

FATHER
MCGIVNEY
CATHOLIC HIGH SCHOOL
SERVIRE CULTURAE VITAE



2023-2024 Student Handbook

Father McGivney Catholic High School

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FMCHS Administration and the School Board reserve the right to amend the policies within this Handbook. Notice of amendments will be sent to the parents.

Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”

Mission Statement

Father McGivney Catholic High School has as its mission to:

- Prepare students to serve the Culture of Life through a total gift of self...*Charity*.
- Form a strong academic community of disciples responding to the call of Jesus Christ...*Unity*.
- Engage students in the mission, sacramental life, and magisterial teachings of the Catholic Church...*Fraternity*.
- Develop faithful citizens to lead an America that values the dignity and worth of every human person...*Patriotism*.

Statement of Principles

At Father McGivney Catholic High School, we believe:

- Students should model the teachings of Jesus Christ
- In a collaborative and cooperative spirit
- In serving others as Jesus Christ did
- In providing a learning environment that engages our students as active learners
- In cultivating a supportive environment which recognizes the dignity, needs, and diversity of all individuals.
- The McGivney Community will serve as role-models of Christ's love by establishing and exhibiting an atmosphere of mutual respect.

Non-Discrimination Statement

The policy on non-discrimination of the Catholic Diocese of Springfield applies to students as they seek educational opportunities at Father McGivney Catholic High School. No student shall be refused admission to Catholic schools or participation in activities, clubs, organizations, or athletics, on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

We comply with Title IX, IDEA, ADEA, Title VI and VII of the Civil Rights Act, ADA, and 105-ILSC 5.

Non-Catholic students will be admitted on the same basis as Catholics, provided only that if enrollment approaches capacity, priority will be given to Catholic students from Catholic elementary schools. If non-Catholics have been admitted, they will not be excluded to make room for parish children unless a written agreement, signed at the time of their admittance, clearly specifies that admittance is guaranteed for only one year.

Administration

President.....	Rev. Jeffrey Goeckner
Principal.....	Mr. Joseph Lombardi
Dean of Students.....	Mrs. Susan Gillott
Director of Admissions	Mrs. Lisa Rolves
Director of Faith Formation	Mrs. Julie Scheller
Director of Student Services.....	Mrs. Bobbie Madura
School Counselor	Mr. Merle Wilder
Director of Finance.....	Mrs. Jill Beltramea
Director of Advancement.....	Mrs. Suzanne Halbrook
Athletic Director.....	Mr. Jeff Oller
Assistant Athletic Director.....	Mr. Corey Clouser
Activities Director.....	Mrs. Jessica Heidemann
Activities Director.....	Mrs. Sherry Mills
Marketing Director.....	Mrs. Elizabeth Moody
Technology Services.....	Integrated Technology Associates

Faculty

Theology/Social Studies.....	Mr. Joseph Siemer
Theology.....	Mrs. Rhonda Phetsadasack
Theology.....	Mrs. Katie Lieberman
Math.....	Mr. Richard Mertens
Math/Science.....	Mrs. Marta Savorani
Math.....	Mrs. Laura Mannisi
Science.....	Ms. Katie Lyons
Science.....	Mr. Richard Witt
Physical Education.....	Mr. Jeff Oller
Physical Education/Health.....	Mrs. Teresa Green
Physical Education.....	Mr. Cory Clouser
Spanish.....	Mrs. Christina Edwards
Spanish.....	Mrs. Carrin Daniels
Music/Theology.....	Ms. Danielle Boulanger
English.....	Mr. Jeremy Kovarik
English.....	Mrs. Margaret Dorgan
English.....	Mrs. Jessica Heidemann
Social Studies/Social Sciences.....	Mr. Bryan Conner
Social Studies/Social Sciences.....	Mrs. Megan Kovarik
Social Studies/Social Sciences/Driver's Education.....	Mrs. Debra Garland
Driver's Education.....	Mr. Michael Garland
Art.....	Mrs. Mary Campbell

Staff

Office Manager.....	Mrs. Lindsey Jones
Head of Maintenance.....	Mr. Rick Noll
Field Maintenance.....	Mr. Jerry Winters
Lunch/Study Hall Monitor.....	Mrs. Lori Mitan
Advancement Admin. Assistant/Lunch/Study Hall Monitor.....	Mrs. Sherry Mills
Business Admin. Assistant.....	Mrs. Laura Modrusic

Board

Priest – St. Boniface, Edwardsville.....	Rev. Jeff Goeckner
Priest – St. Elizabeth, Granite City.....	Rev. Alfred Tumwesigye
St. Mary's – Edwardsville.....	Mr. Kyle Jackson
St. Boniface – Edwardsville.....	Dr. Steve Hyten
St. Cecilia – Glen Carbon.....	Mr. Terry Tennant
Ss. Peter & Paul – Collinsville.....	Mrs. Maggie Grotefendt
St. Jerome – Troy.....	Mr. Tom Chouinard
St. Paul – Highland.....	Mr. Aaron Hopfinger
Mother of Perpetual Help – Maryville.....	Mr. Ron Busam
St. Elizabeth – Granite City.....	Mr. Scott Jones
Holy Family – Granite City.....	Mrs. Vanessa Mineman
at Large.....	Mrs. Tammy Voepel
at Large.....	Mrs. Lisa Rybakl
at Large.....	Mr. Justin Zimmerman
Legal Council (non-voting member).....	Mr. Matthew Smith
Diocesan Superintendent of Schools (non-voting member).....	Mrs. Brandi Borries
Principal (non-voting member).....	Mr. Joseph Lombardi

2023-2024 Academic Calendar

August 16th - 1st day of school; 1:55 dismissal

August 9 - Parent & Student Orientation (for incoming freshmen & new transfer students)	December 18-19 - Final Exams (1:30 Dismissal)
August 14-15 - Teacher Workshops	December 20 - Final Exams (11:45 Dismissal)
August 16 - 1st day of school (1:55 Dismissal); Bring your own lunch; No Early Bird Classes	December 21-January 3 - No School (Christmas Break)
August 17-18 - No Early Bird Classes	**January 3- Teacher Workshop**
August 21 - 1st day for Early Bird classes	January 4 - Classes Resume for 2nd Semester
September 4 - No School (Labor Day)	January 12 - PD (1:55 Dismissal)
September 8 - Professional Development for Faculty & Staff (PD) (1:55 Dismissal)	January 15 - No School (Martin Luther King Jr Day)
September 14 - Faculty Faith Formation (2:08 Dismissal)	February 8 - Faith Formation (2:08 Dismissal)
October 6 - PD (1:55 Dismissal)	February 9 - PD (1:55 Dismissal)
October 9 - No School (Columbus Day)	February 19-21 - No School (Spring Break)
October 12 - Faith Formation (2:08 Dismissal)	March 8 - PD (1:55 Dismissal)
October 19 - 11:30 Dismissal; Parent-Teacher Conferences 1:00-8:00pm	March 14 - Faith Formation (2:08 Dismissal)
October 20 - No School; Parent-Teacher Conferences 8:30am-12:30pm	March 15 - Feeder School Workshop (11:30 Dismissal)
October 23-24 - No School (Fall Break)	March 28-April 2 - No School (Easter Break)
November 3 - PD (1:55 Dismissal)	April 11 - Faith Formation (2:08 Dismissal)
November 10- No School (Veterans' Day)	April 12- PD (1:55 Dismissal)
November 16- Faith Formation (2:08 Dismissal)	April 15 - No School
November 21- 1:55 Dismissal	May 3- No School
November 22-24 - No School (Thanksgiving Break)	May 10 - Seniors last day on campus; PD (1:55 Dismissal)
December 1 - PD (1:55 Dismissal)	May 13-14 - Senior Final Exams
December 14 - Faith Formation (2:08 Dismissal)	May 19 - Graduation Day
	May 22-23 - Final Exams (1:30 Dismissal)
	May 24 - Final Exams (11:45 Dismissal)

Bell Schedules -

1		2		3		4		5		6	
All School Mass Day		Standard Day		Half-Day		Early Release		End-of-Day Activity		Delayed Start	
Start Time	8:20	Start Time	8:20	Start Time	8:20	Start Time	8:20	Start Time	8:20	Start Time	9:20
Pass Time	4 mins.	Pass Time	4 mins.	Pass Time	4 mins.	Pass Time	4 mins.	Pass Time	4 mins.	Pass Time	4 mins.
Lunch Length	21 mins.	Lunch Length	23 mins.	Lunch Length	N/A	Lunch Length	20 mins.	Lunch Length	20mins .	Lunch Length	20 mins.
House/Mass	62 mins.	House/Mass	43 mins.	House/Mass	N/A	House/Mass	N/A	House/Mass	N/A	House/Mass	24 min.
Period Length	42 mins.	Period Length	43 min.	Period Length	20 min.	Period Length	38 min.	Period Length	40 min.	Period Length	39 min.
Warning Bell	8:15	Warning Bell	8:15	Warning Bell	8:15	Warning Bell	8:15	Warning Bell	8:15	Warning Bell	9:15
0	7:30	0	7:30	0	7:30	0	7:30	0	7:30	0	No Zero Period
	8:15		8:15		8:15		8:15		8:15		
1	8:20	1	8:20	1	8:20	1	8:20	1	8:20	1	9:20
	9:02		9:06		8:41		8:58		9:00		10:00
2	9:06	2	9:10	2	8:45	2	9:02	2	9:04	2	10:04
	9:48		9:53		9:05		9:40		9:44		10:43
3	9:52	3	9:57	3	9:09	3	9:44	3	9:48	3	10:47
	10:34		10:40		9:29		10:22		10:28		11:26
Mass	10:38	House	10:44	House	N/A	House	N/A	House	N/A	House	11:30
	11:40		11:27								11:54
4	11:44	4	11:31	4	9:33	4	10:26	4	10:32	4	11:58
	12:26		12:17		9:53		11:06		11:12		12:37
5	12:30	5	12:21	5	9:57	5	11:10	5	11:16	5	12:41
	1:12		1:07		10:17		11:50		11:56		1:20
6	1:16	6	1:11	6	10:21	6	11:54	6	12:00	6	1:24
	1:58		1:54		10:41		12:32		12:40		2:03
7	2:02	7	1:58	7	10:45	7	12:36	7	12:44	7	2:07
	2:44		2:41		11:05		1:14		1:24		2:46
8	2:48	8	2:45	8	11:09	8	1:18	8	1:28-2:08	8	2:50
	3:30		3:30		11:30		1:56		Activity 2:12-3:30		3:30
Lunch 1 Advisory 1	11:44 - 12:05	Lunch 1 Advisory 1	11:31-11:54	Lunch 1 Advisory 1	N/A	Lunch 1 Advisory 1	10:26 - 10:46	Lunch 1 Advisory 1	11:44 - 12:05	Lunch 1 Advisory 1	11:58 - 12:18
Lunch 2 Advisory 2	12:05 - 12:26	Lunch 2 Advisory 2	11:54-12:17	Lunch 2 Advisory 2	N/A	Lunch 2 Advisory 2	10:46 - 11:06	Lunch 2 Advisory 2	12:05 - 12:26	Lunch 2 Advisory 2	12:18 - 12:38
Lunch 3 Advisory 3	12:30 - 12:51	Lunch 3 Advisory 3	12:21 - 12:44	Lunch 3 Advisory 3	N/A	Lunch 3 Advisory 3	11:10 - 11:30	Lunch 3 Advisory 3	12:30 - 12:51	Lunch 3 Advisory 3	12:42 - 1:02
Lunch 4 Advisory 4	12:51 - 1:12	Lunch 4 Advisory 4	12:44 - 1:07	Lunch 4 Advisory 4	N/A	Lunch 4 Advisory 4	11:30 - 11:50	Lunch 4 Advisory 4	12:51 - 1:12	Lunch 4 Advisory 4	1:02 - 1:22

Admissions Policy -

Father McGivney Catholic High School is dedicated to serving the spiritual and educational needs of students who demonstrate a commitment to its mission, goals, and religious values, and who will benefit from its academic program.

