lunch	D Lunch
11:54 - 12:32	E Class	D Class	E Class	D Class	E Class
11:26 - 12:04	D Class	E Class	D Class	E Class	D Class
12:07 - 12:32	E Lunch	D Lunch	E Lunch	D Lunch	E Lunch
12:35 - 1:13	F	C	F	C	F
1:16 - 1:54	G	B	G	B	G
1:57 - 2:35	H	A	H	A	H
2:35	Prayer & Dismissal	Prayer & Dismissal	Prayer & Dismissal	Prayer & Dismissal	Prayer & Dismissal

Freshman & Sophomore D/E Schedule

Junior & Senior D/E Schedule

MASS BELL SCHEDULE

BELL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15	Warning Bell				
8:20 - 8:57	A	H	A	H	A
9:00 - 9:37	B	G	B	G	B
9:45 - 10:45	Mass	Mass	Mass	Mass	Mass
10:50 - 11:27	C	F	C	F	C
11:30 - 11:55	D Lunch	E Lunch	D Lunch	E Lunch	D Lunch
11:58 - 12:35	E Class	D Class	E Class	D Class	E Class
11:30 - 12:09	D Class	E Class	D Class	E Class	D Class
12:10 - 12:35	E Lunch	D Lunch	E Lunch	D Lunch	E Lunch
12:38 - 1:15	F	C	F	C	F
1:18 - 1:55	G	B	G	B	G
1:58 - 2:35	H	A	H	A	H
2:35	Prayer & Dismissal	Prayer & Dismissal	Prayer & Dismissal	Prayer & Dismissal	Prayer & Dismissal

Freshman & Sophomore D/E Schedule

Junior & Senior D/E Schedule

ASSEMBLY BELL SCHEDULE

BELL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15	Warning Bell				
8:20 - 8:58	A	H	A	H	A
9:01 - 9:39	B	G	B	G	B
9:39 - 9:42	Morning Prayer & Announcements	Morning Prayer & Announcements	Morning Prayer & Announcements	Morning Prayer & Announcements	Morning Prayer & Announcements
9:45 - 10:23	C	F	C	F	C
10:26 - 10:51	D Lunch	E Lunch	D Lunch	E Lunch	D Lunch
10:54 - 11:32	E Class	D Class	E Class	D Class	E Class
10:26 - 11:04	D Class	E Class	D Class	E Class	D Class
11:07 - 11:32	E Lunch	D Lunch	E Lunch	D Lunch	E Lunch
11:35 - 12:13	F	C	F	C	F
12:16 - 12:54	G	B	G	B	G
12:57 - 1:35	H	A	H	A	H
1:35 - 2:35	Assembly	Assembly	Assembly	Assembly	Assembly
Freshman & Sophomore D/E Schedule					
Junior & Senior D/E Schedule					

ABOUT OUR SCHOOL

RECOGNITION

St. Rita of Cascia High School was chartered by the Illinois Legislature on July 13, 1905. Since 1921 it has been accredited school, currently receiving accreditation from Cognia. It holds full formal recognition by the Illinois State Board of Education. St. Rita of Cascia High School is a member of the Augustinian Secondary Education Association.

MISSION STATEMENT

St. Rita of Cascia High School is a Catholic college preparatory school for young men, rooted in the gospel of Jesus Christ and the tradition of St. Augustine, following the Augustinian philosophy of education.

St. Rita aims to form each student as a whole person: spiritually, intellectually, emotionally, physically, and socially, and to provide its young men with the necessary skills to succeed in college and in life, leading to life-long learning and personal awareness.

Through the Augustinian core values of Veritas (Truth), Unitas (Unity), and Caritas (Love), St. Rita strives to develop a bond between the members of the entire family: Augustinians, faculty, staff, students, parents, and alumni.

In the spirit of our Father, St. Augustine, we will be of one mind and one heart on our way to God.

SCHOOL SEAL



The symbols used in the Seal of St. Rita of Cascia High School depict events in the lives of two great Saints, Augustine, the Founder of the Augustinian Order, and Rita, the holy patroness of our school.

The center of the seal incorporates events in the life of St. Augustine. The book, representing the writings of St. Augustine, is a symbol of his great learning. The heart burning and pierced with an arrow symbolizes St. Augustine's great and burning love for God and His creatures. The inscription around the seal is the official title of our school, and the rose is a special symbol of the life of St. Rita, our patroness.

THE SCHOOL COLORS ARE RED AND NAVY BLUE.

THE SCHOOL'S TEAMS ARE CALLED THE ST. RITA MUSTANGS.

COMPLIANCE

St. Rita High School complies with all applicable federal, State and local laws and regulatory requirements.

ST. RITA OF CASCIA HIGH SCHOOL HISTORY

St. Rita of Cascia High School was founded in 1905 by the Very Rev. James F. Green, O.S.A. Construction of what was Green Hall was the initial step in forming the original campus. Student enrollment mounted rapidly and in 1922, when the pressure of other duties necessitated Father Green's retirement from scholastic work, St. Rita of Cascia High School had become established in Chicago as one of the leading secondary schools.

Successor to the founder was the Very Rev. William L. Egan, O.S.A., during whose incumbency the original Harris Gym and Egan Hall were completed. The Very Rev. Joseph B. Kepperling, O.S.A. followed Father Egan in 1926, but his splendid work was brought to an untimely close by his death on June 4, 1929. The Very Rev. John J. Harris, O.S.A. was selected as the next rector to direct St. Rita's destiny.

In the summer of 1935, the Rev. Ruellan P. Fink, O.S.A. succeeded Father Harris. Father Fink was the motivating spirit of many noteworthy developments, of which the most important achievement was the installation of a technical course in 1936. Father Fink also began an extensive expansion program as evidenced by the erection of Mendel technical building, completed in June 1938, and the addition to Egan Hall, completed in August 1939. A stadium was built in 1946 and the new monastery was completed in May 1949.

Rev. John E. McLaughlin, O.S.A. succeeded Father Fink in 1956 as Principal. In 1962 Rev. Francis P. Crawford, O.S.A. became Principal. He was succeeded in 1968 by the Very Rev. Daniel B. Trusch, O.S.A. In 1971 Rev. LaVern J. Flach, O.S.A. became Principal; in 1979 Rev. David L. Brecht, O.S.A. became principal; in 1983 Rev. Patrick E. Murphy, O.S.A. became Principal; and in 1989 Rev. Bernard R. Danber, O.S.A. was appointed Principal. Both Father Murphy and Father Danber are graduates of St. Rita of Cascia High School.

On June 27, 1990, Father Danber was given the keys to the new campus at 7740 S. Western Ave. In 1993 a new President-Principal model was adopted for the school. Rev. Michael J. O'Connor, O.S.A. became the school's first President. Rev. O'Connor appointed Mr. Joseph F. Bamberger as Principal. In the year 2000, Rev. Thomas R. McCarthy, O.S.A. was then named the second President and the first Alumni President of St. Rita of Cascia High School. After 43 years of service, nine as Principal, Mr. Joseph F. Bamberger, retired in 2002.

Beginning in 2002, Father McCarthy became President/Principal. In 2007, Father McCarthy became President and Mrs. Sally E. Deenihan was named Principal, the first female Principal. Mrs. Deenihan retired in July 2010, after 25 years of service and Mr. Brendan J. Conroy succeeded her as Principal. In 2012, Mr. Ernest J. Mrozek '71 was named President. In 2016 a new leadership model began with Father Paul W. Galetto, O.S.A. being named the Head of School and Mr. Michael J. Zunica being named the school's fourth President. In 2019 St. Rita returned to a President-Principal model with Dr. James J. Quaid, Ph.D. as President and Mr. Sante R. Iacovelli II named as Principal. In July of 2021, Dr. Quaid assumed the role of President/Principal.

In 2022, Deacon John E. Donahue, J.D., Ed.D., was named the sixth President and appointed Mr. Joshua R. Blaszak '02 as Principal.

ST. RITA OF CASCIA

St. Rita, Patroness of our school, was born in the hamlet of Rocca Porena, Italy, near Cascia. She was born of peasant parents, Antonio and Amata Lotti in the year of 1381. She was baptized Rita in the parish church of Cascia, conducted by the Augustinians. She was raised by her elderly parents who supported themselves by farming. Rita grew up in this environment without any formal education. Her teachers were her parents, the Augustinian priests, and above all, her Savior Jesus Christ. She grew in knowledge by contemplating the Crucifix. She had a strong desire to enter the religious life as a nun with the Augustinian Sisters in Cascia.

Rita's parents had other ideas. As was the custom in those days, the parents chose the spouses for their children. For Rita, Antonio and Amata picked out Paulo Ferdinando Mancini as her husband. Rita bowed to her parents' will as the will of God and consented to marry Paulo Ferdinando. From the beginning this marriage was filled with sorrow and suffering for St. Rita. Paulo was a violent, impatient, brutal man. Rita, as well as others, was often the object of his violence. Through patience, penance, and prayer, Rita converted her husband to love of God and herself. They were the parents of two boys, Giacomo and Paulo.

Rita's husband was murdered. Her two boys vowed vengeance on their father's murderer. This brought renewed anguish to her heart which so loved peace. She prayed that this hatred be taken from her sons, and if necessary that they be taken to heaven. Her two sons made their peace with God and were taken to heaven.

Now Rita was free to enter the convent. After repeated rejection because she was a widow, she was finally accepted as a nun in the Augustinian Convent of Cascia. While there she devoted her life to prayer, penance, and service of her fellow sisters. She began to feel a new sense of peace and love. Her great desire was to be like her Crucified Savior. She was given a wound in her forehead which continually reminded her of Christ's love for her.

Finally in the year 1457, after having been so closely united to the sufferings of Jesus, she was anointed and received Holy Communion for the last time. Rita was canonized in 1900 by Pope Leo XIII. Since that time devotion to St. Rita has spread through Europe, Canada, and the United States.

Because of the almost impossible circumstances of her life, and the miracles that have been worked through her intercession, St. Rita is often called the "Saint of the Impossible." Her feast is celebrated on May 22. A sign and symbol of St. Rita's love of God is the red rose. These are traditionally distributed on the Feast of St. Rita.

THE AUGUSTINIANS

The 2,646 priests and brothers of the Order of St. Augustine are active throughout the world in ministries which serve society and the Church. In the Midwest, in addition to St. Rita of Cascia High School, Chicago, they serve at Providence Catholic High School in New Lenox, IL, at Cascia Hall Preparatory School in Tulsa, OK, Austin Catholic High School in Chesterfield, MI, and at St. Thomas of Villanova College (grades 4-12) in King City, Ontario, Canada.

The Midwest Augustinians also serve in two parishes in the Archdiocese of Chicago and two in the Diocese of Joliet and work with local churches and organizations in a variety of ministries. In the U.S., Augustinian higher educational institutions include Villanova University and Merrimack College.

Internationally, Augustinian schools are found in Argentina, Brazil, Chile, Colombia, Ecuador, Peru, Uruguay, Venezuela, Dominican Republic, Mexico, Panama, Puerto Rico, Spain, Germany, Holland, Ireland, England, Australia and the Philippines. With a heritage stretching back to St. Augustine of Hippo (354- 430), the Order of St. Augustine is in the tradition of the Mendicant Orders founded in the 13th century. It is an apostolic fraternity at the service of the Church.

AUGUSTINIAN SECONDARY EDUCATION ASSOCIATION

All of the Augustinian secondary schools in the Provinces of the United States and Canada are bound together in the Augustinian Secondary Education Association. This organization provides a forum for mutual support, sharing of ideas, common training for staff and administrators in Augustinian values, bonding of faculties, students and families in the Augustinian family, promoting North American youth gatherings, etc.

All of the member schools are expected to participate in Association meetings and activities. The heads of school/chief leadership of each school meet annually. The Association reports directly to the Federation of Augustinians of North America (FANA).



GOVERNANCE AND SCHOOL POLICY

St. Rita of Cascia High School is owned and operated by the Province of Our Mother of Good Council (Midwest Augustinians) of the Order of St. Augustine. Seven Friars of the Province of Our Mother of Good Council serve as members of the St. Rita High School Corporation. The Members of the Corporation are the Provincial and his Council and they are responsible for appointing the school President and the Chairperson of the Board of Directors. The current members of the High School Corporation are: Very Rev. Anthony B. Pizzo, O.S.A. (Prior Provincial), Rev. Raymond Flores, O.S.A., Rev. William Lego, O.S.A., Rev. John Merkalis, O.S.A., Rev. Bernard Scianna, O.S.A., Rev. Jack Tierney, O.S.A., and Rev. Richard Young, O.S.A.. The St. Rita of Cascia High School Board of Directors, which is primarily advisory in nature, has been established to provide advice and counsel to the School Administration. According to the Province of Our Mother of Good Counsel Secondary Education Handbook, the Board is asked to aid by word and work in the following ways:

- provide advice in developing and defining policies and procedures,
- review and make recommendations concerning the annual budget,
- review and make recommendations concerning the financial management of the school and,
- provide appropriate feedback to the board of Administration as to the perception of the school in the community and to those particular concerns which need to be addressed.