Students will be excluded only if the school does not offer an educational program which meets their needs, if the students do not accept the moral and behavioral standards of the school, or if the parents fail to meet their financial obligations to the school.

Admission of students with special needs will be considered after their parents have made a formal application to the Principal of FMCHS. Father McGivney's goal for its "Special Needs Students" is to provide them with a productive educational experience given their limitations and the limitations of staffing and resources and taking into account the educational impact on other students.

Admissions Selection Policy

Admission to Father McGivney Catholic High School is normally granted after successfully completing their 8th grade requirements. Applicants entering as freshmen must present evidence of academic ability and achievement, motivation, and good character and be in good standing with their prior school (behavior, academic and financial). All applications received after December 15th will be placed on our waitlist.

The Priority of Admissions policy shall be applied in the following order:

1. Siblings of current McGivney students or Alumni of McGivney in good standing.
2. Students attending a catholic school k-8 within the Diocese of Springfield and the Diocese of Belleville are in good standing at their current school. Active participation in the local parish and attending catholic feeder school for a portion of elementary grades will be taken into consideration when determining admissions.
3. Remaining applicants.

Good Standing is defined as:

Financially - all financial responsibilities of the student have been honored before enrollment meeting has been held with the Father McGivney Catholic High School (FMCHS) Student Services office.

Academically - Students have earned at least a "C" average (2.0 on a 4.0 scale) before May 31st of the school year before entering FMCHS as a student.

Behaviorally - Student has not had two or more major offenses and has never been suspended or expelled from their previous school before entering FMCHS.

If freshmen applications exceed the available space, a currently enrolled non-Catholic student will not be dismissed in order to admit a Catholic student.

Waitlist Policy

Students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Policy. Applications will be reviewed at the end of each month beginning in February. Candidates selected for available spots will be invited to complete the enrollment process. A new waitlist will be created for each school year and shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

Transfer Students

Students seeking admission at a time other than the beginning of the freshman year must submit official transcripts of all high school credits. Transfer students must present evidence of academic ability and achievement, motivation, and good character. During the interview process with the FMCHS Principal, it is expected that any behavioral issues will be shared as well. If they attended their last school for less than a full year, further documentation will be required from previous schools. Home-schooled students will have to provide standard test scores and any transcripts to be considered for admission.

- Transfer students will only be admitted at the beginning of a semester unless the transfer is the result of a family relocation into the area. In that situation FMCHS Administration will consider earlier admissions, but admissions is not guaranteed.
- Placement tests may be required of transfer students before admission is permitted.
- A student who has been expelled from or asked to leave another high school may be considered for admission to Father McGivney Catholic High School at the discretion of the administration.

Foreign Nationals

Anyone who is not a citizen of the United States must have completed an I-20A form before registration. Special arrangements must be made for foreign exchange students, and prospective sponsors should be aware that admission is not automatic. A limited number of foreign nationals will be admitted per year and all must be fluent in English. Each student must have a host family and that family must meet with the Administrator before acceptance and throughout the school year. Students living with guardians must be able to present proper legal paperwork. No foreign exchange student will be considered after June 1. Tuition and Fees will be \$12,000.

Residency

All students are required to live with a parent, legal guardian, or person with power of attorney, while in attendance at Father McGivney Catholic High School. Notarized proof may be requested, and non-compliance will result in dismissal. We verify certified copies of government issued birth certificates to be in compliance with the Missing Persons/Children's Records Act. If a student is 18 years or older and no longer lives with a parent, legal guardian, or person with power of attorney they must sign new enrollment papers as the acting adult in that students' life. If another party (i.e. a parent, legal guardian, or person with power of attorney) is agreeing to continue to pay tuition, the party must sign a statement agreeing to that point in fact.

Health Records

State law requires that a health certificate indicating a current physical exam, including all immunizations be presented by all students entering ninth grade, and by all transfer students (evidence of DTAP for ninth grade must be indicated as well as evidence of a 2nd dose of Varicella Vaccine for all students). Students who do not have health and immunization records on file by September 15 will not be allowed to attend school until they are compliant. In addition, physical exams by a licensed physician for all students who participate in interscholastic athletics are required each year prior to participation.

Family Emergency Plans

Each family should have a plan in place, complete with phone numbers and emergency contacts, should a crisis arise. In the event of a crisis, a student must be checked out of school through the administrative office.

Custody Issues

In the absence of a court order, what is said in this handbook of policies applies to any parent or legal guardian, whether or not the student lives with the parent. Any requests for multiple mailings of report cards and other information should be requested through the administrative office. Should there be special circumstances regarding dismissal from school, records, pick-up/drop-off requirements or limitations, etc. court documents are required. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a certified official copy of the court order.

Financial Policies

Tuition & Fee Amounts

The School Board has set the tuition for the 2023-2024 school year at \$8,275.00/year for the first student. Tuition and Fees will be \$12,000 for Foreign Nationals. Starting with the class of 2025; a discount of \$1,000/year will be offered for a sibling attending FMCHS at the same time. Starting with the class of 2025, a discount of 50% of full tuition per year will be offered for the third or more student in the family that is concurrently attending FMCHS. In addition, there is an enrollment fee of \$700 for each underclassmen. The enrollment fee for seniors is \$800. (\$700 for enrollment and \$100 to cover graduation costs). This fee is due at the time of enrollment. If a payment schedule is arranged for the fee the balance is due prior to August 1st or the student will not receive his/her schedule and will not be allowed to attend FMCHS until fee is paid unless approval has been given by the Administration. **If a student chooses to withdraw from FMCHS and informs school Administrations in writing (email or written) before May 1st, \$600 of the enrollment fee will be refunded upon request. After May 1st, no refunds will be given.**

Tuition & Fees Payment

The School Board has adopted the following payment policy for the 2023-2024 academic term. Families can pay their bill in one of three ways: 1) one lump-sum payment due prior to August 1st, 2) two installments at the beginning of each semester (August and January), or 3) 10 equal monthly payments due the first of the months of August through May. The ten (10) equal monthly payments must be made via EFT (via FACTS). Final tuition payment is due 30 days before the student takes final exams for all graduating seniors.

Parish Financial Assistance

It is the intent that qualified Catholic students should not be denied an education at Father McGivney Catholic High School because of lack of financial resources. Some parishes have made generous financial assistance funds available to children of their parishioners. Because of the sensitive nature of the information involved, neither the school nor the parishes evaluate the initial financial need of financial assistance applicants. Applications for financial assistance are available by request through the Director of Finance, Mrs. Jill Beltramea (jbeltramea@mcgivneygriffins.com). **Absolutely no financial assistance will be awarded without the completion of a financial assistance (FACTS) application by March 1st.** Appeals for financial adjustments must be submitted in writing to the scholarship and financial aid committee. Adjustments to the tuition must be approved by the principal and President.

Late Enrollment or Withdrawal

Families enrolling/registering after July 1, 2023 are expected to fulfill their tuition obligation according to the payment schedule stated herein. Monthly payments may not extend past May 2024.

Tuition is charged or refunded for full semesters only. Any one of the following conditions is evidence that the student is enrolled for a given semester:

- Grades are recorded and/or credit is granted for the semester.
- Transfer grades are requested for work done during the semester.
- The student's dates of actual attendance span at least twenty (20) school days in the semester.
- The student was enrolled and a written notice of withdrawal was not received within the first twenty (20) school days of the semester.

The computer issued to each student is the property of Father McGivney Catholic High School. Use of the chromebook by the student occurs while they are attending FMCHS. If a student withdraws or is not permitted to attend Father McGivney Catholic High School they must return the chromebook or pay the cost of replacement. A student's Official Transcripts will be withheld until all financial and academic obligations are met by the student and their family.

Late Payments

Families will not be able to register for the following year if an outstanding balance still exists on June 15th, 2023 without making contact with the business office. Any outstanding balance without an agreement with the business office and the authorization of the principal will restrict a student from attending FMCHS the next year.

Suspension of Monthly Payment Privileges

The ability to pay a student's tuition on a monthly basis is a privilege – not a right. Father McGivney Catholic High School will extend every reasonable consideration requested by families that are experiencing financial difficulties.

Outstanding Balances

Enrollment of a student at Father McGivney Catholic High School includes a financial obligation for tuition, fees, equipment, uniforms, lunch balances etc. Student accounts must be kept current at all times. At the end of each semester, all tuition, fees, and fines must be paid before a report card or transcript is released.

If any fee or school payment would, for any reason whatsoever, remain due at the end of a semester or when a student withdraws from school, only an “unofficial transcript” will be provided until the full and final payment is received. **FMCHS maintains a policy limiting access to RenWeb (including grade reports, the ability to purchase lunches etc.) if an outstanding balance exists on the family's account. Access to Renweb will be restricted until the tuition/fees are paid in full or a payment plan has been approved by the administration. If a demonstration of good will towards paying fees/tuition is not shown by the family, the family will be restricted access to Renweb, lunch accounts, official transcripts, letters of recommendation, schedules for next year and possibly admission for next year. An enrolled student will be given access to Renweb when school is in session so they will always have access to necessary academic resources.** Furthermore, any family with an outstanding balance at the end of a semester will not be permitted to enroll their student for subsequent semesters at Father McGivney Catholic High School without the authorization of the Principal.

If the Financial Policies are not complied with, the school has the right to:

- Refuse to allow the student to attend McGivney;
- Deny the student the right to participate in any type of extracurricular activity;
- Deny the student the right to receive official transcripts of grades and
- Take other action as deemed appropriate by the Principal.

Tuition Refunds - Withdrawal for Disciplinary Reasons

A student transferring for disciplinary or other reasons will not be awarded any refunds, including tuition.

Faith Formation

Father McGivney Catholic High School is a Catholic institution. While students learn the Catholic faith in the classroom, they are also formed to embody these principles of faith in their lives as committed disciples of Christ. Two of the *Statements of Principles* relate to the service of those in need and modeling the teachings of Jesus Christ.

At Father McGivney We Believe:

- Students should model the teachings of Jesus Christ.
- In serving others as Jesus Christ did.

Theology Curriculum

The ultimate goal of the theology department at Father McGivney Catholic High School is to help our students know, love, and serve God in this world so that they may be happy with Him forever in the next.

The eight semesters of theology required for FMCHS students include the six *required courses* as directed by the USCCB's *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* (2007). Two additional courses (Church History and Catholic Social Teaching) are offered as college-preparatory Theology IV.

From the introduction of this *Framework*, we understand that “The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ” (*Catechesi Tradendae*, 5). Each course in the curriculum is designed to impart to students the **what** and **why** of the teachings and Tradition of the Catholic Church, and then to instruct students on how to **defend** and **live** those teachings in their lives.

Retreats

Students are required to participate in a class-wide retreat each year that they attend Father McGivney Catholic High School. Each year's retreat changes in its content and theme, each focusing on a different aspect of the mission of FMCHS, as well as the developing life of adolescents seeking to follow Jesus Christ as His disciples. Participation in the FMCHS retreat program is mandatory for all students to graduate. Students missing retreats for any reason will be required to develop a plan for an approved alternate retreat before they may return for the following school year or graduate. The scheduling of retreats is created by the Faith Formation Director, and any issues involved in scheduling, attendance, and participation in these retreats must be brought to his/her attention.

Chapel Use; Sacraments (Mass and Reconciliation)

Mass is celebrated weekly. All students must attend, and their parents are invited to attend and participate. Generally speaking, all-school Masses will be held once a month. Mass attire must be worn on All School Mass days. Fleece pullovers, sweater vests, and sweaters must be removed before All School mass, but can be worn for the rest of the day.

The Sacrament of Reconciliation is offered regularly throughout the school year. Each semester, days are set aside to allow for a longer period of celebrating the Sacrament of Reconciliation. These days are announced in advance and involve the presence of several priests from local parishes.

The chapel at FMCHS is reserved for sacred purposes only. At times throughout the week, the chapel may be reserved for the use of a group (class, team, etc.) for prayer or liturgical celebrations. At all other times, the chapel is available for private prayer before the Blessed Sacrament. At no time should the chapel be used for any profane (non-sacred) purpose; if clarification is needed, please consult with the Faith Formation Director for approval.

Service Learning Program (*Works of Mercy*)

The ultimate purpose of the Service Learning Program (also known as *FMCHS Works of Mercy*) is to help students realize that their convictions ought not be confined to the chapel but should permeate every aspect of their lives. A student's faith is a real and lived experience, exemplified by serving others as St. James reminds us "for just as a body without a spirit is dead, so also faith without works is dead" (James 2:26).

It brings the student into direct service of another person or persons in order for the student to grow in *subsidiarity* (caring for a need at the most local level possible) and *solidarity* (recognition of the universal bond between all humans), two key principles of Catholic Social Teaching.

It provides an educational experience for the participating students to challenge them beyond what is known and comfortable, offering insight into the student's vocation, possible future profession, and individual interests.

It is well supervised and can be easily verified by a supervisor (who is normally not a parent) and thoroughly evaluated by the student.

It seeks to educate students in the practice of the corporal and spiritual works of mercy. The Catechism of the Catholic Church (n. 2447) teaches: "The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities...Among all these, giving alms to the poor is one of the chief witnesses to fraternal charity: it is also a work of justice pleasing to God."

The Spiritual Works of Mercy are:

- To counsel the doubtful;
- To instruct the ignorant;
- To admonish sinners;
- To comfort the sorrowful;
- To bear wrongs patiently;
- To forgive injuries;
- To pray for the living and the dead.

The Corporal Works of Mercy are:

- To feed the hungry;
- To give drink to the thirsty;
- To clothe the naked;
- To shelter the homeless;
- To welcome the stranger;
- To visit the sick and imprisoned;
- To bury the dead

This service develops the student's ability to fulfill the commandment of Jesus: "Love thy neighbor." (Mt. 22:39; Mk. 12:31; Lk. 10:27) In line with the central themes of Catholic Social Teaching, the social gospel is proclaimed when a service learning project promotes (USCCB, 2005):

- Life and Dignity of the Human Person
- Call of Family, Community, and Participation
- Human Rights and Responsibilities
- Care for the Poor and Vulnerable
- Dignity and Rights of Workers
- Solidarity (i.e., the global dimension of the human family)
- Care for Creation

Requirements

The motto of FMCHS is *Servire Culturae Vitae*. As such, students are required to participate in two components of the FMCHS Service Learning Program in order to prepare them to become selfless and generous adults: individual volunteer opportunities, and school-sponsored Service Days. They must demonstrate a living faith by documenting a total of, at minimum, 10 hours as a Freshman, 15 hours as a Sophomore, 20 hours as a Junior, and 25 hours as a

Senior. Requirements for mid-year transfer students or foreign exchange students will be proportional with the portion of the year they are attending FMCHS, with the amount to be determined by the Faith Formation Director and the Principal. The second component, school-sponsored Service Days, do not count towards individual service hour requirements as they take place during the school day. These days are mandatory, and they aim to provide an opportunity to grow in community with each other, while serving the greater community. If a student does not participate in a school-sponsored House service days, the student will be assigned an alternative opportunity similar in substance and length of time to that which was missed.

The total hours needed for each grade level will remain the same, but the minimum amounts needed for each category have been adjusted to 10% of the total goal. To clarify:

- Freshman: 10 hours total - 1 school / 1 parish / 1 community
- Sophomore: 15 hours total - 2 school / 2 parish / 2 community
- Junior: 20 hours total - 2 school / 2 parish / 2 community
- Senior: 25 hours total - 3 school / 3 parish / 3 community

For example, a sophomore could get 2 school hours, 3 parish hours, and 5 community hours, or any combination of such that includes the necessary minimums. 7Works reflects these new minimums for the 2023-2024 school year. As you submit service hours to 7Works, be sure to select the correct year in the Goal drop down menu.

Deadline

All service hour submissions must be submitted within 30 days of the date of the event/activity. All summer hours (from the end of the previous school year until the day before the first day of school in August) must be submitted by September 15 of the applicable year.

All individual service hour requirements must be completed and submitted by **April 1st**. Any student who fails to complete the above expectations by April 1st will be assigned to mandatory service opportunities at the discretion of the Faith Formation Director and Dean of Students. This may include before-school, after-school, and Saturday service assignments.

Any student grades 9-11 who fails to submit their service hours by May 24th will not be promoted to the next grade level until these hours are complete. Seniors must complete service requirements before May 17th or they will not be eligible to participate in the graduation ceremony. Additionally, they will not have access to nor receive their report card, transcript, or following year's class schedule until these hours have been successfully completed.

General Guidelines

Students may not be paid for the service they complete. Babysitting, completing household chores, conducting yard work for immediate family, or similar activities, does not count towards the Service Learning Program requirements. This is classified as an "expected" service.

Project supervisors must be a responsible adult capable of adequately supervising a minor, and should typically not be a member of the student's family. Project supervisors must also be trustworthy and demonstrate the character traits of honesty and integrity, especially in their duty to accurately keep a record of student service hours.

No students may officially verify service hours for another student.

Parents should be involved in selecting a suitable project and should monitor the project to ensure that the student is well supervised.

All service hour submissions should accurately reflect the amount of time actually spent volunteering. No "double-hours", "extra time", etc., are permitted as incentives to acquire student volunteers.

Faith Formation Director's Role

To maintain records of each student's status in the Service Learning Program (*FMCHS Works of Mercy*); educate, motivate, and support students in completing their service goals; promote and advertise service opportunities; and act as a resource for students and parents requesting information on the Service Learning Program

If a student has not completed the required minimum number of hours of service required for graduation, the student and parent(s) will receive written notification by April 15th of senior year from the Faith Formation Director, Dean of Students or a representative authorized by the Faith Formation Director of Principal. The student must complete his/her goal before being granted a diploma from FMCHS.

Documenting Service Hours

1. Students may complete their service hours with any of the approved service opportunities listed on the *FMCHS Works of Mercy* website. IF the chosen service projects DO NOT appear on the list of approved opportunities, it is up to the discretion of the Faith Formation Director to approve or deny the submitted hours. If there is a question as to the fittingness of the service project, the Director will consult the student and the supervisor (and a parent, if deemed necessary) of the claimed hours.
2. If a student is unsure as to whether a service project is acceptable, he or she should consult the Faith Formation Director for clarification BEFORE participating. If claimed/logged hours are rejected for any reason, the Director will provide a written explanation of that reason for future reference via the student's online logging account.
3. All service hours must be documented using the student's *7 Works* account (accessible at app.7works.org; using "log in with Google" using the student's @mcgivneygriffins.com email address W_by the supervisor, they can then be approved by the Faith Formation Director.
4. Students will evaluate each of their service experiences by briefly reflecting on the event in their *7 Works* submission. Reflections will be displayed on the student's Official Service Transcript from *7 Works*.

Academics

Twenty-six credits are the minimum needed to graduate from Father McGivney Catholic High School with a State of Illinois diploma. It is recommended that students and/or their parents/guardians communicate frequently regarding their chosen course of classes at our school because preparation for certain colleges, universities, jobs, or job training may have specific course or credit requirements.

Communication

Parent/Teacher: Parents are strongly encouraged to use RenWeb or email to communicate with teachers about their child's education progress at FMCHS. Additional methods would be voicemail, a letter, or a planned conference at the school. Teacher/Parent: Teachers may inform parents through RenWeb, or phone calls if the student is experiencing academic difficulties. Teachers may also request a meeting with parents in which an administrator is present. Parents, guardians, and teachers may contact members of the administration at any time through the communication devices listed above.

Visits to Classrooms: Parents/Guardians must contact an administrator concerning a visit to any classroom during the school day. There must be a reasonable amount of time to allow for such scheduling.

Credit and Service Hour Requirements for Graduation

	FMCHS HS Diploma***	FMCHS College Preparatory Diploma***
Theology	4 credits	4 credits
English	4 credits	4 credits
Math	4 credits	4 credits
Science	3 credits	3 credits
Social Studies	3 credits	3 credits
<i>*1 credit US History, 0.5 credit US Government (IL and US Constitutions), and 0.5 credit Consumer Ed./Econ required</i>		
World Language	2 credits	2 credits
Additional Courses	4 credit <i>**1 yr fine arts credit required</i>	6 credits <i>**1 yr fine arts credit required</i>
P.E.	1.5 credits	1.5 credits
Health	.50 credits	.50 credit
TOTAL	26.00	28.00

**US History, US Government (IL and U.S. Constitutions), and Consumer Education are required by the State of Illinois for graduation.*

***Fine Arts credit is satisfied through Art, Music, or a third year of Foreign Language.*

****To be eligible for the College Prep Diploma, three (3) AP or Dual Credit Classes must be completed.*

Completion of 75 hours of Service and all requirements through our Faith Formation Service Days are required in addition to the academic requirements listed above to Graduate from Father McGivney Catholic High School.

If the student does not meet graduation requirements the student will not be allowed to participate in graduation ceremonies, to graduate, and will not be able to receive official transcripts of grades or a diploma.

All students and parents are required, as freshmen or as a transfer, to meet with the Student Services Office to arrange a graduation plan. All returning students meet with Student Services when planning subsequent yearly schedules.

Students and their families are encouraged to remain in close contact with the Student Services Office to ensure that they are on track for graduation and eligible for admission to the college in which they are interested in attending.