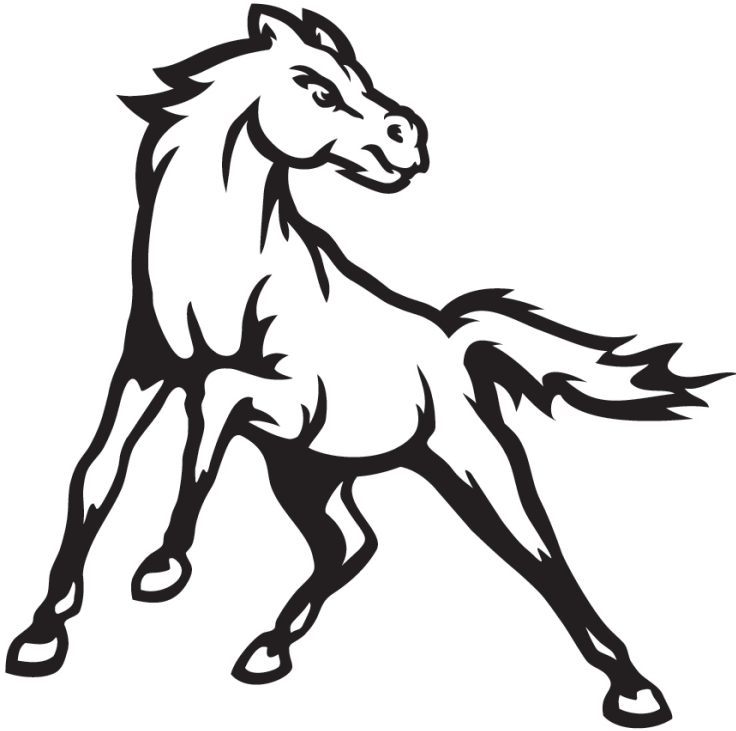
The Board of Directors provide important feedback and direction to the Administration and they function with the approval of the Augustinian Provincial and his Council. The day-to-day business and affairs of the school are managed by the school President and his Leadership Team. The school President works with the Chairperson of the Board of Directors (and Board members) and reports to the Augustinian Provincial, who is head of the St. Rita High School Corporation. School policies and procedures can be made at the Corporation level, by the Board of Directors (in consultation and conjunction with the President) and/or by the President and his Leadership Team. The school also follows all policies and procedures outlined in the Midwest Augustinian's Secondary Education Handbook (2012). If parents or other interested parties have questions or concerns about school policy they should contact the school President. The current members of the Board of Directors are listed on the school website.

NONDISCRIMINATION POLICY

St. Rita of Cascia High School admits students of any race, color, sexual orientation, national or ethnic origin, or immigration status to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, sexual orientation, national or ethnic origin or immigration status in the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and all other school administered programs or activities.

In its hiring practices, St. Rita of Cascia High School does not discriminate on the basis of race, color, age, gender, sexual orientation, military discharge, marital status, national or ethnic origin, or mental or physical disability unrelated to the ability to perform one's duties at the school. This policy shall be interpreted consistently with the religious mission and teachings of the Catholic Church. This policy does not preclude preference in hiring being given to employees who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith.

Any behaviors believed to be in violation of this policy should be reported to the school President and to the Chairperson of the Board of Directors. All allegations of discrimination are taken seriously and will be thoroughly investigated. Any form of retaliation for reporting discrimination is strictly prohibited.



LIVING OUT THE CORE VALUES

As Christians and Catholics we believe in the inherent dignity of all humans, and our core values of Truth, Unity and Love reinforce that belief in our words and actions. Being “of one mind and one heart on our way to God” does not mean that we are all the same, but instead welcomes a diversity of students in their talents, backgrounds, interests and beliefs. We educate our students to become men of compassion who empathize with others, especially their fellow Ritamen with whom they form a unique bond or brotherhood that is a vital element of the true St. Rita of Cascia High School experience.

We also recognize that all of us—students, faculty, staff, administration and parents—are called to mature throughout our time at St. Rita of Cascia High School in our learning, our relationships and our knowledge of others and self. Part of this growth process happens by reinforcing speech and action that reflect the core values and refusing to tolerate that which goes against the core values.

St. Rita of Cascia High School cannot tolerate unwelcome verbal, written or physical conduct directed at another person or group by any member of the community at any time that has the intent or effect of:

1. Physically harming another and/or making him or her feel as if harm is imminent;
2. Damaging and/or taking another’s property;
3. Creating and/or promoting a state of emotional unrest for an individual or group through ridicule, intimidation, extortion and/or spreading harmful rumors;
4. Creating and/or contributing to an intimidating and/or hostile environment that interferes with another’s learning or work;
5. Using verbal or written language that taunts, maligns and/or threatens; and
6. Using email, texting, social media and/or other technology to engage in any of the above-described activities.

Particular attention will be paid to conduct and language that can be reasonably believed to be threatening, racist, religiously or ethnically intolerant, sexist, homophobic, harassing or bullying in any way. Choosing or intending to act with intolerance or speak with biased language is considered a choice not to follow the values of the school. Making that choice will result in consequences that could jeopardize that person’s standing as a member of the St. Rita of Cascia High School community.

CONSEQUENCES FOR ACTIONS CONTRARY TO CORE VALUES

In all cases, the consequences for a failure to adhere to the St. Rita of Cascia High School’s core values in conduct and word should be seen as opportunities for growth. As such, pastoral and/or personal counseling, reflection, service, learning and/or conferences with parents are nearly always a part of the learning process. Punitive measures may be added, as well. The following individuals may be involved in this process: the President, Principal, Dean of Curriculum & Instruction, Dean of Students, Director of Augustinian Mission, teachers, counselors, campus ministers, or others, as necessary. In attempting to foster growth, each situation will be considered individually, and the severity of the offense will be considered, as will the frequency of offenses for an individual. In all cases, the parent(s)/guardian(s) of the student will be notified.

PROFILE OF THE IDEAL RITAMAN AT GRADUATION

The graduate from St. Rita of Cascia High School will have completed the academic program with success, experienced personally meaningful spiritual and religious opportunities for growth, participated in athletics and/or activities, and grown toward manhood from the boy that he was when he entered as a freshman. At graduation, the ideal Ritaman will more fully embody the Augustinian core values of Veritas (Truth), Unitas (Unity) and Caritas (Love).

Unitas (Unity)

The ideal graduate of St. Rita of Cascia High School will be truly Augustinian by:

- having participated in the brotherhood of St. Rita of Cascia High School through communal events of different kinds—spiritual and religious, athletic, cocurricular, social and academic;
- growing in his awareness, acceptance and appreciation of all members of the St. Rita of Cascia High School community;
- having recognized and participated in the traditions of St. Rita of Cascia High School and the Order of St. Augustine; and
- having welcomed new members to the community of St. Rita of Cascia High School.

Veritas (Truth)

The ideal graduate of St. Rita of Cascia High School will be truly Augustinian by:

- searching for Truth in the spiritual practices and faith in the Catholic, Augustinian tradition;
- making decisions that demonstrate an understanding of the difference between lasting truth and temporary gratification;
- striving for academic growth, achievement and excellence;
- seeking to discover and develop his own gifts and talents; and
- growing in his desire to make positive contributions to society.

Caritas (Love)

The ideal graduate of St. Rita of Cascia High School will be truly Augustinian by:

- demonstrating an openness to the diversity of human experience;
- being aware of God's love in his life;
- forming healthy relationships with others;
- developing a commitment to doing justice and being a man built for others; and
- attempting to make the world a better place.

GRADUATION OUTCOMES

The successful graduate of St. Rita of Cascia High School will embody the core values of Veritas, Unitas and Caritas and be able to:

1. Demonstrate an understanding of what it means to be a Christian in the Catholic and Augustinian traditions.
2. Explore and deepen his relationship with Jesus Christ with the spiritual and intellectual understanding acquired through practical experiences of prayer, reflection, worship, study and service.

3. Live ethically and morally while taking responsibility for his actions.
4. Demonstrate understanding, empathy and appreciation for others.
5. Share his gifts and talents in a spirit of unity, interdependence, dialogue, and collaboration.
6. Cultivate habits of social, emotional, spiritual, intellectual, and physical well being.
7. Demonstrate an understanding and appreciation of differing points of view.
8. Listen, read, write and speak effectively for a variety of purposes.
9. Solve problems through innovation and sustained effort.
10. Conduct research and show evidence of understanding in a variety of forms.
11. Apply objective reasoning and logic in his daily life.
12. Use technology effectively and ethically.
13. Apply and synthesize what he has learned.
14. Think critically about the world.

The faculty, staff and administration of St. Rita of Cascia High School have established departmental and course specific outcomes, which can be found at www.stritahs.com.

A MESSAGE FOR PARENTS

The partnership between school personnel and the parents is critical for every students' success, and the student himself has a significant role, too. The teachers, counselors, coaches and administrators at St. Rita of Cascia High School are dedicated to their students' spiritual, intellectual, social, athletic and emotional growth, but they depend greatly on the parents to be the first and most influential teachers. The successful student is the one who inherits a desire to grow and mature from both his parents and school personnel, and for whom a love of learning and a sense of responsibility is cultivated by the adults in his life through their words, deeds and example. The habits of mind--curiosity, diligence, desire, empathy and belief--and the habits of action--work ethic, persistence, and respect for self and others--together help to form the Ritaman as a man of Truth, Unity and Love.

STUDENT IMAGE & ACHIEVEMENT PUBLISHING RIGHTS

St. Rita of Cascia High School occasionally wishes to use photographs and/or video footage of St. Rita of Cascia High School students for our website, social media, videos, brochures and other press materials. In addition, newspapers, television, and other media publications may wish to use similar images as part of recognizing achievements or publicizing activities related to the school. Student images help us promote St. Rita of Cascia High School and are an important part of celebrating students for their accomplishments. St. Rita of Cascia High School reserves the right to publish student images taken at school or at school-sponsored events.

GUIDELINES FOR COMMUNICATION BETWEEN PARENTS AND SCHOOL PERSONNEL

The partnership between the families of Ritamen and school personnel at St. Rita of Cascia High School is critical for the success of our students. Addressing small problems *while they are small* can help to prevent more serious situations from arising in all areas of school life—academics, attendance, athletics, activities, service and tuition. Parents are encouraged to contact school personnel by email, phone or in person if they have questions or concerns. Additionally, parents are encouraged and expected to attend Mini-Schedule Presentations, Parent-Teacher Conferences, staffing meetings for their son, and other events that inform them as parents and promote their son's success and happiness.

Likewise, teachers, staff and administrators are expected to communicate with parents in a professional manner using the above methods, in addition to other tools that facilitate open communication and are appropriate to their responsibilities (e.g., Schoology, Remind, etc.).

We ask parents to always observe these basic rules of communication:

1. Encourage your son to communicate directly with the teacher, coach, his counselor, etc. first. Many issues can be easily resolved in this manner.
2. Always proceed respectfully and with an open mind.
3. Always begin communication with the person who has most immediate responsibility and/or closest contact with your son. Usually, issues can be resolved at that level. Below are chains of communication for resolving different types of issues:
 - a. For academic matters, contact the teacher first, then the department chair, then the Dean of Curriculum & Instruction, then the Principal.
 - b. For counseling matters, contact the counselor first, then the Director of Guidance, then the Principal.
 - c. For athletic matters, contact the head coach of your son's team first, then the head coach of the varsity team for that sport, then the Director of Athletics, then the Principal.
 - d. For extracurricular matters, contact the club/organization moderator first, then the Principal.
 - e. For disciplinary matters, contact the teacher first, then the Dean of Students if the situation has risen to that level.
 - f. For attendance matters, call the Dean of Students' Office.
 - g. For service requirement (R.O.S.E. Hours) questions and issues, contact the Service Coordinator first, then the Director of Campus Ministry, then the Principal.
 - h. For matters of tuition or financial aid/scholarships, call the Tuition Office or Financial Aid & Scholarship Coordinator first, then the Chief Financial Officer, then the Principal.
4. If you do not receive a response to your communication in a timely manner (24-48 hours), please inform the Principal's Office or the supervisor of the area in question.
5. If there is an emergency, please be sure to talk to a person directly. Usually, it is best to call the Dean of Students' Office.

GENERAL INFORMATION

ADMISSIONS POLICY

St. Rita of Cascia High School admits only those students who meet the school's academic and disciplinary standards.

St. Rita of Cascia High School admits students of any race, color, sexual orientation, national or ethnic origin, or immigration status to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, sexual orientation, national or ethnic origin or immigration status in the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and all other school administered programs or activities.

TRANSFERRING INTO ST. RITA

A student who wishes to transfer into St. Rita of Cascia High School must first submit a Transfer Student Application with an unofficial transcript of the credits from his current high school to the Admissions Office. The Dean of Curriculum & Instruction will determine whether or not the student has completed the courses that would have been required here at St. Rita of Cascia High School. If the student is academically acceptable in accordance with St. Rita of Cascia High School requirements, he and his parent (guardian) will be invited for a personal interview with the Principal and the Dean of Curriculum & Instruction. Also, his discipline record from his previous school will be reviewed. The Principal and the Dean of Curriculum & Instruction, in consultation with the Dean of Students and the Director of Guidance, will make the final decision to allow, or not allow, the transfer to take place. Certified copies of transfer students' records will be requested within 14 days of enrollment.

BIRTH CERTIFICATES & TRANSFER RECORDS

1. St. Rita High School will notify in writing the parent/guardian enrolling a child for the first time in St. Rita High School that within thirty (30) calendar days, he/she must provide a government-issued copy of the child's birth certificate.
2. If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.
3. Should the person enrolling the child in St. Rita High School fail to comply with the above procedures, the school will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within ten (10) calendar days, the case shall be referred to the local law enforcement authority for investigation.
4. If compliance is not obtained within ten (10) calendar days, St. Rita High School will refer the matter to the local law enforcement agency.
5. St. Rita High School will immediately report to the local law enforcement authority any affidavit which appears inaccurate or suspicious in form or content received regarding the registration of the child.
6. Within fourteen (14) days, St. Rita High School will request a certified copy of the school records of a transfer student from the student's previous school.
7. St. Rita High School will forward a copy of a transferring student's record to the

new school within ten (10) days of the school's request, unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

STUDENT HEALTH EXAMS & IMMUNIZATIONS

All students attending St. Rita of Cascia High School must submit proof of immunizations as specified by the Illinois Department of Public Health as well as a record of a health exam performed upon entering the 9th grade or upon transfer into the school. Any student who does not have these records on file by October 15th of the respective school year will be excluded from school and all extracurricular activities until this requirement has been met.

TUITION

As a private school, St. Rita is a tuition-based institution. In fairness to all families, no student will be allowed to take semester exams, have college applications processed, or receive his report card or official transcripts if his account is in arrears. Students will also be asked to stay home from school and are ineligible to participate in school related activities if they are behind on tuition payments.

REGISTRATION FEES

A Registration Fee of \$500 is billed in February to each student's FACTS account for the following school year. If a student will not be returning, his parent must notify the Principal prior to March 31st to have the fee removed/refunded. If you notify the Principal after March 31st, the entire fee is due and non-refundable. Official transcripts will not be released, until the fee is paid.

SCHOLARSHIPS & FINANCIAL AID

Students who receive scholarships and/or financial aid are required to accomplish three goals: maintain a grade point average of 3.0 or better each semester, follow the guidelines set forth in this Handbook, and provide some service to his local community or to the school commensurate with the financial aid received.