Course Offerings

Credit	Math Department
1	College Preparatory Algebra I
1*	Algebra I, Honors
1	College Preparatory Geometry
1*	Geometry, Honors
1	College Preparatory Algebra II
1*	Algebra II, Honors
1	College Preparatory Qualitative Literacy and Statistics
1	College Preparatory Pre-Calculus
1*	Pre-Calculus, Honors
1*	Calculus, Honors
1	College Preparatory Statistics

Credit Science Department

- 1 College Preparatory Biology
- 1 College Preparatory Chemistry I
- 1* Chemistry I, Honors
- 1 College Preparatory Physical/Earth Science
- 1 College Preparatory Anatomy and Physiology
- 1* Physics, Honors
- 1* AP Chemistry
- 1* AP Biology

Credit History/Social Sciences Department

- 1 College Preparatory Modern U.S. History
- 1 Honors College Preparatory Modern U.S. History
- 0.5 College Preparatory Ancient World History (1 semester elective)
- 0.5 College Preparatory Modern World History (1 semester requirement)
- 0.5 College Preparatory Medieval World History (1 semester elective)
- 0.5 College Preparatory World Geography
- 0.5 College Preparatory Civics/Government
- 0.5 College Preparatory Consumer Education
- 1 College Preparatory Psychology

Credit Theology Department

- 1 College Preparatory Theology I: *Jesus and the Bible*
- 1 College Preparatory Theology II: *Jesus and the Church*
- 1 College Preparatory Theology III: *Sacraments and Morality*
- 1 College Preparatory Theology IV: *Church History and Catholic Social Teaching*

Credit English Department

- 1 College Preparatory English I
- 1 College Preparatory English II
- 1* English II, Honors
- 1 College Preparatory English III
- 0.5 College Preparatory Graphic Novels (Qualifies as English IV course)
- 0.5 College Preparatory Literature in Film (Qualifies as English IV course)
- 1* AP English Literature and Composition
- 1* AP English Language and Composition

Credit Fine Arts Department

- 1 Creative Art – Comprehensive
- 1 Intermediate Art
- 1 General Band
- 1 Honors Band
- 1 Concert Choir
- 1 Honors Concert Choir

Credit Language Department

- 1 College Preparatory Spanish I
- 1 College Preparatory Spanish II
- 1* Spanish II, Honors
- 1* Spanish III, Dual Credit (SLU 1818)
- 1* Spanish IV, Dual Credit (SLU 1818)

Credit Physical Education Department/Driver's Education

- 0.5 Health
- 0.5 PE – Team Sports (9, 10, 11, 12)
- 0.5 PE - Strength and Conditioning (9, 10, 11, 12)
- 0.5 PE - Wellness PE (9, 10, 11, 12)
- 0.25 Driver's Education/Behind the Wheel - (9, 10, 11, 12)

**Donates Honors, Dual Credit or Advanced Placement Courses.*

Honors Classes

Students enrolled in Honors classes must consistently demonstrate that they can successfully complete the expected level of work associated with said class. If the student is unable to complete the workload and demonstrate success in the honors course then the student will not be eligible to enroll in the next honors level in that content area the following year or second semester unless the student's current Teacher, the Director of Student Services and the Principal agree with the placement. The School Counselor may approve a schedule change during the semester if it is appropriate. Evidence supporting the change and discussion with the teacher, student, parent and Administration must occur before a schedule change can occur. This would allow for a student to move from an Honors level class to a College Prep. class or from a College Prep. class to an Honors level class.

Academic Status

A student receives Freshman status upon graduation from eighth grade and acceptance as a student at Father McGivney Catholic High School. To advance to Sophomore status, the student must have earned a minimum of 7.0 credits and completed 10 hours of Service. To advance to Junior status, the student must have earned a minimum of 14.0 credits and completed an additional 15 hours of Service from the previous year. To advance to Senior status, the student must have earned a minimum of 20.0 credits and completed an additional 20 hours of Service from the previous year.

The academic status of transfer students will be determined by the Principal at the time they are accepted at Father McGivney Catholic High School. Service hours and specific graduation requirements may be adjusted for transfer students to reflect the availability of programs and courses at their previous school.

Grading Scale and Reporting

All teachers use the numeric grading scale reproduced below. This scale is reported to colleges, employers, and others who evaluate student records.

UGPA Codes and Grade Book Scale

Letter Grade	Percent Grade	Grade Equivalent Scale
A	90-100	4.0 Grade Points
B	80-89	3.0 Grade Points
C	70-79	2.0 Grade Points
D	65-69	1.0 Grade Points
F	64 and below	0.0 Grade Points
INC	Incomplete	must be approved by the principal

*** For Honors, Dual Credit, and Advanced Placement classes, a .02 'add on' will be added to the semester GPA for that class and any subsequent Honors, Dual Credit, and Advanced Placement classes.*

AP Exams

Advanced Placement students are strongly encouraged to take the AP Exam. The cost of the exams is the responsibility of the student and family.

Student Information Service-RenWeb

Teachers are required to post all assignments on Renweb daily. Students and Parents may use RenWeb at any point during the school year to access student grades and attendance unless an outstanding balance for tuition/fees exists at the end of the first and/or second semester.

Students and Parents may check Renweb for all classroom assignments. Renweb can serve as an electronic Planner for students to keep track of assignments, quizzes, tests etc.

Progress reports will be provided after the 1st Quarter and 3rd Quarter. Semester report cards are posted on RenWeb at the conclusion of the first and second semester. A reminder of report card availability will be sent to each parent via email. Each parent will have access to the student's transcript in June via RenWeb. Parents are expected to review transcripts for accuracy.

Semester Grades

Semester grades are the only grades which appear on the transcript, and on the student's permanent record. The semester grades are computed: 80% based on semester work and 20% for the final exam each semester. All grades received at Father McGivney Catholic High School as well as transfer grades are recorded on the student transcript. For college admission, students will need to request official transcripts from all schools they have attended.

Repeating a Course

Should a student fail an academic class, they may choose to repeat that course in order to satisfy a prerequisite requirement or ensure that they have sufficiently gained the knowledge of that academic subject. Failed courses will remain on the transcript but only the replacement grade will be calculated into the final GPA. If the class is a graduation requirement, the class must be repeated. Any student requiring credit recovery must request this through their local public school or a principal-approved online course. This includes Theology classes.

Grade Point Averages and Honor Roll -

Unweighted Grade Point Averages (UGPA) are computed **each semester** by multiplying the semester grade points by the units earned in each class, and then dividing by the total number of units attempted. The result is rounded to three decimal places with .02 added on to the UGPA for each Honors class per semester. This calculation produces the Weighted GPA (WGPA) which is used for Honor Roll, Academic Honors, Graduation Honors, and National Honor Society invitations. The UGPA is used for all Illinois High School Association (IHSA) eligibility and awards as mandated through that organization. The "current WGPA" is for one semester only, and the "cumulative WGPA" is for the student's entire high school career. An academic honor roll is compiled at the end of each semester, based on the current grade point averages (WGPA) for that semester. In order to be on the High Honor Roll, a student must have a current WGPA of 3.600-4.0. To be on the Honor Roll, a student must have a current WGPA of 3.0-3.599.

Academic Recognition -

A cumulative 3.75 WGPA must be achieved at the conclusion of the sophomore year to receive academic letter recognition. In addition to achieving the required WGPA, the student must have attended FMCHS for the entire semester prior to the recognition being awarded. Students will be awarded an academic letter the first year of meeting criteria and an academic pin for each of the following years.

Senior Final Exam Policy

Senior students may opt out of individual class Second Semester Final Exams if they meet the following criteria for the ENTIRE SCHOOL YEAR:

- No unexcused absences
- Student must have an 'A' in the class
- Less than 4 detentions for the year and no suspensions (in school or out of school).
- The student shows academic honesty and integrity in all their work (written, discussions, group projects, testing, etc.) Any dishonesty, copying, cheating, deception in a student's work, or lack of support for a group project (to be monitored by the teacher of each class) disqualifies the student. This means an individual teacher, in consultation with the Principal, may require the student to take the exam because he/she knows of a violation of integrity regarding the academic work.

This policy **does not exempt** a senior student from Dual Credit or Advanced Placement requirements (i.e. final tests of Advanced Placement Exams).

Senior Academic Honors

Students will be presented with academic medals for the following:

- Summa Cum Laude: Gold Medal (3.9-4.0 WGPA)
- Magna Cum Laude: Silver Medal (3.7-3.899 WGPA)
- Cum Laude: Bronze Medal (3.5-3.699 WGPA)

In order to be eligible for these honors, the student must have completed the final three semesters of high school at Father McGivney Catholic High School, must have fulfilled ALL Service requirements and may not graduate early.

Final Exams

Students are REQUIRED to take final exams on the scheduled dates shown on the Master Calendar. The Master Calendar is provided to all students and parents at least 6 months to a year in advance so please plan trips, vacations, appointments etc. so Final Exams are not disrupted. Students will not be permitted to take Final Exams outside of the scheduled days listed on the Master Calendar. The only approved exception will be for sickness accompanied by a Doctor's Note. Final Exams are worth 20% of the overall semester grade.

Snow Day Rules

I know that some of the most magical words in the vocabulary of a student are "Snow Day" however, as you know, we do not technically have snow days at FMCHS. On days where inclement weather closes the physical campus, students are required to complete online class work. All assignments for that day must be listed on RENWEB. Teachers may place instructions on RENWEB that directs students to other websites as the teacher sees fit. Using teacher-specified websites, students will complete assignments. Teachers will have virtual hours on these days to assist students with these lessons. Those hours vary and will be sent out via email prior to the snow day. **Due to the fact that this is considered classwork, it must be completed before 10:00 p.m. on the snow day or no credit will be given.**

Student Make-Up Work Policy

Since students are ultimately responsible for their own learning the following regulations are established:

Students who have been absent from school for an **excused** absence have the same number of days absent to make up work after they have returned to school. Students or Parents may request homework from their teachers on the **second (2nd)** day of absence. Requests must be made in writing. ***Students are to make arrangements for missing work with their teachers if they have been absent 1 day or less. All assigned work and tests announced prior to a student's absence are DUE the day the student returns unless other arrangements have been made with the specific teacher and/or an Administrator. All students are to check RenWeb and teacher-specified websites for assignments.***

Students who are participating or attending school sponsored activities may be required to turn in assignments **before** they attend the activity. This determination will be made by each individual teacher and should be stated in the teacher's syllabus.

It is the student's responsibility to make arrangements with his/her teachers to make up any missing work. Students who receive an unexcused absence will only be allowed to make up their work at 50% maximum credit.

Work assigned before an Excused Absence

Except in the case of lengthy, unavoidable absences, homework which is assigned before an absence, and which is completed by other students during the absence, is due on the day the student returns to school. Tests which are assigned before an absence, and which are administered during the absence, will be made up as soon as it is convenient for the affected teachers. Homework and tests which are assigned before the absence but scheduled for a date after the absence are due on the assigned date. For homework and/or tests which are assigned and completed during an absence, one day of additional preparation may be allowed for each day the student is absent. Semester exams may be taken only at the time scheduled.

Academic Probation

Students are considered to be on academic probation if their current cumulative Unweighted Grade Point Average (UGPA) is below 2.000. They remain on probation until their cumulative UGPA is above 2.000. While on academic probation, they are expected to make every effort to improve their scholastic performance. As a consequence, they are not allowed to participate in any activity which would require them to miss any classes, including field trips which

involve more than a single class period. They are expected to voluntarily curtail any extracurricular activities which reduce the time and effort available for study. The Principal or Dean of Students may require a student to attend tutoring sessions and/or restrict activity in extra-curricular activities if the student's GPA stays below a 2.000 for more than a single Quarter. If a student stays on Academic Probation for more than one semester without improvement a meeting between the student, parent/guardian and the Dean of Students will be held to create a plan for success or to discuss if the student can be academically successful at FMCHS.

Class Withdrawal and Grades

Adding a course can be done through the second week of the semester (ten days) if space permits (by approval of the principal). Students may drop a class without penalty up to 2 weeks (ten days) into the semester with written permission from their parents and administrative approval. If a withdrawal request is received and the student is currently failing a class, a WF (Withdrawal Fail) will be recorded on the transcript and will count as an 'F' in the GPA and on the official transcript.

Medical Incomplete

Should a student experience a medical condition which keeps them from completing/or participating in a class, an "Incomplete" may be assigned. Students will need a medical excuse from their doctor. The Principal, teachers, students, and parents will determine what is considered a reasonable amount of time to complete missed work. All work must be completed within one semester of the Medical Incomplete. Students may be required to repeat the class if deemed necessary for progression to the next level.

Summer Work for Classes

If a class requires summer work, it must be completed on time or the Director of Student Services will be informed. Based on recommendations from the teacher, School Counselor and the Principal, the student will be required to complete the assignments with a grade penalty of 10% per day its late (with a maximum penalty of 50%), students may be assigned after school sessions or be pulled out of Advisory for focused study sessions until the assignments are complete. In extreme cases the student may be dropped from the class.