TRANSPORTATION GUIDELINES

1. Any bus owned, operated or chartered by St. Rita of Cascia High School is considered to be a mobile classroom, and the ride is a school-sponsored event.
2. All students are expected to show respect, order, and to listen to authority just as they would in a classroom.
3. St. Rita of Cascia High School has the authority to assign all seating arrangements. St. Rita of Cascia High School also has the authority to change any seating arrangement at any time.
4. The directions of the bus driver with regard to behavior, attitude, seating, language and actions are to be obeyed.
5. Students who disobey the bus driver or cause trouble on the bus can and will be reported to the Dean of Students and disciplined accordingly.
6. Any damage and/or vandalism by a student to a bus will be the responsibility of the student(s) involved and repairs will then be charged to the student(s).
7. Food, beverages, alcohol, smoking, vaping, any tobacco use, speakers, pets,

unbecoming language, abusive noise, boisterous-ness, clowning, heckling, or any abuse of windows, equipment, driver, fellow riders or outsiders are not permitted. Riders are to be ready and prompt in both boarding and leaving the bus.

8. Because failure to abide by these bus regulations can jeopardize the safety of lives, serenity of drivers, or reputation of the school, we want both parents and students to clearly understand that such conduct will be considered more serious than similar conduct elsewhere, and can result in immediate and permanent expulsion from the bus program and possibly from the school.

9. Any transportation concerns, recommendations, suggestions, etc., are to be communicated to Assistant Director of Athletics.

EMERGENCY CLOSINGS

If for some reason, school is closed on a normally scheduled day of operation (e.g., snow, power failure, inclement weather), that decision will be made by the Principal in consultation with other administrators by 6:00 AM. At that time a message will be sent via text message to the parent cell phone number(s) on file.

The general rule of thumb for inclement weather is the following: If your local public school district is closed, then you are not required to come to school at St. Rita of Cascia High School. St. Rita of Cascia High School draws from many different communities and the weather in one town is different than the weather in another.

If for some reason, school must close early on a normally scheduled day of operation (e.g., snow, power failure, inclement weather), that decision will be made by the Principal in consultation with other administrators ASAP. At that time a message will be sent via text message to the parent cell phone number(s) on file and an orderly dismissal will occur.

CHANGE OF ADDRESS

It is the responsibility of the student and parent(s) to see that the school is kept up to date regarding the student's home address, parent cell phone number(s) and parent email addresses. Any changes in any of these should be reported as soon as they are available to Mrs. Noreen Kelliher at nkelliher@stritahs.com or (773) 925-6600 ext. 6652.

STUDENT/PARENT HANDBOOK RESPONSIBILITY

Students and parents must be familiar with all rules and regulations of St. Rita of Cascia High School. As such, we require that all parents and students read this official *Student & Parent Handbook*. Students and parents are bound by policies set forth in the *Handbook*.

All families will be informed of this responsibility. The student and parental consent to follow the policies set forth in the *Handbook* applies until graduation.

AMENDMENTS TO HANDBOOK

It is the responsibility of the school through the Administration to change or modify the content of this official *Student & Parent Handbook* at anytime in order to maintain the spirit of community which is the foundation of St. Rita of Cascia High School. All changes will be properly promulgated and published so that all concerned may be aware of their obligations concerning respect and responsibility.



THE ACADEMIC PROGRAM OF ST. RITA OF CASCIA HIGH SCHOOL

The goal of the St. Rita of Cascia High School studies program is the total education of the student - morally, intellectually, and physically - in accordance with the ideals of Christian education. Fundamental in the Augustinian philosophy of education is the belief that a thorough liberal arts training should accompany specialized training. Specialization can be effective only with the full development of the faculties of the mind and body with adequate spiritual guidance.

The curriculum at St. Rita of Cascia High School is college preparatory at all levels: Augustinian Academy, Mendel Academic Program and the Fr. James Green, O.S.A. Academic Support Program. In addition to the core requirements, a variety of electives are offered in an effort to complement the personal educational ambitions, interests, and abilities of each student. The curriculum attempts to achieve St. Augustine's stated goal to meet each student where he is and provide for him "according to his need." In pursuit of this goal, then, courses are offered to the student to serve both his strengths and his needs. There are three levels of courses offered: college preparatory, honors and advanced placement.

FR. JAMES GREEN, O.S.A.

ACADEMIC SUPPORT PROGRAM

The Fr. James Green, O.S.A. Academic Support Program is rooted in the Augustinian educational tradition of accepting students at their individual level of development and assists them in their efforts at reaching their potential. The program provides an opportunity for students to receive individual attention, tutoring, mentoring, small group work and help with study skills necessary for secondary and post-secondary success.

MUSTANG ACADEMIC PROGRAM (MAP)

The Mustang Academic Program (MAP) is rooted in the Augustinian Tradition of assisting students in their efforts at reaching their potential. The program provides an opportunity for students to receive individual attention, tutoring, academic coaching and help with study skills necessary for secondary and post-secondary success. The program is funded through Title 1 and is open to academically qualifying students who live in the City of Chicago.



ACADEMIC POLICIES

COURSE OF STUDIES

The Principal and Dean of Curriculum & Instruction plan and organize the course of study for all students. They advise and direct the teachers and supervise the entire scholastic program. The student should consult with his Guidance Counselor with regard to the selection of his course of studies as the subjects chosen and the grades received are of vital importance to the college admissions process. Pursuant to Illinois Statute 105 ILCS 5/27-2 all instruction is provided in English, except as otherwise permitted.

ACADEMIC REQUIREMENTS FOR GRADUATION & GRADE ADVANCEMENT

Students must have completed the following minimum requirements to graduate:

- 4 units of Theology
- 4 units of English
- 3 units of Math
- 3 units of Science (must include Biology and Chemistry)
- 3 units of Social Studies
(2.5 units of World History, U.S. History and American Government must be included)
- 2 units of the same World Language
- .5 unit of Health
- .5 unit of Technology
- .5 unit of Fine Arts

Additional elective units are required to satisfy the minimum number of units needed for graduation by each class year. Based on personal circumstances, the Administration can approve alternative requirements for graduation for individual students. Each transfer student will have his transcript and course of studies evaluated on an individual basis. The basic rule is that a transfer student must meet as many of the above stated requirements as possible. His course load and scheduling will help determine this limit. Each transfer student will be given his requirements for graduation at the time of his enrollment.

Each student must pass a comprehensive examination on patriotism and principles of representative government, proper use of the flag, method of voting, and the Pledge of Allegiance (105 ILCS 5/27-3 and 27-4).

SCHEDULE CHANGES

Once a student has selected his program for the year he may not change his program without permission. A student who desires a change should first consult with his Guidance Counselor. The Guidance Counselor will make a recommendation about a possible change of program to the Dean of Curriculum & Instruction. Any request to drop a course must include a corresponding request to add a class to replace the requested dropped course. If it is not possible to find replacement course, the drop may not be approved. Schedule changes must be requested within the first two weeks of each semester. The student requesting a change must complete the form and get the appropriate signatures. The form is submitted to the Director of Guidance for approval. No changes will be permitted after the second week of a semester.

MINIMESTER

Minimesters may be offered during the course of the school year or during the summer. Minimesters may or may not be offered for credit. Participation is done on a voluntary basis.

REPORT CARDS & GRADING SYSTEM

Grades are a means of evaluating a student's performance. Students are not compared to other students with the grade they receive. Rather, the grade reflects the degree to which the student has successfully achieved the objectives of the course.

All teachers are required to inform students how the semester grades are computed. The components of a semester grade may include homework, quizzes, tests, projects/presentations, participation/discipline and semester exams. If the student is academically dishonest, does not complete the assignment or exhibits a lack of effort, the teacher may assign a grade as low as 0. A passing grade is 65. The highest grade given is 100.

Grades are posted online weekly. Students will receive official notice of their academic progress two times a year. Report cards will be issued at the end of each academic semester, as determined by the school calendar (this will be done electronically only). The only grades recorded on a student's transcript are all final semester grades and/or year-end grades. A student's grade point average is calculated at the end of each semester.

The following grade system is in effect:

GRADE	% RANGE	COLLEGE PREP GPA	HONORS GPA	AP/DUAL CREDIT GPA
A+	100-98	4.4	4.8	5.0
A	97-96	4.3	4.7	4.9
	95-94	4.2	4.6	4.8
	93-92	4.1	4.5	4.7
	91-90	4.0	4.4	4.6
B+	89-88	3.8	4.2	4.4
B	87-86	3.6	4.0	4.2
	85-84	3.4	3.8	4.0
	83-82	3.2	3.6	3.8
	81-80	3.0	3.4	3.6
C+	79-78	2.8	3.2	3.4
C	77-76	2.6	3.0	3.2
	75-74	2.4	2.8	3.0
	73-72	2.2	2.6	2.8
	71-70	2.0	2.4	2.6
D	69-65	1.0	1.4	1.6
F	Below 65	0	0	0

F-WD: A student who is seriously or repeatedly disruptive in a particular class will be permanently removed from that class. This will result in a Failure- Withdrawal grade (F-WD).

I: Incomplete can be given for a student who has been absent an excessive number of days because of illness. Prior approval of the Principal and Dean of Curriculum & Instruction is needed to use this grade for any student.

HOMEWORK

Homework is an integral part of the educational process. It helps the student to integrate the material he has learned in class and helps him prepare for learning. Homework is a reflection of the author. Students should always do their best and take pride in their work. A student should always give his best effort. Teachers should see that homework covers different academic demands: knowledge, comprehension, application, analysis, synthesis and evaluation. Each teacher should establish clear guidelines on what he or she considers acceptable and make these guidelines readily available to the students.

EXAMINATIONS

Tests and exams are a means of evaluating the degree to which a student has accomplished the objectives of a course. Semester final examinations, whether a traditional examination or final project, are to be worth 10-15% of a student's course grade unless there is a special circumstance for a particular course. Any special circumstance must be approved by the Principal and the Dean of Curriculum & Instruction. Only seniors may be exempt from taking semester final examinations. Exemptions are at the discretion of the Administration, but may only be given to those students who have at least a 92.5 average for the semester and who have met all other disciplinary and attendance criteria.

Final examination days are required school days. Families are to schedule vacations around final examinations. Any student who is absent on an examination day due to personal vacation will be required to arrange a make-up examination with the Director of Guidance and pay a \$50 reschedule fee for each examination.

GRADE POINT AVERAGE

Only final semester grades are used to calculate a student's grade point average. All academic courses are used in the calculation of the grade point average, and for the determination of honors. Summer school courses, or other credit recovery courses, are not used to calculate the grade point average.

Grades for an approved Minimester (if taken) are calculated into the grade point average. The grades that students earn by taking approved online courses are calculated into the grade point average and are also used to determine honors. The grade points of students in honors, AP and dual credit courses are given weight value slightly higher than the grade points of students in other courses.

HONOR ROLL

Recognition of good student performance is made through the system of honors. There are three levels of honors:

Superior Honor Roll: 4.4+ semester GPA

High Honor Roll: 4.2-4.39 semester GPA

Honor Roll: 4.0-4.19 semester GPA

CLASS RANK

Class Rank is not recorded on a student's grade report or transcript. At no time will a student's rank be shared with students or parents.

GRADUATION

Students who fail a course in the senior year must follow the directions of the administration regarding correction of that failure. The credit(s) must be obtained by August 31 of the year in which the student was to graduate.

Graduation Ceremony Participation

In order to participate in the graduation ceremony, a student must have met the academic and disciplinary requirements for graduation. Students who have multiple failures such that those failures cannot be completed in summer school (more than 2 credits at the time of graduation) will not be allowed to participate in graduation exercises. Students who are permanently suspended from school and finish their senior year courses from home will not be allowed to participate in graduation exercises.

GRADUATION SPEAKER

The selection of the senior to give the Student Commencement Address will be made from among those students achieving a cumulative grade point average of 4.2 or better by the end of their 7th semester as well as from students who have distinguished themselves in an exceptional fashion. Candidates will deliver qualifying speeches and the graduation speaker will be chosen by the Administration based upon the merit of his address.

GRADUATION AWARDS

Four major awards are given at Graduation: Veritas, Unitas, Caritas and Mr. Mustang. Nominees for these awards are selected by members of the graduating class. Seniors nominate the peers they feel best exemplify each of the Augustinian Core Values and being a True Ritamen. The top nominees are then presented to the class as well as the faculty and staff for a final vote.

ACADEMIC INTEGRITY

Academic integrity is a basic guiding principle for all academic activity at St. Rita High School, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. Academic dishonesty is an affront to the integrity of scholarship at St. Rita and a threat to the quality of learning.

Any student who is found to have engaged in academic dishonesty will face both academic and disciplinary consequences. In all cases of suspected academic dishonesty the teacher will discuss the incident with the student and report the incident to his/her department chair. The teacher will also discuss the incident with the student's parent/guardian. Once these conversations (by phone or electronically) take place the following policy will be enacted. If academic dishonesty is confirmed the student may or may not receive any credit (partial or otherwise) for the assignment in question.

Students caught cheating:

1st Offense of Student's Tenure at St. Rita of Cascia High School: The administrator will investigate the incident thoroughly, including conversations with the student and teacher. An email will be sent to parent(s)/guardian(s) detailing the incident. A parent email acknowledgement is required. The student may or may not receive any credit (partial or otherwise) for the assignment in question. The administrator will contact the Dean of Students who will issue a Saturday detention to the student.

2nd Offense of Student's Tenure at St. Rita of Cascia High School: An email similar to that described above will be sent to parent(s)/guardian(s); the email will indicate that a mandatory meeting for the student, parent(s)/guardian(s), counselor and administrator will be held. The student may or may not receive any credit (partial or otherwise) for the assignment in question. The administrator will contact the Dean of Students who will issue a Saturday detention to the student.

3rd Offense of Student's Tenure at St. Rita of Cascia High School: An email will be sent and mandatory meeting (as above) will be held, and the student may lose credit for the class in which he committed the third offense of his tenure at St. Rita of Cascia High School. A Withdrawal-Failing (F-WD) grade may be assigned. The student may or may not receive any credit (partial or otherwise) for the assignment in question. The administrator will contact the Dean of Students who will issue two Saturday detentions to the student.

4th Offense of Student's Tenure at St. Rita of Cascia High School: In this case the student will lose credit for the class in which he committed his fourth act of cheating of his tenure at St. Rita of Cascia High School, and a discipline hearing may be held, which may result in the student being expelled from St. Rita of Cascia High School.

The following are examples of academic dishonesty that will not be tolerated at St. Rita High School.

Academic Dishonesty/Cheating:

1. Copying any part of someone else's homework, quiz, test, or any assignment designated as individual work and/or knowingly allowing another student(s) to copy answers on a quiz, test, project, homework assignment, or any other assignment.
2. Using any sources, materials, or equipment not authorized by the teacher.
3. Allowing another student to submit your work in their name.
4. Stealing tests, quizzes, answer keys, or any other assignment belonging to a student and/ or teacher.
5. Continuing to work after being instructed to stop.
6. Attempted cheating (e.g. intent to use unauthorized notes on a test or quiz). This includes using one's phone or any other electronic device.
7. Violating a teacher's stated policy, instruction, or expectation on an assignment, quiz, or exam.
8. Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade.
9. Allowing yourself and/or another person to achieve an academic advantage by, but not limited to, the following means: talking, gestures, signs, texting, notes, photos, etc.
10. Collaborating on an assignment without prior permission from your teacher.
11. Any action perceived as giving one an unfair academic advantage.
12. Plagiarism: Plagiarism means using someone else's ideas or words as if they are your own. A passage, an interpretation, or a finding in research that is not your own must be properly documented.

Plagiarism can be any of the following, but not limited to:

1. Using any kind of Artificial Intelligence (AI), without proper acknowledgement.

2. Copying another's work verbatim (word for word without acknowledgement).
3. Paraphrasing another's work without acknowledgement.
4. Patching together a paper using different sources without acknowledgement of all those sources.
5. Using someone else's idea or information that is not public domain or commonly known as your own idea.
6. Presenting as one's own photographs and/ or artwork and not giving proper credit to the original artist.
7. Submitting work previously done (or simultaneously done) for another course for credit without prior permission from your teacher.

Students are strongly encouraged to discuss proper documentation with the teacher before submitting assignments, papers, and projects in all classes.

Turnitin.com: A student may be required to submit their written homework, assignments, and/ or essays online through Turnitin.com, a program that compares the work of a student with that of all written material on the internet as well as all papers submitted by students worldwide on Turnitin.com.

Journals: Often students are inclined to write their personal thoughts as part of assignments and notebooks. Student writing, whether for an assignment or personal use, is not private if brought to school or submitted as work for classes. Parents and students can assume that student writing will be read, even casual notes written from one student to another. Teachers and/or administrators will follow up on student writings as needed.

ACADEMIC PROBATION

Academic probation is left to the discretion of the Principal. The Principal with the Dean of Curriculum & Instruction will define the terms of probation in each individual case. A meeting will be held between the Principal, Dean of Curriculum & Instruction, student and parent(s) to discuss the terms of the probation. These terms will be written and the student and parent(s) will sign a copy of the probation letter. Both the student and the parent(s) must consent to and fulfill all probationary stipulations.

SUMMER SCHOOL

Most subjects taught at St. Rita of Cascia High School during the regular school year are taught in the summer session if there is a formative group of students needing the subject. Students who fail a required course in their senior year do not attend summer school at St. Rita of Cascia High School. Alternative summer school sites will be recommended (or mandated) by the Administration. All underclassmen must make up their failures at St. Rita of Cascia High School during the summer session unless otherwise stipulated. In the event that there is not a formative group of students needing a particular subject, the school reserves the right to recommend and approve another school where that particular failure may be corrected; this could include an approved online school.

Generally, the first summer session begins the second week in June. Registration begins a week prior to the opening session. There is a registration fee associated with each summer school course taken, and the fee must be paid in full prior to the start of summer school.

WITHDRAWAL

If a student wishes to withdraw from the school, a parent or guardian must contact the Registrar's Office. The withdrawal process will be conducted by the Admissions Office. A transfer will be given to the student and the scholastic record will be forwarded by the registrar to the school to which he seeks admission within 10 days of the request, pending full payment of any debts or money owed to St. Rita of Cascia High School and completion of required documentation.

EXPULSION FOR ACADEMIC REASONS

The following policy is utilized by the Administration in determining the future status of students at St. Rita of Cascia High School.

1. Any student will be subject to expulsion for failure to live up to terms of an academic probation.
2. Any student who neither acquires 7 units in a scholastic year nor makes up the deficiency in St. Rita of Cascia High School Summer School is subject to expulsion.
3. Any student who has more than 3 academic honesty violations in his 4 years is subject to expulsion.

The Administration will consider dismissal for academic reasons if a student meets any one of the criteria defined below:

- 3 F's in one semester
- 4 F's in one year
- 5 F's overall in his entire tenure at St. Rita



THE GUIDANCE PROGRAM

A comprehensive program of guidance services is available to the student body. The basis of our guidance philosophy is the recognition of the personal worth, Christian dignity, and uniqueness of each individual student. Guidance services are an integral and significant part of the total educational program.

**Complete details of the 2023-2024 Guidance Program offerings
can be on the school website at www.stritahs.com.**

ATTENDANCE POLICIES

ABSENCE

Since each student's academic progress is directly dependent upon daily attendance at school, St. Rita of Cascia High School places high priority on punctuality and daily attendance. The school does not condone any absence from school unless it is for a serious reason.

A student who is absent 5 days in a semester will be required to attend a conference with his parents, his counselor, and the Dean of Students. The following limits and consequences apply: at 7 days absent the student will be placed on probation and another meeting with the parents, Dean of Students and counselor. At 10 days absent, the student will appear before the Discipline Board. The probation will outline specific details that the student must follow. Noncompliance with the probation may result in one or more of the following:

- Athletic Ineligibility
- Exclusion from extra-curricular activities (sporting events, field trips, prom, etc.)
- Removal from leadership roles within the school (Student Government, Big Brothers, etc.)
- Permanent Suspension
- Expulsion

Seniors who are placed on Attendance Probation will not be excluded from final exams regardless if they have earned a grade of A at the end of the semester.

The Dean of Students will designate absences as "EXCUSED" if the student is absent from class due to school function, e.g., participation at a seminar, science fair, or other school-related activity. An absence marked "EXCUSED" by the Dean of Students for this purpose will not be recorded as an absence.

Normal Absence: Parents or guardians must call the school (773) 925-6600 ext. 6621 no later than 30 minutes after the start of classes on the morning of the absence to inform the Discipline Office of the reason for the absence. This **MUST** be done **EACH DAY** of the absence. E-mail and faxes will not be accepted for a student absence. Parents must call in.

Penalty: *For each day of absence on which a parent or guardian does not call the Discipline Office, the student will be given a disciplinary detention. If a fraudulent phone call is received by the school, on a day of absence, the student will be considered truant. The Dean of Students will make the final decision about whether an absence is excused or unexcused.*

Extended Absence: If a student, under a doctor's care, is to be absent more than 5 days, the parents or guardian must call the Discipline Office to advise the school and **MUST CONTACT** the Director of Guidance to receive class assignments that are to be completed at home. Parents are asked to communicate regularly with the student's counselor in the case of an extended absence. The counselor will be responsible for disseminating and collecting assignments.

Foreseen Absences: Pick up a form in the Discipline Office beforehand. The form must be shown to all teachers for their signature and returned to the Discipline Office.

Court Appearances: If a student must appear in Court, he must present the Discipline Office with the original subpoena or traffic ticket in order to be excused from school. The **ONLY** information taken from the document will be the student's name and the time and date of the required appearance. Parents or guardians must be made aware of the court appearance.

College Visits: St. Rita of Cascia High School realizes that students need to visit colleges

in order to help them make an informed choice. However, we do not condone the use of school time in order to conduct these visits and advise parents that days such as Faculty/Staff Professional Development Days and other dates when classes are not in session at St. Rita of Cascia High School be used by seniors for this purpose. Plans should be made in advance to use these free days to visit college campuses.

Vacations: St. Rita of Cascia High School strongly encourages families to schedule their vacations only during school vacations. We do not condone loss of any class time or semester examination days due to vacation. Any student who is absent on an semester examination day due to personal vacation will be required to arrange a make-up examination with the Director of Guidance and pay a \$50 reschedule fee for each examination.

Medical & Dental Appointments: Parents are strongly encouraged to arrange all medical and dental appointments outside of class time.

MENTAL HEALTH DAYS

The State of Illinois policy on Mental Health Days only applies to Chicago and Suburban Public School Districts, St. Rita of Cascia High School does not honor state issued Mental Health Days. If there is a personal need for a student to be excused from school for reasons pertaining to mental health, the parent should contact their son's counselor who will work in conjunction with the Dean of Students to help this student in his needs in every way possible.

EARLY DISMISSAL

If a student for any reason must leave school before the end of the day, his parents must call or write a note to the Discipline Office before school. Parents who are picking up their sons for the early dismissal must come in to the Security Desk to sign their son out.

NOTE: If your son will be driving himself, indicate that in the note for the Discipline Office.

TARDINESS

Students are considered tardy when they are not in their respective classrooms at the sound of the second signal. The teacher will record the time of a tardy student's arrival on the absent slip. Habitual tardiness is considered a serious offense. If a student is tardy for any reason, other than a doctor's visit, he will receive the appropriate consequences. **STUDENTS WILL NOT BE EXCUSED FOR TARDINESS BY A PARENT'S PHONE CALL.** Students are responsible for their punctuality.

Students who are late for a class because they were detained by a teacher must get a note from the detaining teacher verifying this fact. The student must then present the note to the teacher of the class to which he is going. The Dean of Students has discretion and authority to determine whether a tardy is assessed. Students who have business to transact with a faculty/staff member before or during school should allow themselves ample time to conduct their business and be on time for class.

Punishments for tardiness in each semester are as follows:

1st and 2nd tardy = ½ Hour Detention; 3rd and 4th tardy = 1 Hour Detention; 5th and beyond = Saturday Detention. **IF A STUDENT IS TARDY MORE THAN 5 TIMES IN ANY SEMESTER, HE WILL BE PLACED ON TARDY PROBATION.**

TRUANCY

A student is considered truant when, without the knowledge and permission of the school authorities and without the knowledge and permission of the parents or guardian, he does not attend school. He is also considered truant if, without the knowledge and expressed permission of the school authorities and parents, he leaves the school after arrival. A student who is truant from school may receive a "0" on any work missed during his truancy.

MISSING CHILDREN REGISTRATION LAW

Pursuant to Illinois statute (325 ILCS 55):

1. Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, St. Rita High School shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal, school official, or registrar will immediately report the request, the information regarding the birth certificate, and/or knowledge as to the whereabouts of any missing child to local law enforcement.
2. Written documentation of the report to local law enforcement will be maintained in the missing child's record.
3. Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school shall remove the flag from the student's record.

ATTENDANCE GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

1. Students who are absent from school during the course of the day **MAY NOT** participate in any extra-curricular activity on that day.
2. In order to participate in any extra-curricular activity on a school day, the student must be present in school by 9:45 AM on that day. If a student leaves school early, he is not permitted to participate in any extra-curricular activities on that school day.
3. Students who miss school in the morning and/or afternoon of a specific day for a visit to a doctor, may return to active participation in the extra-curricular activity provided they have written permission from the doctor to return to that activity.
4. NOTE: The student's disciplinary record is also a prime determinant in his:
 - a) ability to participate in any extracurricular activities;
 - b) ability to participate in any sport;
 - c) ability to attend any St. Rita function as determined by the Dean of Students; and
 - d) ability to run for or hold leadership positions in the St. Rita Student Government, the Big Brothers, National Honor Society, etc.

HALL PASSES

Hall passes will be issued by teachers **ONLY** in the case of a serious need. Only one student may be issued a hall pass at a time. Teachers will also pay attention to the length of time a student uses the pass. Hall passes for visits to offices like the Discipline Office, Campus Ministry or Guidance may be issued by administrator, however, the student is not to leave the classroom for these visits unless he is directed there by a request slip, an announcement, or is sent there by his teacher. No student is ever permitted out of class without permission from the teacher.

MOVEMENT BETWEEN CLASSES

At the end of each period, students will be dismissed by their teachers in an orderly fashion. The teacher should be the last one to leave the classroom. Students going to another room for their next class period are to do so as quickly as possible without running, loud talking or any roughhousing. Students may go to their lockers between classes; however, they may not go to their lockers during class periods including lunch periods unless given a written hall pass by the Dean of Students or a teacher.

LUNCH PERIODS

Students who bring their lunch to school must keep it in their lockers until their lunch period. Lunch is to be eaten in the Dining Hall or McCarthy Center, not in the corridors, Van Leuven Center, classrooms, labs, the Gym, or any athletic facilities. Disregard for this regulation leaves the school untidy and leaves the offender open to detention. The student is to eat lunch only at the time assigned to him.

OFF LIMIT LOCATIONS

Certain areas around the school campus are at times off limits to students. Students will be informed of these locations and the times during which they are off limits. Any student seen entering, leaving or staying in an area designated off limits is subject to disciplinary action.

SCHOOL FUNCTIONS

A St. Rita of Cascia High School student is held responsible for his conduct while in attendance at any school function, be it athletic, cultural, or social. A student traveling to or from the school, present in the building, or in attendance at any school function at any place day or night, is subject to all regulations of the school and will be treated accordingly.

SCHOOL SAFETY

Per the School Safety Act, students will participate in bus evacuation drills, fire drills, lockdown drills, and severe weather drills on an annual basis. St. Rita High School will conduct 4 fire drills, 1 tornado drill, 2 active shooter drills, 2 bus evaluation drills; additional drills may be added as needed. All students must cooperate fully with school personnel in the event of an emergency (23 Ill. Adm. Code 425.30, 29 Ill. Adm. Code 150, 105 ILCS 128).

SCHOOL CITIZENSHIP

We are always guided by our Augustinian Values of Truth, Unity and Love. Students are to demonstrate that they are contributing members of the St. Rita of Cascia High School community. Parents can assist their students as they grow in the Core Values by supporting school policies, procedure and mission. The school supports students through consistent and fair enforcement of policies and regulations.

By conducting themselves as Christian gentlemen, Ritamen become a credit to their faith and an honor to their families. Moral conduct, courteous behavior, and respect for the rights and property of others are expected of all students in the classrooms, throughout the school, within the vicinity of the school, on public or school transportation, and at all school functions, whether on or off school property.