Schedule Change

Student Services may be unable to accommodate a class change request. In that case, there are two scenarios:

- The student would not receive that class at all and have to make another choice.
- In the case of core classes that are required for graduation, the student may have to consider summer school. Must have Principal approval.

Student Records

The parent/guardian has the right of access to the student's school record. Any parent/guardian who wishes to view his or her child's record is required to provide one day advance notice request for record review. The request must be granted within a reasonable time and not more than 10 days after the request is received. Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parents/guardians or a court order and we have a system in place for flagging records of missing persons. Official school records will be held until all financial accounts have been satisfied. Information, sufficient to ensure adequate placement of a student, is to be released within ten (10) days of a transfer to another school.

Transcripts

For current or former students of Father McGivney Catholic High School, transcripts can be requested through Parchment. There is no charge for transcripts requested while a current student and through July 31 of your graduating year, but charges do apply starting August 1 of your graduating year.

Please note, after July 31st of your graduating year, there is a charge for each transcript sent. Payment is made on Parchment at the time of the request. No transcript requests will be taken over the phone or via email.

Per the FERPA agreement signed by you at the time of enrollment, all information required by universities and employers will be sent per their request initiated by you. A parent /guardian or eligible student may ask FMCHS to remove certain scores of college entrance exams from the transcript. Students often take college entrance exams multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

Off Campus Classes

Dual Credit

Father McGivney Catholic High School has dual credit opportunities with St. Louis University. Students may receive both high school and college credit for classes taken at these schools. As well, they may opt to use it as college credit only.

Students who participate in the 1818 Program are treated and held to the same responsibilities and expectations as on-campus students. Part of participating in the 1818 Program is to cultivate college readiness and preparedness. Therefore, students are held accountable for all aspects of participation, including keeping track of deadlines for registration, drop requests, and all other academic deadlines. All-important academic dates and calendars for 1818 can be found online at: <https://www.slu.edu/registrar/calendars/1818-calendar.php>. Students are responsible for knowing the appropriate dates and deadlines.

Student Eligibility- The 1818 Program is designed for exceptional high school juniors and seniors who have the ability, motivation and maturity to begin their college education before high school graduation. Therefore, the program adheres to all national, state, and accreditation guidelines, rules, and policies surrounding student eligibility in the geographic regions it operates. Every student admitted to the 1818 Program must meet the following admission standards:

- 1) Be a student in grade 11 or 12
- 2) Carry a cumulative GPA of 3.0 (on a 4.0 scale)
- 3) Be approved by the high school

Specific questions about the SLU 1818 Dual Credit program should be directed to your School Counselor.

Creating Entrepreneurial Opportunities (CEO) Program

CEO is a year-long course designed to utilize partnerships that provide an overview of business development and processes. Entrance to this program is based on applications submitted by interested and raising seniors. Our local business community partners with area schools to create project-based experiences for students by providing funding, expertise, meeting space, business tours, and one-on-one mentoring. Students visit area businesses, learn from guest speakers, participate in a class business, write business plans, and start and operate their own businesses. Business concepts learned through the experiential CEO class are critical; the 21st century skills of problem-solving, teamwork, self-motivation, responsibility, higher-order thinking, communication, and inquiry are at the heart of a student's development throughout the course. The course is held entirely off-campus during "zero hour". All course information and registration procedures are handled through the CEO facilitator.

Summer School/Credit Recovery

- If a student fails a required class, it is advised that the student retake this class online during the summer or in-person the next school year.
- FMCHS does not offer Summer School options on site. Summer school must be completed through a pre-approved online course.
- Your School Counselor will send a Credit Recovery Permission Click Form to parents of students who fail a class. This form must be completed to track and approve all credit recovery. Once the form is completed, links will be available for approved online credit recovery or scheduling changes will be made for the following school year if wishing for in-person credit recovery.

Online Courses

Online courses recorded on the student transcript will only be accepted for credit recovery with pre-approval by the Administration. Courses not offered at FMCHS may be taken for academic credit with approval from your School Counselor. Classes taken through the Catholic Virtual program and Founders Education/Educere are allowed with approval from your School Counselor. Courses online are paid for by the parents/guardians and are not part of the annual tuition and fees to attend FMCHS.

Attendance Procedures

Arrival and Departure

Classes start at 8:20 am. Students should be in their classroom no later than 8:20 a.m. Any student who arrives after that time must sign in at the reception/attendance desk in the main office and will count as an unexcused tardy unless otherwise excused.

Parents must notify the Main Office (618-855-9010) or email – Lindsey Jones (ljones@mcgivneygriffins.com) prior to the start of the school day if a student needs to be dismissed from school for any reason. Parents must indicate:

- 1) where the student will be going
- 2) who will be transporting the student
- 3) the time the student needs to leave
- 4) the approximate time of return
- 5) The student must sign out when leaving and sign in when returning to school

A student who becomes ill during the school day must report to the office, where they will contact a parent by telephone. The student may not leave campus unless the parent speaks with a school representative and gives permission to do so. Under these circumstances, a student will not ordinarily be allowed to drive alone or to go home if there would not be a responsible adult present. Parent permission may be given for a student to drive themselves home if the student is able to operate their vehicle safely. Students driving themselves home are required to call the main office 618-855-9010 when they reach home.

Tardiness

Students who are not in their classrooms or assigned area when the bell rings are tardy and may be excused with a validated hall pass. Students who are tardy to the building must sign in to the office. Excessive tardies will result in an appropriate progression of reminders, lunch detentions, service duties, after school detentions and in school detention. A parent phone call does not automatically excuse a tardy.

Discipline for School or Class Tardies:

1. 3 tardies = Meeting with Dean of Students and notification through email to parent or guardian.
2. 5 tardies = 1 lunch detention or 1 service duty during lunch to be determined by the Principal or Dean of Students and notification to the parents or guardians through email or phone call.
3. 10 tardies = 2 lunch detentions or 2 service duties during lunch to be determined by the Principal or Dean of Students and notification to the parents or guardians through email or phone call.
4. 15 tardies = 3 lunch detentions or 3 service duties during lunch to be determined by the Principal or Dean of Students and notification to the parents or guardians through email or phone call.
5. 20 tardies = 1 In school detention and notification to the parents or guardians through email or phone call. The student must also write a 600 word minimum paper on why punctuality is important in maintaining a successful profession or career and what specific strategies they will use to stop future tardies at school.

A student who will be late to school due to an appointment must have a parent inform the Main Office via phone call, email, or written note. The request must indicate where the student will be and the approximate time of arrival at school. Students arriving late must sign in with the attendance desk. If a student does not complete the sign in and reason sheet, they will receive an unexcused absence. After five unexcused absences and subsequent unexcused absences, a student will receive a discipline referral.

Absences

On the day a student is absent, a parent must call the school before 9:00 am. The call must be made **every day the student is absent unless communicated previously to the Office Manager or Dean of Students.** If the school does not receive a telephone call it will be assumed that the absence is without parental knowledge or consent and the parent will then be contacted.

Absences are noted as *Excused* or *Unexcused*, depending on the circumstances.

1. The following absences are always *excused*, provided the above procedures are followed:
 - a. illness,
 - b. death in the immediate family and
 - c. family emergency
2. Other absences *may be excused* if all of these conditions are met:
 - a. the above procedures are followed,
 - b. the absence occurs with the prior consent of the parents, and
 - c. the school is notified in advance of the absence

3. Other absences are always *unexcused* if:
 - a. they occur without the knowledge and consent of the parents (truancy),
 - b. they are the result of a suspension, unless otherwise stated by the Administration
 - c. the student has a record of frequent absenteeism or tardiness

Unexcused absence may receive a maximum of 50% of the grade assignment

Frequent absenteeism is defined as having missed ten percent (10%) of the meetings of any class in the current semester. Frequent tardiness is defined as five or more instances in the current semester. All absences are counted and recorded, whether excused or unexcused. Students with excessive absences may be required to have a Doctor's excuse each time they are absent. Any student missing over 10% will be required to attend a student/parent meeting with the Dean of Students and other members of the Administration as deemed necessary.

School sponsored activities are not counted towards this percentage. Any appeals may be submitted to the principal for consideration.

Pre-Arranged Absences

Pre-arranged absences may be granted for extended vacations, non-school sponsored athletic/extracurricular contests, college visits for juniors and seniors. **With the exception of absences other than medical, dentists, funerals, and family emergencies**, notice should be made in writing 2 school days in advance of the absence for these absences to be considered excused. A pre-arranged form (found in the office or on the school website) must be completed **BEFORE** the absence. The students have the responsibility for securing each teacher's signature and completing **all class work** prior to the absence, unless other arrangements have been made with each individual teacher.

Failure to pre-arrange the absence will result in an unexcused absence(s) unless approved by an FMCHS Administrator. Pre-arranged absences are not allowed during semester exams.

College Visits

Each student is allowed **Four** excused days for college visits during their **Junior and Senior** years. To be excused from class for a college day, the student must follow these procedures. If additional college days are needed, they may be approved by the administration.

1. Ask for a College Day Form in the main office or download and print one from the website.
2. The form must be signed by the parents/guardians.
3. The name and address of the college(s) must be completed.
4. This form must be returned to the Student Services Office **five days** before the college day.
5. Request an attendance verification sheet from Student Services to take with you on the college day.
6. Turn in the attendance verification form to the attendance secretary upon your return to school.
7. **The student is responsible for all work missed during college visits.**

The teacher has the option of having work turned in before the College Day or on the day the student returns. The student should not plan a college visit on a day that a test is given. If a test is given on the college day, the student is expected to make up the test on the day they return unless other arrangements have been made with the teacher.

School-Sponsored Activities - Attendance Requirements

Students who miss school because of a school-sponsored activity will not be considered absent. Sponsors of such activities will notify the teachers of students who will be participating. It is the responsibility of the students, however, to obtain assignments from their teachers, and the rules for makeup work apply.

On a regular school day an athlete must be in school by the beginning of the third period in order to be eligible to participate in a practice or a contest. A student is required to attend a minimum of his/her last five classes of the school day to be eligible to participate in a practice or a contest. If an athlete is absent from school because of illness, the athlete may not participate in a practice or a contest. On a daily basis each coach is to check the absentee lists with the high school office. If an athlete leaves school because of illness during the day, the athlete will not be eligible to participate in a practice or a contest. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Principal and Athletic Director. During a school suspension the athlete will not be allowed to participate in contests, practice sessions or any other school events

Incomplete Grades

Incomplete Grades will only be used in the most extreme cases and must be approved by the Director of Student Services, Dean of Students or the Principal in consultation with the Teacher. Any assignments that have resulted in

an "Incomplete" being given must be completed within 60 days after the beginning of the next semester. If the assignments have not been completed and turned in by the 60 day deadline the "Incomplete" will be converted to an "F" for that course.

Expectations for Student Behavior

Academic Integrity

Students are expected to conduct themselves according to the highest standards of personal integrity and accountability. The FMCHS Academic Integrity Code FMCHS 2023 - 2024 should be read and understood by students and parents. Students in violation of the Academic Integrity Code may be exempt from participating in leadership roles at FMCHS. The FMCHS Academic Integrity Code 2023 - 2024 is part of the Student Handbook and students and staff will follow the code. The code is located on FMCHS Website under the Admissions tab and is emailed to all parents and students annually. Hard copies are available upon request.

Mass Attendance

All students are required to attend School Masses.

Student Hallway Lockers

Lockers are school property and subject to inspection by authorized school personnel at any time. If necessary a student may be requested to clean their locker if it is not kept clean. Items should not be placed outside lockers for extended periods of time causing clutter in the hallway.