MEDICATION

Due to all types of allergies, at no time during the day will any form of medication be given out to any student. This includes aspirin, Advil, cough drops, etc. Any student who needs to take medication must drop off the medicine with the required prescription paperwork at the Nurse's Office and the student may come to the office at the appropriate time to take his medicine. Medicine must be picked up and dropped off daily by any student needing the prescription medication.

St. Rita High School allows students who have severe allergies and/or asthma the ability to carry an inhaler or epinephrine auto-injectors with them throughout their day. The Nurse's Office also has a medicine supply where epinephrine auto-injectors are kept in the event they are needed in an emergency. Students are required to supply the Nurse's Office with an additional epi-pen and an emergency action plan.

STANDARDS OF APPEARANCE

St. Rita of Cascia High School expects its students to be dressed for academic work. Just as in the business world, where proper dress is demanded for the job, so, too, is proper dress required for school. This means that beginning with Orientation Day, throughout the entire school year during school hours, Ritamen are to remain in full dress code at all times, i.e., in the classroom, in the hallways, and in the Dining Hall.

The Dean of Students has authority regarding interpretation of the dress code.

SHIRTS: St. Rita of Cascia High School students must wear the recognized official St. Rita of Cascia High School polo shirt, tucked in and in presentable condition.

- Solid color undershirts may be worn under the polo shirt.
- Only the official St. Rita of Cascia High School windshirt; navy quarter-zip fleece; retro letterman's sweater; red, blue or gray quarter-zip pullovers or approved St. Rita of Cascia High School retreat, activity or athletic pullovers will be allowed to be worn over the polo shirt.
- NO sweatshirts of any type will be allowed to be worn during school.
- Long sleeve shirts are never to be worn under the polo shirt at any time.

On school Mass days and other specifically determined days, students are required to wear a St. Rita of Cascia High School issued dress shirt (of the appropriate class level color) and a St. Rita tie. The dress shirt must be ironed. On Mass days and other occasions when dress shirts and ties are required, no sweaters, quarter-zips or jackets can be worn.

PANTS: Dress pants are mandatory. Dress pants only will be worn by St. Rita of Cascia High School students.

- Dress belts are mandatory (black, brown or tan only).
- Dress pants may not have patches or rips, pockets below the hip, or rivets.
- Cargo pants and carpenter pants will not be worn.
- Chains are not allowed.
- Denim or denim-type pants will not be worn.
- Pants may not be worn low on the hip.

SHORTS: Shorts may be worn from the beginning of school year through the 15th of September, during the month of May and at the discretion of the Administration.

- **ONLY TAN KHAKI, DOCKER-TYPE, SHORTS WILL BE ALLOWED.**
- Dress belts must be worn.
- The official St. Rita of Cascia High School polo will be worn, tucked in.
- Athletic shoes may be worn if you are wearing shorts.
NO HEY DUDE OR CANVAS TYPE SHOES OF ANY KIND ARE ALLOWED.
- No cargo or carpenter shorts will be worn.
- Denim or denim-type shorts are not allowed.
- Shorts may not be ripped or frayed in any way, shape or form.

SHOES: St. Rita of Cascia High School students must wear black or brown type dress/school shoes, unless wearing shorts (see above guidelines).

- Shoes must not contain any animal fur on the inside and must resemble (but does not have to be exactly) the following model shoe:
 - Sperry Topsider Authentic Original 2-eye (Sahara or Tan leather)
 - Sketchers---style #6618 TomCats—Black or Brown
 - Doc Martens—Style #'s 8053 or 1461



*****Shoes do NOT have to be exactly the ones listed/pictured, but the shoes worn by students should resemble these closely*****

- Athletic shoes are not permitted unless the student is dressing in warm weather dress code (September and May).
- No Hey Dude or canvas type shoes of any kind are allowed.
- Boots are not permitted unless they are worn to school during the winter months and changed as soon as a student arrives at school.
- Socks must be worn at all times.
- The Dean of Students will have the final say on all styles of shoe.

HAIR: Hair must be well maintained, groomed, and clean. Hair must never cover the eyes. Absolutely no lines or designs are allowed to be cut or shaved into the hair. Dying hair other than its natural color is not permitted as well as any extreme hairstyles (mohawks, mullets, etc). Cultural hairstyles are acceptable: dreadlocks, twists, and braids. Lines in the hair must be a result of the natural hairstyle.

The Dean of Students will have the final say on all hairstyles and may ask a student to groom his hair should it become unruly or unkept.

FACIAL HAIR: Students MUST be cleanly shaven at all times. Side burns may not extend below the earlobe. Goatees, chin hair, and hair above the lip are not permitted. Students will be asked to shave at school if they are not cleanly shaven when they arrive. If a student needs to have his facial hair taken care of by a professional, he must keep up with this on a consistent basis or he will be asked to shave at school. The wearing of a protective face mask DOES NOT exempt the student from shaving. Any student who is asked to shave at school will also receive a 1 hour detention from the Dean of Students. Students may be excluded from class for not being cleanly shaven if so deemed by the Dean of Students.

EARRINGS: The wearing of earrings, or any other item in the ear including clear or transparent posts, is prohibited in and around the school. This includes attaching the earring to any part of your clothing. Bandages may not be worn to cover an earring.

NECKLACES: Neckwear, other than the Kairos or Augustinian Cross, must be worn inside the shirt.

COATS: ALL COATS AND JACKETS MUST BE KEPT IN THE LOCKER DURING REGULAR SCHOOL HOURS. The school will take no responsibility for the cleaning or replacement of any leather or other expensive piece of clothing that is brought to school.

BOOKBAGS: All bookbags must be kept in the student's locker during regular school hours.

The school also prohibits any outlandish, irregular or faddish clothing, hairstyles, piercings or apparel. Tattoos are never to be visible and must be completely covered by clothing. Students will receive an after school detention for violation of school regulations. These rules are in effect each and every day school is in session.

AT ANY TIME IN THE BUILDING, STUDENTS MUST REMOVE:

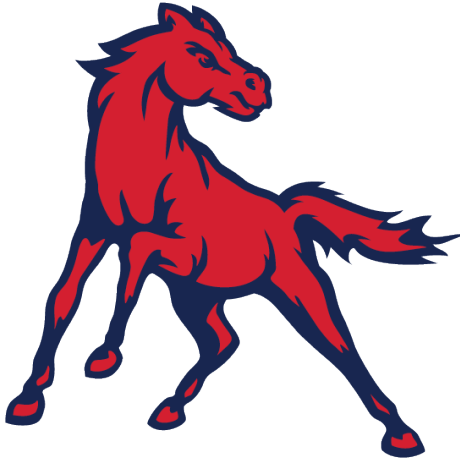
- **HATS • EARRINGS, INCLUDING CLEAR OR TRANSPARENT POSTS**
- **HAIR PICKS • SUNGLASSES • COLORED OR DESIGNED T-SHIRTS**
- **POCKET CHAINS**

Students are reminded that coats and bookbags are to be kept in their lockers for reasons of safety and security. If classrooms are chilly, only school approved windshirts, fleeces, sweaters or pullovers may be worn. Students in violation of this policy will receive an after school detention. Excessive dress code violations will be issued a Saturday detention.

THESE REGULATIONS ARE IN EFFECT EACH AND EVERY DAY SCHOOL IS IN SESSION, BEGINNING WITH ORIENTATION DAY. The registration of a student at St. Rita of Cascia High School is an expressed agreement on his part and on the part of his parent(s) or guardian(s) to comply with the regulations of the school. The school reserves the right to review unsatisfactory conduct of a student with a view to his being suspended or expelled.

IDENTIFICATION CARDS

The school will provide each student with a lanyard, ID holder and ID card that includes the student's photo, name, class year and particular ID number. The card may also be used as a debit card for purchases in the Dining Hall and McCarthy Center, provided funds are on deposit for this use. The ID must be worn on a class year color designated lanyard only, and must be worn in this manner each and every day school is in session at all times during the school day. The replacement cost of the ID card is \$5.00, the lanyard is \$4.00 and the ID holder is \$1.00. Students are to report lost ID cards to the Discipline Office immediately. Any ID that is found to be defaced or damaged in any way must be replaced at the expense of the student. On Spirit Days, purchased Spirit Day stickers must be affixed to the ID and be clearly visible. Spirit Day stickers are not to cover any part of the student's name or picture and must be removed before classes the following day.



DISCIPLINE POLICIES

USE OF TECHNOLOGY AT ST. RITA

Educational Purpose:

St. Rita of Cascia High School's technology infrastructure—internet accessibility, computers, email, iPads and network—enables students to access a wide array of resources for educational purposes. Students must exercise caution when accessing or utilizing internet sources. St. Rita of Cascia High School assists students by utilizing filters to protect students from objectionable sources and materials that may contradict our core values. The school also monitors student use of personal and school-owned technology to prevent the production or spreading of objectionable material.

Expectations:

Students are responsible for appropriate behavior when using St. Rita of Cascia High School computers and iPads, all personal electronic devices and network resources including the internet. Technology is provided for students to further educational objectives and is a privilege. Thus, any violation of this policy can result in curtailment or loss of the privilege, or more severe sanctions, including expulsion from St. Rita of Cascia High School.

GENERAL STUDENT ACCEPTABLE USE POLICY

1. Do not access illegal, defamatory, offensive or pornographic information. If you encounter such material by accident, report it to your teacher immediately. *A good rule: never access anything you would not want your teacher or parent to see.*
2. Do not create, send or display offensive messages or pictures. St. Rita of Cascia High School uses software to identify inappropriate comments or postings, which will be dealt with by the Dean of Students.
3. Avoid all forms of academic dishonesty, including plagiarism, using any kind of Artificial Intelligence (AI) without proper acknowledgement, copying another's work or downloading material dishonestly. Copyright laws prohibiting inappropriate reproduction of published material must be respected.
4. Never download program or executable software files on school-owned devices.
5. Students should print only what they need for class and save their work on their own devices or Google Drive.
6. School-owned devices are primarily intended for class assignments. Any student who is loaned a school device must sign and follow an loaner device policy.
7. Any attempt by a student to circumvent St. Rita of Cascia High School security systems and content filters will result in severe disciplinary action.
8. Students must use their St. Rita email for all school related correspondence. Teachers may utilize Remind at their own discretion. School email accounts may not be used to set up social media accounts such as Instagram and Twitter.
9. Students may not use any communication tool to gain unauthorized access (or attempted access) to any other computer, iPad, tablet, phone or email.
10. In accordance with the Illinois Privacy Act (105 ILCS 75/15), St. Rita High School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, St. Rita High School may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website

that violates a school disciplinary rule or policy. Incidences of this nature must be reported to the Dean of Students who will make the determination if there is sufficient evidence to conduct an investigation. Sufficient evidence is defined as evidence sufficient to support a reasonable belief, taking into consideration all relevant factors and circumstances that it is more likely than not that a violation has occurred. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

11. **NOTE:** Students are responsible for reading, understanding and adhering to the policies described in sections of the *Student & Parent Handbook* on “Social Networking and Student Email.”

BASIC EXPECTATIONS AND PROCEDURES: STUDENT iPADS

1. Student iPads and personal Apple IDs cannot be shared between students.
2. Use of the iPad in class will be directed by the teacher.
3. Students are responsible for fully charging their iPads every day before classes.
4. Cell phones are not to be used in place of an iPad without approval from the Dean of Students.
5. Only photos or videos that are part of an assignment can be taken, and the student must have the expressed permission of those being photographed or filmed.
6. Pictures that are copied, downloaded or scanned must be for classroom use.
7. School apps and work have the highest priority for memory space on the iPad.
8. Social media is prohibited during class without the expressed permission of the teacher.
9. Cyber-bullying will be handled appropriately, including possible dismissal from the school.

SOCIAL NETWORKING SITES

Students are not allowed to access social networking sites on the premises of the school. All St. Rita students are responsible for the content of their social networking pages. If anything on one of these pages is seen as offensive, abusive, or embarrassing to St. Rita of Cascia High School, the student will be subject to disciplinary action by the Dean of Students. This includes any form of “cyber-bullying” of anyone within or outside the St. Rita of Cascia High School community.

STUDENT EMAIL ACCEPTABLE USE

- The student email system is a privilege that can be revoked if a student does not follow email policies.
- The use of email during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their email messages.
- Email services provided by the school are to be used only for the exchange of appropriate school related and educational information.
- No inappropriate email or email that could be considered offensive including derogatory, obscene, bullying, racist or harassing messages may be sent. Email messages of this nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any

email message asking you to pass information or messages on to other individuals or groups via email.

- Students are prohibited from accessing anyone else's email account.
- Email etiquette should be observed.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school and instruction related attachments may be sent on the school email system.

MONITORING AND FILTERING OF EMAIL

Email that is sent and received by the student accounts is monitored and filtered based upon content by Gaggle Safety Management.

- All student email passes through a message security system.
- Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration for review. Those emails that upon review are considered a violation of this policy will be subject to a disciplinary response.

As a general rule, if a student is concerned about email that they sent or received through the St. Rita email system, they should contact the Discipline Office immediately.

CELL PHONES & OTHER ELECTRONIC DEVICES

All electronic devices in school are to be used for educational purposes only. Students may use their cell phones before and after school and during lunch anywhere in the building except in academic areas, including classrooms and the Van Leuven Family Research Center. When school begins, all cell phones must be either turned off or placed in vibrate/silent mode and must remain in the student's pocket, a teacher designated holder or in his locker. Students must not use their cell phones during passing periods unless authorized by the Dean of Students.

Cell phones are not to be used in place of an iPad without approval from the Dean of Students.

Electronic devices are never to be used in the Shrine Chapel at any time.

The use of cameras and audio recording features on electronic devices is strictly forbidden unless it is used for educational purposes. Students are not to be using Air Drop at any time and should have this function turned off on their device at all times. The use of cellphones as a hotspot is also strictly prohibited. Inappropriate use of the camera, audio recording, hotspot, or Air Drop features is subject to suspension and/or appearance before the Discipline Board.

Head phones and ear buds of any kind are prohibited during the school day. If a teacher is requiring or allowing a listening device in their classroom for educational purposes, only earbuds are allowed (No Beats type headphones), and the student must remove them before leaving the classroom. Any student found with head phones or ear buds during the school day will have these confiscated by the Discipline Office and will be issued a Blue Slip.

The above policies are meant to help maintain an educational focus in the classroom and other study areas while respecting the needs of our students to have reasonable access to their phones and other electronic devices.

GUM CHEWING & MARKERS

Gum chewing is absolutely forbidden while in any part of the school buildings. The only markers allowed in the school building are those used for highlighting work and approved supplies for students enrolled in Art classes -- all other markers are forbidden.

ALCOHOL/DRUG ABUSE POLICY

Any student showing evidence of having consumed, or in the possession of drugs, and/or alcoholic beverages at any time while under the authority of the school is subject to dismissal. St. Rita of Cascia High School has a zero tolerance policy with reference to alcohol, drugs and drug paraphernalia.

“Showing evidence of” ... includes any behavior observed by an adult which might be indicative of the use of alcohol and/or drugs.

“In the possession of” ... includes participation in the use of, or being in the presence of drugs in automobiles, in the school building, or elsewhere on campus.

“Drugs”...includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, etc.

“While under the authority of the school” ...means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever he is attending, participating in, or being transported to or from a school sponsored function. Retreats, dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered school-sponsored functions.

The school, when confronted with observations and/or evidence of alcohol/drug use by a student, will suspend the student from classes immediately. Parents or guardians will be notified and they will have the choice of either withdrawing him from the school or attending a hearing before the Discipline Board. The Administration of St. Rita High School reserves the authority to test or mandate a test for any student for any substance at any time.

Vapes or any form of vaping materials are prohibited on school grounds at any time. Any student found in possession of or caught using a vape while on campus will be suspended immediately and will be placed on disciplinary probation, which will also include an online course through 3rd Millennium Classroom that the student must complete before returning to school. The cost of this course is \$60 and is at the students expense. Students will also be subject to random drug testing should they be found in possession of any vape materials.

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on school premises, school vehicles, or at off-site school-sponsored activities. Use and possession of intoxicating components is prohibited, as defined in Illinois School Code (720 ILCS 690/1). Violators are subject to severe school discipline, including dismissal, and to the laws of the State of Illinois. The Principal or his designee, will immediately report instances of drug violations to local law enforcement officials and the student's parents as required by the School Reporting of Drug Violations Act (105 ILCS 127).

The substance abuse policy at St. Rita of Cascia High School is part of our overall program to build a strong, healthy, Christian community based upon ideals of the Gospel and the Order of St. Augustine: TRUTH, UNITY and LOVE. It is our hope that each student, while he is here, will recognize and develop his own unique gifts and talents and will work to develop them to their fullest potential. A student's involvement with drugs and/or alcohol does nothing to build up the Christian community; rather, it contributes to its decline. It is our goal that the entire St. Rita of Cascia High School community will live by the Christian values that we hold as a Church and that make up the foundation of our lives.

CONTROLLED SUBSTANCES

No student may use or have on his person or in his possession any government controlled substance at any time during the school day, at school-sponsored events or in any circumstances where it may bring dishonor to the school. Use and possession of intoxicating components

is prohibited, as defined in Illinois School Code (720 ILCS 690/1). Use of such substances (while on campus or attending a school-sponsored event) may, and most probably will, bring dismissal from the school. The Administration will report instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act (105 ILCS 127). The Principal will immediately notify the local law enforcement agency of verified incidences involving drugs occurring on school grounds and will also notify the Illinois State Police of such incidences through the School Incident Reporting System (SIRS) in IWAS. Such substances include, but are not limited to the following: alcoholic beverages, tobacco products, vapes/dabbers, narcotics, illegal drugs, weapons, and pornographic materials.

Any administrator, teacher or staff member personally observing a student under the influence of an illegal substance will be required to submit to a drug/alcohol test at that immediate time.

WEAPONS & OTHER DANGEROUS MATERIALS

Possession, use, control or transfer of any objects or materials which are commonly used to inflict bodily harm and which are defined by Section 921 of Title 18, United States Code or Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code will result in the student's immediate expulsion. Any other object or material, including "lookalikes," if used or intended for the express purpose of inflicting bodily harm or intimidation will be considered a weapon and the student will be subject to immediate expulsion. The President or his designee will immediately notify local law enforcement officials and the student's parent(s) or guardian of any firearm incidents on school grounds. The school will also immediately notify the Illinois State Police of such incidents according to Illinois School Code (105 ILCS 5/10-27.1A and 10-27.1B) using the School Incident Reporting System (SIRS) in IWAS.

Student possession or use of objects and materials designed for self-defense such as but not limited to objects containing a non-lethal noxious liquid gas and which are reasonably perceived by the Administration to be dangerous and disturb or have the potential to disturb the safety and wellbeing of individuals or the school community, are strictly prohibited on school property or at school related events regardless of location. Violation of this regulation will result in confiscation of the item or material, automatic suspension, remuneration for damages incurred if applicable and administrative review for possible expulsion. The Administration reserves the right to evaluate individual situations and student behavior in the context in which it occurs and take appropriate action commensurate with intent to do harm and past disciplinary history.

LOCKER REGULATIONS

1. Each student must occupy and use only his assigned locker. Only school locks may be used on school and gym lockers.
2. All locks must be purchased from the St. Rita Mustang Store.
3. A locker is assigned to each student and no locker is to be used or changed without the consent of the Dean of Students.
4. Students are not allowed to go to their lockers during class periods or leave the classroom for any reason to go to a locker without a "Hall Pass" from the teacher.
5. Lockers must be kept clean and tidy.
6. It is to the student's advantage and protection to inform the Discipline Office if tampering with lockers is noticed.
7. Any student who feels he is missing any articles may check in the Main Office or Discipline Office.
8. The school will not be responsible for missing or damaged articles.

9. Any repairs needed to a locker are to be reported to the Discipline Office.
10. All lockers are to be emptied during Christmas, Easter, and Summer vacations.
11. IMPORTANT NOTE: All lockers occupied by students must be locked with the proper school lock at all times. St. Rita of Cascia High School is not responsible for any items missing from lockers that are not locked with the proper school lock.
12. Students should not give anyone the combination to his lock at any time.
13. Any violations of the above guidelines are subject to disciplinary action.

LEGAL SEARCH

All lockers belong to the school. The school is co-tenant of lockers and reserves the right to search them at any time without notice. If the school sees a need to search a locker in order to serve the best interests of the school, the locker will be searched. All lockers must have school-issued locks on them. Furthermore, students must agree to any or all personal searches, if there is reasonable suspicion for such a search. If a student is asked by proper authority having reasonable suspicion to submit to a personal search, the student must comply or he will be immediately suspended for disobedience.

RESPECT FOR PROPERTY

This school building and property upon which it is built are the personal property of the Augustinians.

The jackets, books, and equipment that you own are your property. And, as you demand respect of your personal property, so do the other students, administrators, faculty, and staff members of St. Rita.

Any student or group of students who tampers with locks or lockers or who destroys or damages school or student owned property will be subject to suspension and expulsion and will be required to make financial restitution.

Any student or group of students who steals school or student owned property will be immediately suspended and subject to expulsion.

Any student or group of students who are found knowingly in possession of stolen property (or who are found unknowingly in possession of stolen property but refuses to cooperate in an investigation of the theft) will be suspended and subject to expulsion.

If a student finds a book, wallet, or any other item, which has apparently been lost by a fellow student, he should turn the item into the Discipline Office IMMEDIATELY. Possession of lost items, which are not turned in, is treated as theft.

To prevent accidental damage to school property, fixtures such as windows, shades, drapes, and all other fixtures in the classrooms, locker rooms, etc., are not to be handled by any student without the explicit permission of a teacher.

SCHOOL CLEANLINESS

Students are expected to assist in keeping the school clean. Students should keep the classrooms and corridors clean by picking up any trash, even if not theirs, and properly disposing of it.

FIRE, FALSE ALARMS & FIRE EQUIPMENT ABUSE

Any student who deliberately sets a fire on school premises, sets off a false fire alarm, reports falsely the threat of fire or explosion, or who tampers with fire alarm equipment or extinguishers will be subject to immediate expulsion from St. Rita of Cascia High School and turned over to the proper civil authorities.

DEFINITION OF SCHOOL GROUNDS

The school grounds are defined as the real property comprising the school, any conveyance owned, leased, or contracted by the school to transport students to or from school or a school related activity, or on a public way within 1000 feet of the school. The school grounds include the entire campus which consist of all buildings, as well as, the sidewalks adjacent to the school (Western Avenue and 77th Street) and all athletic fields South, and Southwest of the school building.

DINING HALL/McCARTHY CENTER REGULATIONS

The Dining Hall and McCarthy Center are the extension of the family dining area at home. A reasonable degree of quiet is insisted upon. Proper table manners are expected. Each student is expected to clean up his place at his Dining Hall or McCarthy Center table and each student will be assigned one week of cleanup duty at some point throughout the school year.

The following rules apply to lunch periods:

- Students will be expected to clean up their own lunch places.
- Students are expected to recycle cans and bottles in the receptacles provided.
- Students will be expected to finish their lunch 5 minutes before the end of the lunch period so that student cleaners are able to complete their cleanup.
- Students are not permitted to sit on tables.
- Students must remain in the Athletic Wing during the entire lunch period.
- During warm weather months, students may be allowed to use the outside facilities when directed by the Dining Hall Supervisors.

VAN LEUVEN CENTER REGULATIONS

The Van Leuven Family Research Center (VLC) is a public space for the benefit of all students. The daily hours of the VLC are posted on the entrance. The VLC supervisors will set the tone for the use of this facility. Students are expected to be respectful of others who wish to use this space. The VLC should be used for study and research only. Students wishing to use the VLC to work on a group project should check in with the supervisor upon arrival.

TRANSPORTATION

BICYCLES: Bicycles may be brought to the school but they must be parked and chained in the properly assigned area. The school is not responsible for any damage to or theft of any bicycle. If a student chooses to bring his bicycle to school, he must assume responsibility for its security.

DRIVING TO SCHOOL: Any student who has a valid Illinois driver's license may request the privilege of driving to school. All drivers and passengers must register with the Discipline Office. Students must park in the designated spaces. All students must obtain parking permits in order to keep their cars on school property. This is a safety requirement as specified in the school's Crisis Management Plan. There is a \$100 fee charged for the parking permit, which must be submitted with an application. Students whose vehicles are found in the parking lot and have not been registered will be given a Saturday Detention.

While driving on the property, students must drive slowly (no more than posted speed limit signs) and yield right of way to pedestrians at all times. Reckless driving will result in the loss of one's driving privilege. Students are also expected to abide by all the rules listed in the Student Parking Pass Contract and those set by Illinois State law regarding the level of their driver's license.

PUBLIC TRANSPORTATION (C.T.A./PACE)

Students of St. Rita of Cascia High School are always representatives of their school. Proper behavior on public vehicles is required of St. Rita of Cascia High School students. If reported, misconduct on public transportation will not only be dealt with by the school and student's parents, but also by C.T.A./PACE authorities and the police. If a student damages C.T.A./PACE or other public property, he can be expelled.

GANG AFFILIATION

Any student found to be a member of a gang, openly representing a gang (by use of hand signs, drawing of symbols on school property or in school books, etc.) to other students, recruiting new gang members or conducting any other gang activity while in school or while traveling to and from school, or while participating in or attending a school-sponsored function, shall be suspended from classes immediately. Reasons for such suspensions and removal shall be communicated to his parents or guardians and they shall have the choice of either withdrawing him from the school or requesting a hearing before the Discipline Board.

Gang activity will not be tolerated at St. Rita of Cascia High School. The school interprets membership in "Party Crews" in the same manner as gang activity. Students found to be participating in these groups will be dealt with according to the above-mentioned policy.

RESPECT FOR FACULTY & STAFF

Students will hold their teachers in the highest regard remembering that each teacher has dedicated himself/herself to help the student prepare to meet the challenges of the world in a mature and manly way. NO rude or discourteous conduct toward a teacher will be tolerated at ANY time. The teachers are always to be addressed by their proper titles: Father, Brother, Sister, Mr., Sir, Mrs., Miss, Ms. or Coach.

Within the classroom, the student will help the teacher maintain a good learning situation by observing the directives of each teacher. Defiant disobedience is never tolerated.

Any attempt at intimidation or assault of a teacher at any time may result in immediate expulsion of the student. The President or Principal will notify local law enforcement officials or written complaints from school personnel concerning instances of battery committed against school personnel at school. The President or Principal shall also notify the Illinois State Police (105 ILCS 5/10-21.7) using the School Incident Reporting System (SIRS) in IWAS.

If a student is told by a teacher to report to him/her after or before school, or is given any reasonable personal punishment to do by a teacher, and the student fails to obey, the student is to be issued an immediate after school detention (blue slip) by the teacher. Similarly, if a student fails to comply with a teacher's warning on dress code violations, he will receive an immediate after school detention.

REMOVAL FROM CLASS

All students are expected to behave properly while they are in class every day. Any student who is removed from a class by a teacher for any reason will be assessed the following penalty:

1. First offense---Saturday detention
2. Second offense---Saturday detention and meeting with a parent/guardian
3. Third offense---Student will serve an in-school suspension and will be placed on probation for a period of one year.
4. Fourth offense---Student will appear before the Board of Discipline.

RESPECT FOR SCHOOLMATES

Students will at all times be courteous to each other and will not endanger the physical or mental well being of others by fighting or other kinds of harassment. Any student who is so neglectful of the rights of others as to engage in fighting in the school or in the vicinity of the school will be dealt with severely by the Discipline Office. First, the student involved will be suspended immediately. This can eventually lead to expulsion.

Any attempt at criminal assault, intimidation, or extortion will result in immediate expulsion and arrest by civil authorities.

Excessive noise or running in the corridors cannot be tolerated. Neither can name calling or general roughhousing. Concern and consideration must be shown on the part of all students toward one another especially during class changes.

BULLYING PREVENTION

As a private, Catholic high school in the Archdiocese of Chicago, St. Rita has adopted the following policy:

Bullying is:

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

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical, which includes but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, and pinching;
- Verbal, which includes but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- Emotional, which includes but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual, which includes but is no limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities;
- through the transmission of information from a school or home computer network, or similar electronic school or home equipment. Bullying by a student or students may result in suspension and/or expulsion.