PE/Athletic Lockers and Locks

- Every locker will have a school-issued lock on it.
- Athletes in season will be issued a large, yellow locker; while others will be issued a small, blue locker upon request.
- Students are not required to have a PE locker and can use their school locker if they prefer
- Students should not share PE lockers

PE Lockers and Locks

- Locker checks will be done consistently. Students are expected to keep the Locker Rooms clean and safe at all times. Students are expected to report immediately any damages or missing items to the supervising teacher. Unattended bags and clothes left outside the locker room or left in a locker with no lock will be collected and held by the PE teachers during the day. A fine of \$1.00 will be administered to retrieve the items. Students should always lock their locker when they are not present. Visiting teams and others utilize our locker rooms on a consistent basis.
- Locks for athletic lockers are provided and assigned by the PE teacher at the start of the school year. If a student loses their lock a replacement lock must be purchased for \$5.00 by the student or family. Students are no longer dressing out for PE, so lockers will only be issued to in season athletes. At the conclusion of the season, the athletic director will transition students out of the lockers if they are not participating in a sport.

Cell Phones/Electronic Equipment

Upon entering the school building, all electronic devices must be turned off and placed in the student's locker until the end of the last scheduled class. No student shall use or have on his/her person any cell phone, musical device, or similar electronic device, including but not limited to Smart Watches (i.e. Apple watches or Fitbits etc.) that causes a distraction to the learning environment. These devices will be confiscated and returned to the student at the administrator's discretion. Additional disciplinary actions will occur. Phones must be kept in the OFF position during school hours. If an emergency or crisis situation arises, administration is to defer to the building crisis plan procedures. Without prior permission by an administrator, the use of electronic devices, including school issued computers/chromebooks, to take pictures is prohibited. Electronic devices or social media sites may not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local state, federal laws or the pillars and Statement of Principles of Father McGivney High School. Game playing, internet or email access, sending electronic messages, including chat features, not related to teacher assigned learning experiences or activities approved by the Administration, teachers, club sponsor, or athletic coach is prohibited. Gambling or making purchases of any kind using electronic devices is not permitted. The institution is not responsible for the security of any electronic device and is not responsible for lost or damaged electronic devices.

Violation of the rules regarding electronic device usage may result in the revocation of permission to bring electronic devices to school or to programs and may result in discipline and/or confiscation of electronic devices.

If in violation of the Cell Phone/Electronic Devices Policy, the following consequences will be administered

- 1st offense - Turn in your cell phone to the office by 8:20 am every day for a week. Phones may be picked up at the end of the day. Parents will be contacted regarding the infraction via email or phone.
- 2nd offense - Turn in the cell phone to the office by 8:20 am every day for two weeks. Phones may be picked up at the end of the day. Parents will be contacted regarding the infraction via email or phone.
- 3rd offense - Turn in the cell phone to the office by 8:20 am every day for the rest of the school year. This will also be categorized as a major offense and considered insubordination. A meeting with parents will be scheduled to discuss this behavior. Additional consequences will be administered.
- Additional violations may result in suspension or other consequences deemed necessary by the Administration including, but not limited to out of school suspension without the privilege of completing assignments missed during the suspension, turning in the cell phone to the Main Office every day for the rest of the school year.

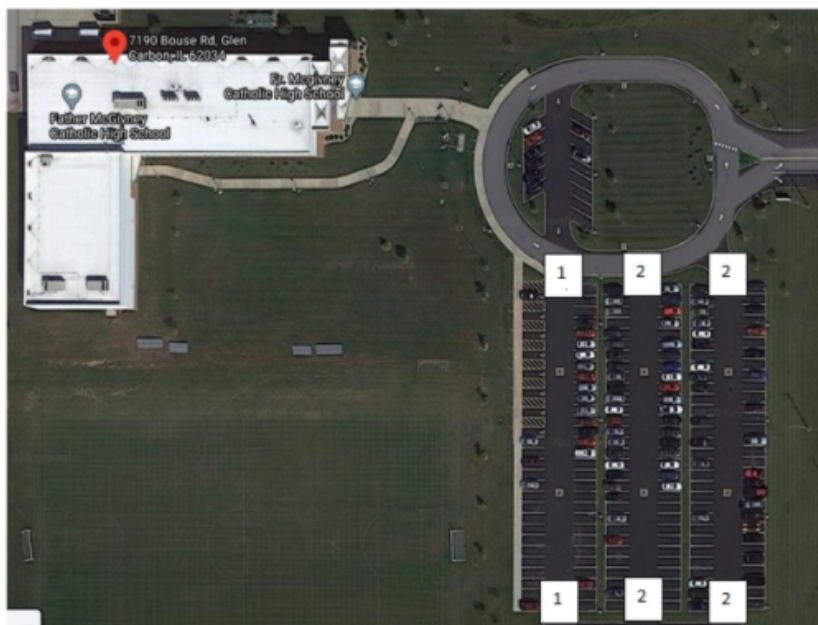
Vehicle Searches/Parking Permits

All motor vehicles parked on school property are subject to search by school authorities without notice or consent of the student and without a search warrant. Unauthorized items may be subject to seizure. Students should have absolutely no expectation of privacy of motor vehicles parked on school property or registered with FMCHS. Parking permits are purchased online through the Dean of Students. You must have a parking permit before parking on the school campus during the school day. A valid FMCHS Parking Hang Tag must be displayed on the rearview mirror or front dashboard while parked in the FMCHS lot. Violation of hang tag policies may result in the student forfeiting the privilege of parking in the FMCHS parking lot.

Parking

All students who drive to school must register their cars with the office and obtain a parking permit as well as an parking space assigned by the Main Office. The car license plate number, car model and color, car insurance company and policy number and student's driver's license number must be all given in Permission Click before the permit is paid for. The proper parking permit must be displayed in the vehicle at all times while on campus. **Students are allowed to park in sections 1 and 2 of the parking lot (see diagram below) but NOT IN THE CIRCLE DRIVE without express permission from the Main Office.** Safe driving practices must be observed at all times. Any safety violations may result in revocation of the parking permit along with parking and driving privileges on campus. Any vehicle parked on school property without valid registration is subject to towing at the owner's expense, and is subject to search. Cars that are improperly parked may be towed at the driver's expense.

Students parking outside sections 1 and 2 without permission from the Main office are subject to disciplinary action.



Reckless Driving

Reckless driving on school property will not be tolerated and is deemed a major offense. Consequences for violating this policy include but are not limited to; revoking a student's privilege to park on FMCHS property for a period of time determined by the Administration, calling the authorities, suspension or expulsion from FMCHS for the remainder of that school year.

Bullying

Father McGivney Catholic High School shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. Bullying is repeated one – sided behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. Violation of this policy may result in detention, suspension or expulsion.

Pregnancy/Abortion/Parenting Policy

Father McGivney Catholic High School affirms the moral teaching of the Catholic Church including the teaching of the holiness and giftedness of life. To be true to its Gospel task, we equally assert the values of forgiveness and compassion. Believing that the truly Christian response to a young person facing adult situations and decisions is focused on the person, the administration will deal with each student involved in pregnancy/abortion/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents/guardian and the Principal to determine those arrangements for the student's completion of his/her education, health and well-being which are deemed best for all concerned.

Possession or Use of Weapons or Look Alike Weapons in School

Catholic schools in the Diocese of Springfield teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices, including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury.

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the

student shall be expelled from school. In cases where there are substantial mitigating circumstances, the principal may impose a suspension rather than an expulsion.

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

FMCHS reserves the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. (In the event of a violation of this policy, FMCHS will follow the administrative regulations of the diocese, which are posted at <http://oce.dio.org> policy number 4803)

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

Sexual Harassment and Sexual Violence Policy

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

Dress and Appearance Code

Students are expected to always present a neat, clean and modest appearance. Any attire deemed inappropriate, distracting, immodest, or unsafe by the administration is a violation of the Dress Code. Students not in compliance will be sent to the office to rent the correct uniform piece. The cost to rent is \$1/uniform piece. If the violation cannot be corrected the rental fee will still be charged to the student or family and the student will be asked to correct the dress code violation to the best of their ability. This rental fee will be paid by the student immediately at the time of rental. If the fee cannot be paid at the time of rental the school will charge the family through their Renweb account. These fees must be paid by the end of each semester and will be treated as any other financial obligation to Father McGivney Catholic High School.

To view appropriate style of dress, visit our website and click on the "Parents" tab at the top of the page. There is a "Uniform Ordering Information" link providing details about approved uniform providers. Land's End, Fischer's School Uniforms and BSN approved gear are the ONLY authorized providers of FMCHS uniform apparel.

Teachers and coaches may impose a higher standard for field trips, special programs, or game days. Coaches will designate one approved game / day per week during the season that students may dress as a team. No t-shirts are allowed unless approved by the Principal.

Backpacks

Backpacks will not be allowed. Backpacks can be a safety hazard and can also be a distraction to the learning environment. All students will have a school locker to keep their books or personal items in.

Shirts, Shirts/Skirts, Blouses, Mass Attire, Dress Down Guidelines, Athletic uniforms/club spirit wear and Outerwear

Shirt: The students must wear a white, navy, or green polo shirt with the school's logo which can only be purchased through approved vendors. Shirts should be tucked in at all times.

Shorts/Skirts: Shorts and skirts must be no shorter than mid thigh, khaki in color or approved plaid pattern from Land's End, Fishers or BSN.

Outerwear: If a student wishes to wear an additional piece of clothing for warmth, it must be from a school approved vendor (BSN, Land's End or Fishers) and be on the school approved list. When wearing a school approved pullover students must have a school approved collared shirt underneath the pullover.

Regular Weekly Mass Attire: Students are expected to wear their normal McGivney uniform on our weekly Tuesday and Thursday masses.

ALL SCHOOL Mass Attire: Students will be required to wear a solid white (no logo) full button down oxford dress shirt / dress oxford blouse with a collar. The shirt is required to be tucked in at all times. No polo shirts are allowed on Mass Days. Female students will have the option of the crossover tie or traditional tie. Male students must wear traditional ties. Both ties must be purchased through Land's End. Shorts and fleeces MAY NOT be worn on Mass Days. Navy, gray or black sport coats may be worn during Mass. Shoes must be leather. No fabric shoes are allowed on ALL School Mass Days.

Athletic/Club/Spirit wear:

Student Athletes and club members are allowed to wear jerseys/warm-ups on the day of their competition/performance. All athletic wear and spirit wear must be approved by the coach/sponsor and Principal or designee prior to wearing those items for the first time.

Undershirts (optional): Undershirts must be solid white, or navy, short or long sleeved and must be free from any writing that shows through the shirt.

Dress Down Day Guidelines:

Students may wear the following:

1. Jeans
2. t-shirts
3. Tennis shoes
4. Sweatshirts (hooded or not hooded)
5. Sweatpants
6. Shorts of appropriate length no shorter than mid thigh. (Office will make that determination). They may be athletic shorts or dress shorts.
7. Yoga pants and Spandex as long as your backside is covered

Dress restrictions

1. No hats or bandanas
2. No sandals, flip-flops or house slippers
3. No tears in your jeans or pants.
4. No inappropriate logos or writing on clothing.
5. No pajama pants or slippers

The Principal or designated representative will be the final judge if a piece of clothing is inappropriate. If the clothing is deemed inappropriate the student will be asked to put on school approved clothing and his/her parents/guardian will be notified.

Pants, Dress Shorts, Slacks, and Skirts

Khaki tailored pants, khaki pleated skirts, khaki skorts, or walking shorts (in season and no shorter than two inches above the knee) purchased from an approved vendor may be worn. A black or brown belt must be worn and be in all belt loops.