SEXUAL ABUSE & OTHER HARASSMENT POLICY

A. St. Rita of Cascia High School strongly disapproves of and will not tolerate sexual abuse or other harassment of any kind, either among students, teachers, staff, parents, and administrators or between any of these. Such harassment or abuse will be considered a major violation of policy and will be dealt with severely.

B. Students who engage in sexually abusive behavior or other harassment on school premises or at a school-sponsored activity will be subject to appropriate disciplinary action, including suspension or expulsion.

C. Any person who believes he or she has been subjected to sexual abuse or other harassing behavior by a student or employee of the school is encouraged to do the following:

1. Disclose the abuse or harassment to the President or Principal, your counselor or an adult with whom you feel comfortable.
2. Whenever practical, make clear statements, in writing or verbally, that the actions are offensive and unwelcome.
3. Look for and record the names of witnesses and detail incidents or other evidence.
4. The person alleging the abuse or harassment or the person of confidence to whom it has been revealed, should report this, verbally or in writing, to the Dean of Students and President or Principal.

Upon receiving the allegation, the Administration will promptly, thoroughly, and as confidentially as possible, investigate the charges and take appropriate action.

LOST & FOUND

Any lost property found should be taken to the Discipline Office IMMEDIATELY. Possession of lost items, which are not turned in, is treated as theft.



DISCIPLINE PROCEDURES

DETENTION

1. Detention is the acceptable punishment or disciplinary measure for student violations of school rules and regulation. This detention may be in the form of manual labor or by spending time occupied in a classroom.
2. The detention period is both a time of punishment and a time for reflection on the need for good citizenship.
3. Students must serve the detention the day it is issued and may not change the date or time of the detention.
4. Individual teachers will not detain students who have tardy and/or after school detention; however, the student will be asked to make up the individual punishment of the teacher at the convenience of that teacher.
5. Official school detentions take precedence over any other activity that day.
6. Corporal punishment of any kind is not recognized as an acceptable form of punishment or discipline.
7. Detention held after school or on Saturday may require physical labor around the school.

STUDENT BEHAVIOR INTERVENTION STEPS

1. **The teacher is always the first step of intervention for minor classroom and/or school infractions.**

Teachers will issue reasonable punishments that mirror the infraction by the student. A student who complies with his teacher will seldom need intervention by the Dean of Students.

2. **Students will be referred to the Discipline Office for serious infractions and/or for non-compliance with teachers.**

Once a student is referred to the Discipline Office, one or more of the following intervention steps may be taken:

Intervention Steps:

- a) Late Detention
- b) After-School - 1 Hour Detention
- c) Saturday Detention
- d) Parental Contact
- e) In and Out of School Suspension
- f) Probation
- g) Convening Discipline Board
- h) Recommendation of Expulsion

The following is a sample list of infractions. If the student's unacceptable behavior is not categorized here, the Dean of Students will determine its place in the categories.

Category A - Minor Infractions = 1 hour detention after school unless otherwise indicated as well as a letter sent home and possibly a phone call to parent(s)/guardian.

- 1) Bus misconduct
- 2) Dress code violation (per semester):
 - 1st, 2nd, 3rd or 4th offense = ½ Hour Detention
 - 5th, 6th, 7th, 8th or 9th offense = 1 Hour Detention
 - 10th or more = Saturday Detention

NOTE: Dress code violations on Mass Days = Saturday Detention

- 3) Classroom, hallway or Dining Hall misconduct
- 4) Disruptive devices (squirt gun, radio, etc.)
- 5) Parking without a permit or other parking violation
- 6) Missed teacher's personal detention
- 7) No phone call for absence
- 8) Gambling
- 9) Locker violation - No lock on locker

Category B - Serious Infractions = Saturday detention unless otherwise indicated as well as a letter sent home and a phone call to parent(s)/guardian.

- 10) Play fighting
- 11) Disrespect or insubordination
- 12) Fireworks
- 13) Reckless driving
- 14) Forgery of a parent's or guardian's signature
- 15) Smoking, dip, chew or vaping (which includes dabbers)
- 16) Failure to report to an after school detention issued by the Discipline Office.
- 17) Accumulation of more than three Minor infractions in any combination
- 18) Violating a specific Serious Infraction for the second time (2 Saturday detentions).
- 19) Being told to leave a classroom because of disruptive behavior.
- 20) Truancy (3 Saturday detentions)
- 21) Excessive Tardiness (After (9) incidents of tardiness)
- 22) Dangerous conduct

Category C - Totally Unacceptable Behavior = Immediate suspension and/or probation, possible Discipline Board referral, possible recommendation for expulsion by Dean, and if student is not expelled, a punishment determined by the Dean.

- 22) Missed Saturday detention
- 23) Theft or vandalism
- 24) Fighting
- 25) A student who is seriously or repeatedly disruptive in a particular class will be permanently removed from that class. This will result in a withdrawal-failure grade (F-WD).
- 24) Weapons or drugs

DISCIPLINE BOARD

The Discipline Board is made up of four (4) faculty members chosen and appointed annually by the Dean of Students. The fifth member and chairperson is the Dean of Students, who consults on the appointments of all Discipline Board members. A student will have the opportunity to ask an adult advocate to attend the Discipline Board hearing on their behalf. The advocate can be any member of the St. Rita High School community. At the hearing, the advocate will speak to the character and qualities of the student. The Board will consider this information before making a decision about the status of the student and their future at St. Rita. If the student asks a member of the Discipline Board to speak as their advocate, an alternate member will fill in on the Board.

The following *shall be called* before the Discipline Board:

1. A student, who despite repeated warnings or suspensions, and whose discipline record has been consistently poor, has no apparent desire for improvement, and

has made no effort to improve.

2. A student who commits some major offense.
3. A student who is guilty of violation of the alcohol and drug-abuse policy.
4. Gang membership or affiliation.
5. Weapons
6. Malicious violence to others or to property.
7. A student who breaks his probation agreement.
8. A student who is suspended twice within a year.
9. Violations of Category C Discipline Infractions

DISCIPLINE NOTICE

Because of the school's reliance upon parents and guardians as a source of discipline, and its desire to work with the parents in molding the best possible behavior from each student. Phone calls home will be used as much as possible by the office. Parents and guardians are encouraged to call the school for clarification of any offense.

PROBATION

Probation is the status issued to students for serious offenses, repeated offenses, and failure to improve behavior or poor attendance. Probation is defined as being only one serious violation away from appearing before the Discipline Board, with the possibility of expulsion. Probation should be considered a very serious matter by both parents and students alike.

After accumulating three Serious Infractions a student will be suspended until a parents' meeting can take place, and he will be placed on probation.

PARENTS OR GUARDIANS MUST COME TO SCHOOL AND SIGN THE PROBATION AGREEMENT.

IN-SCHOOL SUSPENSION

In-School Suspension removes a student from the classroom setting and places him in a supervised detention area for the school day. Parent(s) will be notified as soon as possible that their son will be serving an in-school suspension. Whenever possible, the student's academic work will be forwarded from the classroom teacher so that the student has the opportunity to stay on track for the day(s). The student must either bring his own lunch or can purchase the Dining Hall special. Students will eat their lunch in the detention area.

Students can receive an in-school suspension for the following reasons:

1. The student is making little, if any effort to learn and because of this has become a distraction to the teacher and the other students in the class.
2. The student, despite remediation attempts by the teacher, remains uncooperative. Examples include repeated failure to bring necessary materials to class, disrupts class by actions, noises, comments, etc.
3. The student has received previous detentions from the teacher, yet continues to disrupt showing a lack of respect for the teacher or the classroom setting.
4. The student has received an excessive number of detentions, three as stipulated by school policy, and while being placed on probation by the Dean of Students, serves a determined amount of days (1-3) of in-school suspension as part of his probation agreement.
5. The student has committed a serious school offense.

STUDENT CONDUCT FOR IN-SCHOOL SUSPENSION

1. The student must report immediately to the Discipline Office upon arriving on school property. The student may not go to the dining hall or any other school area.
2. Students must be prepared to do school work for the entire day. Newspapers, magazines, and any other non-school related work are not permitted in the detention area.
3. Uncooperative students will be immediately suspended from school for three days and will only be reinstated through a parent meeting with the Dean of Students.
4. Students serving an in-school suspension are not allowed to participate in any extra-curricular activity for the duration of their in-school suspension.

OUT-OF-SCHOOL SUSPENSION

A student may be suspended from a class or from school for a serious reason by the Dean of Students. The suspension remains in effect until the situation, which led to the suspension, has been remedied to the satisfaction of the Dean. A student suspended from school will not be present at school for any reason unless it is approved by the Dean of Students. Students on out-of-school suspension will receive a "0" for any work missed during their suspension.

DISMISSAL

The school authorities reserve the right to dismiss any student who, by misconduct on or off school property, or by repeated failures to perform required tasks, reflects negatively upon the school.

VISITORS TO ST. RITA OF CASCIA HIGH SCHOOL

All visitors must enter the building through the Main Entrance (Door 15) ONLY. This regulation applies to all visitors including parents, alumni, college representatives, salespeople, student guests, and law enforcement officials. Non-St. Rita of Cascia High School students are not permitted in the building unless cleared by the Dean of Students and escorted by a person appointed by the Dean of Students for that purpose. After entering the building, all visitors are to report immediately to the Security Desk to receive a visitor ID.

If a perspective student is coming to spend the day, this must be cleared at least one day in advance so that a schedule can be arranged. It is the obligation of every member of the St. Rita family – faculty as well as students – to make every visitor feel welcomed. Hospitality is a virtue and one that should be practiced at all times.

A FINAL MESSAGE TO PARENTS & STUDENTS REGARDING DISCIPLINE

The St. Rita High School Discipline Program is based on a philosophy that centers around (a) meeting the consequences of all offenses, (b) consistency of punishment without “breaks” or “deals”, (c) fairness and justice in matching punishment to offense, (d) equality of treatment for all students, and (e) an added dimension of Christian values becoming the focal point of each offense, that is, the student learning that what he did was truly wrong and unchristian. In all cases, the imposition of discipline should be instructive to the student regarding the unacceptable nature of his behavior and the restoration of damaged trust and relationships.

The Discipline Program also involves parental contact, the reliance of parental cooperation in all cases, support systems for each student through counseling and working with individual teachers, and adherence to policy and procedure by the student, the teacher, and the school alike. It is meant to be a system that teaches honesty, respect for authority, respect for fellow students and their property, a true valuing of doing what is right, and an overall commitment to maturing into Christian adulthood. Because of the hope of accomplishing these ideals, we all must work together -- school, student and parent -- throughout each and every school year.

**INTERPRETATION OF ANY OTHER SCHOOL RULE, NEEDED
CLARIFICATION OF THESE RULES, WILL BE MADE BY THE DEAN OF
STUDENTS. IN EVERY CASE, THE DEAN OF STUDENTS WILL ATTEMPT
TO MAKE SUCH CLARIFICATIONS KNOWN TO ALL STUDENTS AND
TEACHERS INVOLVED THROUGH WRITTEN MEMOS AND/OR
P.A. ANNOUNCEMENTS.**



THE CAMPUS MINISTRY CENTER

The goal of The Campus Ministry Center of St. Rita of Cascia High School is to build a strong, healthy, Christian community based upon ideals of the Gospel and the Order of St. Augustine: TRUTH, UNITY and LOVE.

The Campus Ministry Center is operated to help each student recognize and develop his own unique gifts and talents and to develop those gifts and talents to their fullest potential. The student body is a faith community that seeks to grow in love of God and neighbor.

The Campus Ministry Center provides many opportunities for each student to enrich and develop his spiritual life. All School Masses are celebrated regularly, including all Holy Days. Individual and communal celebrations of the Sacrament of Reconciliation are celebrated regularly throughout the year. Sacramental preparation is provided for students requesting preparation. Spiritual direction, pastoral counseling and individual confessions are always available and can be arranged by visiting The Campus Ministry Center.

All students are required to make an annual retreat. Underclassmen make a one-day retreat at St. Rita of Cascia High School. Juniors/Seniors make the Kairos Retreat, a four-day retreat held at Christian Brothers LaSalle Manor in Plano, Illinois.

Once each quarter, the St. Rita of Cascia High School community gathers on a Sunday morning in the Shrine Chapel for a Family Mass followed by a breakfast in the Dining Hall. All families are invited and encouraged to attend. All religious programs, as well as four years of formal classroom instruction in Theology, are rooted in the Augustinian tradition and are designed to cultivate a solid foundation in the Catholic faith. St. Rita of Cascia High School is a Catholic high school and therefore each student, regardless of his religious denomination, will attend offerings provided by Campus Ministry as well as take four years of Theology. No students may be exempt from a religious service.

Respecting our obligation to participate in Sunday Mass, no activities are allowed before Noon on Sundays. If an activity must be held before Noon on Sunday, coaches and moderators must contact the Director of Augustinian Mission/School Chaplain to arrange for Mass.

The Campus Ministry Center serves as an outreach of pastoral care to students, parents, staff and alumni. Requests for prayers or Masses should be directed to the Campus Ministry Center. Notices of deaths and serious illness in a student's immediately family should be given to The Campus Ministry Center.

Apart from The Campus Ministry Center and academic instruction in Theology, **each student of St. Rita of Cascia High School is expected to be practicing his faith with his family on Sundays in his respective parish.** Non-Catholic students are strongly urged to worship regularly with their own respective faith community. Wherever possible, each student is encouraged to become involved in parish programs and activities.

It is the expectation and hope of St. Rita of Cascia High School that each student presents himself as a Christian gentleman at all times and proudly upholds the high standards of Augustinian, Christian excellence that has characterized St. Rita of Cascia High School for over 118 years.

Students are encouraged to use the Shrine Chapel during non-class time. The use of the Shrine Chapel should be consistent with its religious nature; it is a place of prayer, reflection and meditation. When religious services are conducted in the Shrine Chapel, students near the Shrine Chapel, especially in the foyer, are asked to be respectful and to measure their behavior accordingly.

REFLECTIVE OUTWARD SERVICE EXPERIENCE

The sincerest way of expressing thankfulness for blessings received, and to put into action our call to active Christian discipleship, is to use the gifts and talents we have for the benefit of God's people. Each student must complete a social service as a sign of his willingness to make the world a better place.