The plaid skirts and khaki pleated skirts must be purchased through Fischer's and must be no shorter than two inches above the knee. The khaki skort must be purchased through Land's End.

Pants and shorts must be worn at the waist, never at the hips.

Shorts may be worn all year long. Leggings are allowed to be worn under skirts, but must be solid black or navy. No writing on leggings is permitted. Sweatpants are not allowed to be worn under skirts/skorts during normal school hours.

Shoes/Socks

Tennis shoes and leather shoes with standard heel and standard sole must be worn. Open-back shoes, house slippers, and athletic slides are not allowed (even if they are black or brown leather). Socks must be worn with shoes at all times. Administration will make the final decision if the style of shoe is appropriate to be worn during school hours.

Hair/Facial Hair

Hair must be of one, approved natural color, neat and clean. (For boys; hair must be off the face and collar). In compliance with SB 0817, Father McGivney Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture. No designs of any kind may be cut into the hair.

Boys must be clean-shaven at all times, and sideburns must not be lower than the bottom of the earlobe. Any student not in compliance with the facial hair policy will be required to shave based on the Dean of Students/Administrations timeframe. Continued failure to comply with this policy will result in disciplinary action.

Hats/Jewelry

Hats must be removed upon entering the school building and must remain off the entire school day and stored in lockers.

Appropriate rings and watches, medals, crosses, etc. must be worn so they are not a distraction to learning or pose a danger to students. Students may not wear excessive or unsafe earrings, maximum of 2 piercings in each ear. Piercings in any other areas are not allowed to be visible during school hours or school related events.

DANCES

A student must be in attendance the entire school day prior to the day of the dance in order to participate in the dance. Students are expected to maintain appropriate dancing, photography, posing, attire, and behavior at all times. Students will not be allowed to re-enter the dance once they leave.

Attire

Young women wear fancy dresses that are classy and dignified, while young men wear suits or sport coats, dress shirts and ties, dress slacks, and dress shoes. At Prom, young women wear formal gowns while young men traditionally wear formal attire, however, they may also wear suits with ties and dress shoes. At all dances good taste in apparel choices are expected at all times for all students, keeping in mind this is a school function. If students show up to a dance not dressed appropriately they will be asked to change or alter their attire to represent themselves and the school appropriately. All students are encouraged to share dress and attire choices with Mrs. Madura or Mr. Lombardi for prior approval based on Dress Guidelines. Dress approval forms are available along with Dress Guidelines are available from our Activity Director, Jessica Heidemann (jheidemann@mcgivneygriffins.com).

Some dress styles are not acceptable for Father McGivney Catholic High School's (FMCHS) dances. These styles include any dress with

- a sheer overlay that appears to expose the cleavage, torso, or midriff;
- a dress or dress shirt with a plunging neckline; a backless dress;
- a two-piece dress that exposes the midriff; any dress with an excessive slit;
- any dress shorter than mid-thigh

Students are expected to remain appropriately clothed throughout the dance, tank tops, shorts, and other informal attire is not allowed. Inappropriately dressed students may be asked to change or amend attire at the dance. If the attire cannot be amended, the student may be asked to leave without a ticket refund.

Non-FMCHS Student Guests

FMCHS students may invite a non-FMCHS student as a guest to Homecoming, Sadie Hawkins, and Prom. At least one of the students must be a FMCHS Catholic student. The non-FMCHS guest must have graduated from 8th grade, must be younger than 21 years of age, and must not have been expelled from FMCHS. Freshmen are not allowed to attend Prom. Students from other schools may not purchase an individual ticket for any of the FMCHS dances. The FMCHS student is responsible for sharing dance applicable information with the guest and ensuring the guest will comply with FMCHS behavior expectations.

Homecoming

- The Homecoming Dance is a formal dance. Students may not return to the dance once they leave.
- FMCHS students may purchase an individual ticket or choose to purchase one additional ticket for a guest. Ticket sales occur through the Portal. Limited higher priced tickets may be available for purchase at the door.

Prom

Prom is a formal dinner and dance. Doors open at 6:30pm and the dance ends at 10:00pm. Students may not return to the dance once they leave. This dance is reserved for upper-class students:

- FMCHS junior and senior students may attend with or without a guest.
- FMCHS sophomore students may only attend if invited to attend as part of a couple by a FMCHS Catholic senior or junior student.
- FMCHS and Non- FMCHS students who are Freshman may not attend prom.

Any student bringing a guest from a different school, MUST complete a guest request form and provide all required documentation prior to the event. All guests are required to comply with FMCHS rules, regulations and dress code.

Any clothing that violates the policy will NOT be allowed into the event until the attire is in-line with these guidelines. If a dress or outfit does not meet the above requirements the student will be required to correct the issue which may entail putting on a shirt provided by the school.

Tattoos, Jackets, coats and hoodies

Visible tattoos or similar decorations are not allowed. Coats, jackets, hoodies, etc. must be kept in the locker during the school day unless receiving prior approval from Administration.

Physical Education (Men and Women)

- Students will participate in PE in their school uniforms. Separate PE uniforms will not be needed.
- Strength and Conditioning PE classes will be given instructions from their teacher regarding dress guidelines.

Weight room

Students must be supervised at all times by a McGivney staff member when using the weight room and gym.

Discipline Code

One of the principles of Catholic education is that learning self-discipline is as important to future success as being academically successful. Students at the Father McGivney Catholic High School are expected to show respect for the dignity, rights, property, welfare, and safety of others. They must understand that they are expected to use good judgment in all of their actions and that they cannot be protected from the consequences of bad decisions.

The guidelines for disciplinary action which follow are not intended to cover every possible situation, and the lists of offenses are intended only to be representative of their relative seriousness. The administration has wide latitude in dealing with student behavior, although there is no cause for corporal punishment at Father McGivney Catholic High School.

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action including suspension or may be recommended to the school board for expulsion. All threats of violence, including but not limited to bullying, harassment or criminal offenses, will be taken seriously and students making threats will be disciplined in an appropriate manner. The Administration may require a release from a medical professional (psychiatrist or psychologist) in writing that it is safe for both the student and the others in the school for the student to return back to school.

A student in the Catholic school should not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. Details of the suspension will be provided to the parents/guardians and the students within 48 hours of the suspension. The date of the suspension and a summation of the parent conference shall be kept on file. The time period of suspension may not exceed ten (10) school days. If expulsion is necessary, the date of the withdrawal and the word "misconduct" will be annotated on the student's school record. At the option of the school, if the reason for the expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record and will be reported to the proper authorities. A student has the right to appeal an accusation of violation, or a suspension, by a written appeal to the Principal. All appeal processes and student grievance procedures are based on the concept of fairness. Final decisions on all matters are made by the administration and/or the President of FMCHS. Any appeals must be made in writing to the administration within three school days of the school's action.

Minor Offenses

Minor Offenses are typically dealt with by an appropriate progression of reminders, telephone calls to parents, after school detentions and lunch detentions. Additional incidents may result in suspension and/or disciplinary probation.

Some examples of minor offenses are:

1. Excessive Tardiness
2. Dress and Appearance Code violation
3. Public displays of affection
4. Littering and to include properly cleaning up your lunch space in the Griffin's Nest
5. Food or drink outside cafeteria
6. Attendance procedure violation
7. Out of class without pass
8. Use of a prohibited electronic device

Major Offenses

Major offenses will result in disciplinary actions. The discipline may range from after school detention, lunch detention, in school detention, in school suspension, suspension, social probation, and possible expulsion by the school board. 3 major infractions will result in a meeting with Administration, student and parents.

Some examples of major offenses are:

1. Academic dishonesty
2. Profanity or vulgar language or behavior
3. Making false or malicious statements about a student or school personnel
4. Lying to school personnel
5. Gross disrespect to school personnel and fellow students
6. Forgery of notes or signatures
7. Disruption of class, assembly or mass
8. Defacing school property
9. Possession of incendiary and/or vaping device
10. Violation of computer use rules
11. Interfering with locks
12. Vandalism
13. Theft
14. Use of racial, ethnic, religious or gender oriented slurs through statements, social media, gestures, or the wearing of apparel which conveys any of these.
15. Interfering with the operation of any security system (i.e. – fire alarm)
16. Causing and interfering with a false alarm
17. Cutting class, including mass or assembly
18. Chronic minor offenses
19. Reckless driving on school property, during school time, or to or from school activities

Intolerable Offenses

An Intolerable Offense will result in at least a suspension and disciplinary probation. In most cases, these offenses also fall under the juvenile or criminal code, and will be reported to legal authorities. Generally, students who commit intolerable offenses will be asked to withdraw from the school. Administration will meet with students and family for all intolerable offenses.

Some examples of intolerable offenses are:

1. Fighting / Assault of another student or school personnel
2. Intimidation or harassment of another person or school personnel
3. Possession of a weapon
4. Use of incendiary devices
5. Chronic major offenses
6. Possession or use of drugs, alcohol, or tobacco

Any student found to be in possession of drugs or a weapon will be immediately suspended from school. The drugs or a weapon will be confiscated, police officials contacted and parents or guardians will be contacted. The student will be asked to leave school grounds as soon as transportation can safely be arranged by the parents/guardians. Students are allowed to drive themselves home with the parents permission if the Administration feels the student is not at risk of harming themselves or others.

Police Questioning and Apprehension

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

be notified immediately and informed of the intent of the law enforcement authorities, a student's parent or guardian has a right to be present if the conference is held at school, if the student's parent or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant, if there is not a warrant or if it is impossible for the parent or guardian to be present and they request it, the administrator should be a witness to the conference held at school. HB2627 states contact with a parent needs to be made and if they cannot be at school during questioning, that school personnel, including, but not limited to, a school social worker, a school psychologist, a school nurse, a school counselor, or any other mental Health professionals are present during the questioning.

Detentions

Detentions will be held at a time agreed upon by the Administration and/or teacher assigning the detention. Failure to fully serve a detention will result in two detentions. Failure to serve the two assigned detentions will result in an additional detention, in-school detention or out of school suspension and make-up of the two detentions.

The Dress and Appearance Code is in effect during detentions. Students are to remain seated and silent until the end of the detention period. Sleeping is not allowed, and students will not be excused from detention to go to lockers or to the restroom without sufficient cause. Students who report late to a detention, who do not follow detention guidelines, or who cause a disturbance during detention, will be asked to leave. These students will not have fulfilled the detention and will be assigned two detentions.

A detention may be rescheduled only for serious reasons (Administration approval). It may be rescheduled only once and must be done before the assigned detention. Students who are absent on the day of the detention will automatically have their detention rescheduled for the following school day.

Students in athletics and extracurricular activities are not excused and must serve detention before they can practice or compete in a competition that day unless other arrangements have been made with the Administration.

Conflict Resolution

If there is a conflict involving a student and a teacher, the student should first discuss the issue with the instructor. If that meeting does not eliminate the problem, the student should contact the Administration (Principal, School Counselor, Director, Dean of Students, Athletic or Assistant Athletic Director or Faith Formation Director). Any problems related to extracurricular areas should mirror the procedure above.

Extracurricular Code and Eligibility

Grade Check/Eligibility:

FMCHS conducts weekly grade checks as required by the IHSA. To remain eligible, an athlete or member of an extracurricular club or activity must be passing five classes or 25 credit hours of work per week. The grade check is done on Monday of each week.

School sponsored athletic and extracurricular programs are to be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school. FMCHS conducts weekly grade checks on students participating in athletics and Extracurricular Activities. Students must be in classes by the beginning of the 3rd hour on the day in which they participate in or attend school activities. Because of the primary importance of academic achievement, students who participate in extracurricular activities are expected to be in good academic standing. Organizations within the school, however, retain the right to set higher standards than those given above. After try-outs or elections, eligibility is as follows:

When a student is not passing the required 25 credit hours at the weekly eligibility check, the student is rendered ineligible to play or participate for one (1) week. The ineligibility runs from Monday to the next Monday.