In the freshman and sophomore years, students participate in R.O.S.E. (Reflective Outward Service Experience) Hours. Most of these hours are completed at pre-approved sites so that students can learn how others have reached out to help those in need. The number of hours is set by the Director of Campus Ministry and the Service Coordinator. Currently, all students must complete 35 hours by April of the junior year, however, those hours should be obtained prior junior year (15 during freshman year and 20 during sophomore year). Students are invited to develop their own plan for the fulfillment of this obligation but all plans must be approved by the Service Coordinator.

In the junior and senior years, Campus Ministry works to establish service opportunities that continue to build upon the experiences gained through the R.O.S.E. Hours.

Complete details regarding R.O.S.E. Hours are distributed during the first semester and posted to the school website.

STUDENT ACTIVITIES PROGRAM

Extracurricular activities and events at St. Rita of Cascia High School are headed by the Principal in conjunction with the Student Government Coordinator and Assistant Coordinator. Students and faculty are encouraged to see the Principal to discuss matters that will help build up the extracurricular activities at St. Rita of Cascia High School.

The Principal, Student Government Coordinators, Club Moderators, members of Student Government and Big Brothers work together to provide meaningful experiences and opportunities for the men of St. Rita of Cascia High School.

CLUBS & ORGANIZATIONS

A high school education is far from complete without some participation in an extracurricular sport or activity. It is only through interaction with others that the St. Rita of Cascia High School student, or any person, can truly grow and mature. It is only through involvement in Activities and attendance at various St. Rita of Cascia dances, events and games that any real dedication and spirit for the school will grow. It is for these twin reasons -- growth and spirit -- that the high school encourages your participation in its many clubs.

So that such participation does not interfere with academic achievement at school, general guidelines of eligibility have been set by the school.

St. Rita of Cascia High School is dedicated to the concept of supporting the many clubs and organizations it now has, and working diligently to create and support new clubs and organizations.

Hence, the school encourages all students and parents to become involved in one of the student and parent clubs or organizations listed below, or to work with the Principal to create new clubs that will serve the needs and interests of the St. Rita of Cascia High School Family. In order to establish a new club students should arrange for a meeting with the Principal and submit a formal proposal.

STARTING A NEW CLUB

The Principal will work with any student, faculty or parent of St. Rita of Cascia High School to find and support a new club or organization that will serve the needs and interest of the St. Rita of Cascia High School Community.

To organize a new club or organization, the following procedure should be used:

1. Contact the Principal for direction and guidance in forming the club or organization.
2. The Principal shall then appoint a moderator for a new club or organization.
3. Membership meetings shall be called to determine the amount of interest in the club at the high school.
4. A constitution shall be drawn up and filed with the Principal after it has been determined that sufficient interest and proper organization does exist for the club to operate successfully.
6. Once so approved, the club shall submit a membership roster along with the above said constitution to the Principal.

STUDENT ACTIVITIES ELIGIBILITY POLICY

Although the student is urged to devote a part of his time sharing in the extracurricular program, the school insists that success in studies be his paramount consideration. For this reason, an eligibility code has been drawn up to guard against the students spending too much time in these projects to the detriment of his scholastic pursuits.

1. A student becomes ineligible for extracurricular activities if he is not passing 6 of his academic courses.
2. A student also becomes ineligible for extracurricular activities if his conduct becomes unsatisfactory.
3. Determination of the above mentioned ineligibility will be made by the Dean of Curriculum & Instruction in conjunction with the Principal and the Dean of Students.

St. Rita of Cascia High School also adheres to, and enforces the less rigid and technical academic eligibility requirements set forth by the Illinois High School Association (I.H.S.A.) and Chicago Catholic League.

ST. RITA SPIRIT DAYS - CARITAS

Generally, once a month, spirit days are scheduled for the St. Rita of Cascia High School Family. The spirit day allows Ritamen to “dress down” in St. Rita Spirit Wear for a fee of \$3-\$5. The \$3-\$5 donation is then given to a charity, person, or organization.

The criteria for Spirit Days are:

1. The Spirit Day must have a connection to or benefit a current St. Rita student, family, faculty or staff member.
2. The Spirit Day must have a connection to or benefit a higher purpose, cause or worthy charitable organization.
3. Funds must be used to specifically impact that organization in a direct way.

Spirit Day proposals must be brought to the Principal who will consult with the Dean of Students regarding the approval for such day.

FIELD TRIPS

Students can become involved by participating in school-sponsored trips. All field trips must first be approved by the Administration, namely the Principal and Dean of Curriculum & Instruction. In order for a field trip to be approved, a proposal must be made by a teacher/coach/club moderator at least 30 days in advance and they cannot take place during the month of December or beyond April 15. The proposal must also include a tentative roster.

To participate, each student must be in good academic, disciplinary and attendance standing. The student must also have a permission slip signed by his parent/guardian. The moderator of the trip will determine the appropriate dress code and schedule. Each student must remember that he is an ambassador of the school and should act accordingly. Students on overnight trips must fill out the emergency medical form in order to participate in an outing.

SCHOOL FUNCTIONS

Students should also seek to become involved by attending school social functions. At these events, students should exhibit good social behavior so that all involved can enjoy their time. After arriving, no student may leave a social event early without the permission of the Administration. The time for departure will be clearly stated before each event.



THE ATHLETIC PROGRAM

The center of all sports at St. Rita of Cascia High School is the Athletic Office located in the Athletic Wing.

In all matters the athletic program shall be guided by its desire to offer superior opportunities for St. Rita of Cascia High School student-athletes to develop their talents, to compete in a sportsman-like manner, and to grow in their dedication to teamwork, honest effort, and ideals of St. Rita of Cascia High School. Currently, St. Rita of Cascia High School offers fifteen sports.

ATHLETIC ACTIVITIES

All athletics at St. Rita of Cascia High School are divided into two categories: Interscholastic and Intramural. In most Interscholastic competition, St. Rita of Cascia High School competes as a member of the Chicago Catholic League and of the Illinois High School Association. Certain sports offered by St. Rita of Cascia High School are not sanctioned by the IHSA and St. Rita of Cascia High School participates in the respective leagues and conferences. Although not all sports are sanctioned by the IHSA, all athletic teams follow the general rules and regulations set forth by the IHSA.

**RESPECTING OUR OBLIGATION TO PARTICIPATE IN SUNDAY MASS,
NO ACTIVITIES ARE ALLOWED BEFORE 12:00 NOON ON SUNDAYS.
IF AN ACTIVITY MUST BE HELD BEFORE NOON ON SUNDAY,
CONTACT THE CAMPUS MINISTRY CENTER TO ARRANGE FOR MASS.**

THE I.H.S.A. & ST. RITA ATHLETICS

St. Rita of Cascia High School fully complies with the rules of the Chicago Catholic League, Metro Chicago Catholic Boys Aquatic Conference, the Illinois Youth Rugby Association, the Amateur Hockey Association of Illinois and Illinois High School Association including adherence to the rules governing student/athletic eligibility and recruitment. (Note: St. Rita of Cascia enforces its own, more stringent eligibility requirements for extracurricular activities. See the "Athletic Eligibility Policy" below.)

INTERSCHOLASTIC SPORTS SPONSORED BY THE ATHLETIC DEPARTMENT

The sports and level of each sport offered may vary by year depending on participation.

SPORT.....LEVELS	SPORT.....LEVELS
Cross Country.....Frosh/Soph, Varsity	Swimming.....JV, Varsity
Golf.....Frosh/Soph, Varsity	Wrestling.....Frosh/Soph, Varsity
Soccer.....Frosh, Soph, Varsity	Baseball.....Frosh, Soph, JV, Varsity
Football.....Frosh, Soph, Varsity	Track.....Frosh/Soph, Varsity
Basketball.....Frosh (A&B), Soph, Varsity	Water Polo.....Frosh/Soph, Varsity
Bowling.....JV, Varsity	Volleyball.....Frosh, JV, Varsity
Hockey.....JV, Varsity	Rugby.....JV, Varsity
Lacrosse.....Frosh, JV, Varsity	

INTERSCHOLASTIC AWARD LETTERS

Varsity athletes who have earned a major letter will be given an eight inch scarlet letter trimmed in blue. Repeating varsity athletes in the same sport will receive an attachable gold bar to signify a repeated award. Freshmen athletes will receive a six inch letter. Repeated awards on the Junior Varsity and Sophomore levels will receive an attachable bar. Lost awards cannot be replaced.

ATHLETIC ATTENDANCE GUIDELINES

1. Students who are absent from school during the course of the day **MAY NOT** participate in any extra-curricular activity on that day.
2. In order to participate in any extra-curricular activity on a school day, the student must be present in school by 9:45 AM on that day. If a student leaves school early, he is not permitted to participate in any extra-curricular activities on that school day.
3. Students who miss school in the morning and/or afternoon of a specific day for a visit to a doctor, may return to active participation in the extra-curricular activity provided they have written permission from the doctor to return to that activity.

DISORDERED EATING & ATHLETICS

If a case of disordered eating is reported:

1. The student's counselor will make the student aware that he/she will be calling home to discuss the situation with parents.
2. The Athletic Director, athletic trainer and responsible in season coach(es) will be made aware of the situation.
3. Student will be withheld from physical participation of sport until a release indicating student's diagnosed condition, date and medical doctor's signature is received.
4. The coach may use his/her discretion as to the student's attendance at practice/competition.

A copy of the complete Policy on Disordered Eating and Athletic Participation is on file with the Athletic Director and in the Guidance Center.

ATHLETIC ELIGIBILITY POLICY

St. Rita of Cascia High School complies with all applicable academic eligibility requirements for extracurricular involvement as set forth by the Illinois High School Association (IHSA) and Chicago Catholic League, and has set forth the following athletic eligibility policy:

1. St. Rita of Cascia High School student-athletes will have mandatory grade checks throughout the season. Grade checks will be monitored by the Athletic Office and the Dean of Curriculum & Instruction and take place on Wednesday of each school week. A preliminary grade check is conducted on Monday of each school week to provide warning to students and their coaches of possible ineligibility. Official eligibility rulings are made on Wednesday of each school week.
2. Full Eligibility - A student must have passed and received credit toward graduation in at least six (6) classes during the previous semester to be eligible at all during the current semester.
3. Ineligibility - A student must be passing at least six (6) classes per week to remain eligible during the current semester. Not passing at least six (6) classes per week will make a student ineligible.
4. A student-athlete who fails to meet the weekly requirements will be suspended from interscholastic contests until the next grade check that meets St. Rita academic requirements of eligibility. The student will be allowed to practice during the suspension period, however, the student must make raising his grades a priority. Thus, after school tutoring and time dedicated to school work are to come first.

5. Grade Checks - St. Rita of Cascia High School will conduct weekly grade checks as required by IHSA rules. If a student is not passing (6) classes, he is ineligible to participate in contests for one full week, beginning on the Wednesday of the grade check. A student becoming academically ineligible by the weekly grade check must remain ineligible for one full calendar week before possibly becoming eligible again.

The First Grade Check of the semester will occur on the Wednesday of the third week of school (August 30, 2023 and January 24, 2024). This grade check will serve as a warning period. The FIRST OFFICIAL GRADE CHECK will take place the following week (September 6, 2023 and January 31, 2024).

ATHLETIC INELIGIBILITY CONSEQUENCES

1ST INELIGIBLE OFFENSE

When a student-athlete is declared ineligible, he will remain ineligible for one week.

2ND & 3RD INELIGIBLE OFFENSE

The student-athlete who incurs a second and third offense will be declared ineligible for one week and encouraged to attend after-school study/tutoring sessions daily until the student-athlete earns the required number of passing grades to be considered academically eligible.

4TH INELIGIBLE OFFENSE

When a student is declared ineligible a 4th time, he will remain ineligible for the rest of the semester.

If a student fails 3 courses in one semester he will be declared athletically ineligible for the following semester.

I.H.S.A. STANDING POLICY

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

UNIFORM MODIFICATIONS

Student athletes are permitted to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.





Illinois High School Association

(For 2023-2024 School Term)

This summary is for the purpose of assisting in the understanding of IHSAA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSAA, the constitution and by-laws shall control.

Key Provisions Regarding IHSAA Rules

Eligibility Rules

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

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

Information contained here highlights some of the most important features of the IHSAA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and

does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsaa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSAA by-laws. Remember, if you have any questions regarding IHSAA rules, please contact your principal/official representative.

1. Attendance

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

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

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

Athletic Eligibility Rules—Page 2

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

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In

addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

Athletic Eligibility Rules—Page 3

- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your **junior** year and are not otherwise in compliance with the transfer eligibility by-laws.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible regarding age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant, or nurse practitioner to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status and **Name, Image, and Likeness (NIL)**

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes **not to exceed \$300**.
- B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed **\$150** in fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee,

receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.

- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

E. IHSA By-laws and Board Policies provide guidance and restrictions to when and how you might capitalize on your name, image, and likeness (NIL). Work closely with your principal/official representative on opportunities that come your way.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with, or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege, or opportunity which is not also

Athletic Eligibility Rules—Page 4

provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

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

- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport,

your principal/official representative must request approval through the Schools Center prior to any such participation.

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with, or compete against any junior college, college, or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer, or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

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

PLYLER V. DOE

St. Rita does not ask students of their immigrant status and accommodates any student who is enrolled, regardless of his status as a citizen or non-citizen of the United States. If it is learned that a student and/or his parents or other family members are classified as “illegal” status, it does not change the school’s obligation to continue to offer him the full benefits of a St. Rita education.

THE AMERICANS WITH DISABILITIES ACT

For any qualified student requiring physical accessibility to and within St. Rita High School, the school will provide him with an elevator key; make all ramped entrances accessible to him for coming to school and leaving; provide a desk for him in every classroom where he has classes to be able to stay in his wheelchair, if needed; provide extra time for him to move from class to class and to other activities; allow him to use a private bathroom as necessary and desired; make accommodations for his drop-off and pick-up that allow ease of accessibility.

ASBESTOS ACKNOWLEDGMENT

Pursuant to the law, St. Rita of Cascia High School has had the inspection for asbestos and has submitted the required management plan which was accepted by the State. St. Rita’s Inspection Report and Management Plan outlines in detail the methods to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program. A copy of the Management Plan can be found in the Maintenance Office for further review.

ART SUPPLIES

Non-hazardous materials will be substituted for hazardous substances whenever possible. All art and craft material containing a toxic substance will be properly labeled and stored according to state law (105 ILCS 135).



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