- Students are responsible for taking the initiative to connect with teachers and/or school counselors to make a plan to improve his/her academic standing. The student is also expected to attend tutoring options available at FMCHS. It is not appropriate for the student to approach a teacher to ask for a grade change for that week or for a higher grade without doing the work.
- Students who are ineligible must show academic improvement after the first week (**i.e. turned in missing assignments, held meetings with the teacher, went to tutoring**). If no academic improvement occurs after the first week students would be required to have a formal agreement with the teacher, coach and Dean of Students that may involve not attending practices to attend required tutoring sessions and may affect their playing time.
- If an athlete is not passing 25 credit hours of work at the end of the 2nd semester, they are able to make up one class to be eligible for the next sports season. In order to do this, they must have principal approval.

Extracurricular activities are an extension of and adjunct to formal classroom education. Participation in extracurricular activities is a privilege and not a right. See Athletic Handbook for details regarding code of conduct for all students participating in athletics or extracurricular clubs and activities.

Miscellaneous

Computers/Internet Use -FMCHS uses software/internet monitoring software on school issued electronic devices at all times (inside and outside of normal school hours).

FMCHS abides by the Springfield Diocese's Information Technology Systems Policy.

- 1) No one may alter any equipment or software.
- 2) All passwords and access codes will be assigned and administered by the main office.
 - a) Users should always lock their computers when unsecured.
 - b) Accounts or passwords must not be shared with someone else.
 - c) Users should file personal documents to Google Drive, never on a local C: drive.
- 3) No software or applications may be installed on school computers without the fully informed and expressed permission of the Principal, and no software may be copied from school computers for use on another computer.
- 4) The administration has access to all files at all times.
- 5) Users may not send broadcast, group, or alias messages.
- 6) Any attempts to access directories or files other than the user's own, whether on a local, network, or remote system, will result in suspension of the user's account.
- 7) Students will not access unauthorized resources or websites.
- 8) All students will comply with the internet/technology agreement they sign at the beginning of each school year.
- 9) Technology being used to harass, bully or intimidate FMCHS students, faculty and staff will be considered a major offense and appropriate disciplinary action will be taken.
- 10) If the chromebook is no longer under warranty the family is responsible for the cost of repair. On average; screen replacement costs \$75.00 and keyboard/mouse replacement costs \$175.00
- 11) Replacement chargers cost \$25.00.

The chromebook issued to each student is the property of Father McGivney Catholic High School. Use of the chromebook by the student occurs while they are attending FMCHS. If a student withdraws or is not permitted to attend Father McGivney Catholic High School they must return the chromebook or pay the cost of replacement. A student's Official Transcripts will be withheld until all financial and academic obligations are met by the student and their family.

Father McGivney Catholic High School has the sole right at any time for any reason to terminate any user's access to and the use of the school email and/or the school sponsored Internet. All students will abide by the Computer Usage Agreement, as agreed/signed. If access to technology is removed due to a violation of the Computer/Internet Use agreement the family is responsible for finding alternative methods of gaining access to textbooks (i.e. purchasing their own hardbound copies, etc.).

Photograph Usage Statement

Student photographs and names will be used in the paper, FMCHS social media accounts, on the internet or where appropriate unless a written objection is received from the parent or legal guardian. It is the parents/guardians responsibility to inform school personnel (Office Manager, Principal, Dean of Students) not to use their child's name in FMCHS publications, social media etc.

Food and Drink

All food and drink is to be consumed in the Griffin's Nest/student lounge. No food or drink is allowed in the halls or the classrooms unless approved by the Teacher or Administration. Exceptions to this rule: Water may be consumed in hallways or classrooms as long as the water is in a non-breakable re-sealable bottle. Teachers may opt to limit or exclude water in the classroom. No food, other than food to be consumed for lunch, is allowed in lockers.

Telephones and Messages

A telephone is provided for student use in the main office. Students are not allowed to use the telephones in the offices or classrooms without express permission from faculty or staff. When a message for a student is received in the office, the student will be called to the office and made aware of the message.

Use of Facility/School Grounds

Any use of school grounds and athletic facilities requires prior approval from the administration. For the safety of our students, any activity that is unsupervised by school personnel is strictly prohibited.

Building Security

Father McGivney Catholic High School is equipped with a modern security system, which includes electronic monitoring of all entrances, security cameras in and around the school premise and fire alarms. Any attempt to defeat the purpose of any part of the security system is prohibited. This specifically includes either disabling or purposely activating a smoke, fire, or motion detector, propping open or preventing outside doors from locking, or admitting anyone into the building without proper authorization. All doors to the building will be locked from the start of school until school ends. Entry is made through the front door. The Office Manager will open the door.

Asbestos-containing materials in schools

Parents, legal Guardians, Teachers, Employees and All Other Occupants: In accordance with Federal Register 40 CFR 763 Asbestos-Containing Materials in Schools, Final Rule (Asbestos Hazard Energy Response Act, AHERA), New Father McGivney Catholic High School has an asbestos Management Plan located in the head of Maintenance's Office. The plan may be reviewed during normal business hours.

Field Trips

For each individual field trip, a parental permission form will be forwarded to parents for a signature. No student will be allowed to attend a field trip without a signed permission form (a copy of the permission form can be found on the FMCHS website). All chaperones will abide by the Policy on Working With Minors for the Dioceses. A field trip is a privilege, not a right. Students experiencing behavioral/academic difficulties will not be allowed to leave campus. The exception to this rule is if the field trip is part of the grade earning process. Students may be assigned an alternative assignment if necessary.

Prescription & Over-the-Counter Medications

Whenever possible, the schedule for administration of prescription medications should be adjusted so that school hours are not involved. If medications must be taken during school hours, the medications must be taken to the office in the original container; along with specific instructions for their use (actual times should be listed, for example, rather than the number of times per day) before the start of the school day. If medications are to be administered "as needed" or "on demand," the instructions must include the medical indications and/or contraindications for their use. Prescriptions and Over-the-Counter Medications are not allowed to be on the student, in lockers or other areas outside of the Main Office during normal school hours.

The school will make every reasonable attempt to comply with the medication needs of the students, but cannot and will not accept responsibility for administering medications at the proper times.

Any student requesting medication (prescribed or over-the-counter) MUST bring in a prescription authorization form and bring in a bottle labeled with their name on it. This includes all over-the-counter medication.

Communicable Diseases

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

School Insurance

All students must be covered by accident insurance, and their parents sign an affidavit to that effect at the time they enroll at Father McGivney Catholic High School. The coverage may be provided by family insurance and/or additional student coverage.

Father McGivney Catholic High School offers student accident coverage through Markel at Seven Corners, Inc. Information about school insurance from Markel at Seven Corners, Inc. is available in the main office.

Student Services

Counseling

Students who need to see the School Counselors may do so before or after school or during lunch hour without an appointment. During class hours however, the School Counselors may not always be available. If there is no one in the counseling office, students should schedule an appointment in the main office, and the School Counselors will make arrangements to meet with the student as soon as possible. If the student is experiencing an emergency crisis, they should ask for immediate help.

Testing

Father McGivney Catholic High School students are expected to take the following exams:

- Freshmen – Pre-ACT Exam*
 - Sophomores – Pre-ACT*
 - Juniors – ACT in Spring
 - Seniors – ACT dates vary
 - AP in Spring
 - ACRE
- *recommended for all students

All exam fees are included in the annual student enrollment fee with the exception of Advanced Placement Exams (AP). AP exam fees are additional and will be requested each year a student is enrolled in an AP course and elects to take the exam.

Appendix A

FMCHS Policy on Substance Abuse

The staff of Father McGivney Catholic High School is aware of the ongoing dangers of illegal substances/alcohol in the high school experience. We strive to provide preventative education and a drug-free climate for the students of Father McGivney. We oppose the use of all illegal substances including alcohol, by high school students. Though we are firmly committed to assisting students with drug/alcohol related problems, we will not compromise the safety of the student body at Father McGivney Catholic High School.

For purposes of this policy, a student found to be in possession of any drug paraphernalia, any illegal drug, alcohol, or prescription not prescribed for the student, or having consumed any illegal substance is in violation of this policy. All student's lockers and personal belongings are subject to random search at any time at the discretion of the Administration and illegal items will be confiscated.

Substance abuse violation on school grounds: If a student is on school grounds or attending a school sponsored event and a teacher, coach or supervisor observes behavior or physical evidence that suggests that the student has consumed an illegal substance, parents will be called. The student may be asked to undergo a breath test for alcohol or urinalysis/blood work for other substances. The purpose of the test will be to verify the student's claim of not having consumed an illegal substance.

Should the parent refuse permission or a student refuses to cooperate with the testing, the student will have violated this policy.

Students in violation of this policy while on school grounds, any Father McGivney Catholic High School activity or that of any other school will receive the following consequences:

- The student may be suspended and/or expelled, as determined by the Principal
- If the student is expelled, the registration is canceled
- If the student is suspended, he/she may not participate in extracurricular activities for a length of time determined by the Athletic Code, by-laws or by the administration

Substance Abuse Violation off School Grounds: Students found to be in violation of the school substance abuse policy while off school grounds, or those in attendance at any event where illegal drugs and/or alcohol are present will be in violation of this policy.

Upon receiving any report from any school personnel regarding a verified incident involving drugs or weapons in a school or on school owned or leased property, the Principal or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the

Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

Father McGivney Catholic High School reserves the right to cancel the registration of any student who provides or sells alcohol or any illegal substance, or contradicts the drug-free philosophy in any way.

Appendix B

Athletic/Activity Communication; Player/Parent/Coach Relationship

See Athletic Handbook located at <https://mcgivneygriffins.com/athletics/important-athletic-forms/>

Appendix C

Illinois High School Association Athletic Code

Illinois High School Association Athletic Code can be found at <http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx> in the Athletic Handbook, or on the FMCHS website.

Appendix D

Diocese of Springfield Bullying and Harassment Policy

Diocese of Springfield Bullying and Harassment Policy can be found at <http://www.dio.org/catechesis/forms-and-documents/PolicyHandbook> or on the FMCHS website.

Appendix E

Sexual Abuse Policies and Procedures

Sexual Abuse Policies relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers.

Diocese of Springfield Policy on Working With Minors can be found at <http://www.dio.org/safeenvironment/policies>

Appendix F

Diocesan Policy on Working With Minors

Diocese of Springfield Policy on Working with Minors can be found at <http://www.dio.org/safeenvironment/policies>

Father McGivney Catholic High School

Dear Father McGivney Catholic High School Parent(s) and Students,

Thank you for choosing Father McGivney Catholic High School to meet your education needs. We appreciate the opportunity to provide you with a Catholic Faith-based curriculum and school setting.

Our Student/Parent Handbook is available for download and reference at www.McGivneyGriffins.com under the “Students” tab at the top of the window. Documents are also located in a shared Google Drive. It is provided as a guide with rules, policies and expectations. Please know that you are responsible for reading the content within and we must have this signature statement returned before the first day of school in order to continue attending classes. Thank you for your prompt attention.

We (guardian/parent(s)/student) have viewed and read the Father McGivney Catholic High School Parent/Student Handbook available on the school website: www.McGivneyGriffins.com. We understand the content within and agree to abide by the policies, rules, standards, and expectations outlined within.

Signature (parent(s)/guardian(s))

Date

Signature (student)

Printed name of student

