

FATHER
MCGIVNEY
CATHOLIC HIGH SCHOOL



SERVIRE CULTURAE VITAE

2020-2021 Student Handbook

Father McGivney Catholic High School

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FMCHS and the Board of Directors 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 illumined 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 through prayer, service, and evangelization and should be educated based upon the Catechism of the Catholic Church.
- In a collaborative and cooperative spirit being fostered between parents, the school and the community.
- In serving others as Jesus Christ did, both as individuals and as a faith community.
- In providing a learning environment that engages our students as active learners who accept the responsibility to achieve their greatest academic potential.
- In cultivating a supportive, healthy and challenging environment which recognizes the dignity, needs, and diversity of all individuals.
- The Administration, Faculty, Staff, Coaches, and Parents 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
Athletic Director.....	Mr. Jeff Oller
Activities Director.....	Mr. Jeff Oller and Mrs. Laura Mannisi
Development Director.....	Mrs. Elizabeth Moody

Technology Director.....Mr. Richard Koerper
 Admissions and Marketing Director..... Mrs. Lisa Rolves
 Faith Formation Director..... Mr. Craig Brummer
 Director of Student Services.....Mrs. Bobbie Madura

Faculty

Theology..... Mrs. Julie Scheller
 Theology..... Mr. Patrick LeBlanc
 Math.....Ms. Natalie Walker
 Math..... Mrs. Marta Savorani
 Math..... Mrs. Laura Mannisi
 Science..... Ms. Katie Lyons
 Science..... Mrs. Brandy Hildebrand
 Physical Education.....Mr. Jeff Oller
 Physical Education/Health..... Mr. Russel Hart
 Spanish..... Mrs. Brenda Cook
 Spanish.....Mr. Dennis Svoboda
 Spanish.....Mrs. Brooke Larkin
 Music..... Ms. Jill Griffin
 English..... Mr. Jeremy Kovarik
 English..... Mrs. Margaret Dorgan
 Social Studies/Social Sciences.....Mr. Bryan Conner
 Social Studies/Social Sciences..... Ms. Megan Caperton
 Art..... Mrs. Mary Campbell

Staff

Office Manager.....Mrs. Lindsey Jones
 Head of Maintenance.....Mr. Rick Noll
 Lunch/Study Hall Monitor.....Mrs. Lori Mitan
 Lunch/Study Hall Monitor.....Mrs. Candice Carden

Board

Priest – St. Boniface, Edwardsville.....	Rev. Jeff Goeckner
Priest – St. Elizabeth, Granite City.....	Rev. Alfred Tumwesigye
St. Mary – Edwardsville.....	Mr. Doug Villhard, President
St. Boniface – Edwardsville.....	Mr. Steve Hyten
St. Cecilia – Glen Carbon.....	Mrs. Tammy Voepel
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. Walter Jones
St. Elizabeth – Granite City.....	Mr. Scott Jones
Holy Family – Granite City.....	Mrs. Marge Pennell
at Large.....	Mr. Jack Hake, Vice President
at Large.....	Mr. Steve Kassing, Treasurer
at Large.....	Mr. Jon Boulanger
Legal Council (non-voting member).....	Mr. John Gibbons
Diocesan Superintendent of Schools (non-voting member).....	Mrs. Brandi Borries
Principal (non-voting member).....	Mr. Joseph Lombardi

2020-2021 Academic Calendar

Aug 11 - Staff Retreat

Aug 12 - Staff Meeting

Aug 13 - 1st day of school; dismiss at 1:55;

bring your own lunch

Aug 14 - Bring your own lunch

Aug 17 - Zero Hour and Lunch Service Begins

Sept 4 - Professional Development (PD);

dismiss at 1:55

Sept 7 - No School; Labor Day

Oct 9 - PD; dismiss at 1:55

Oct 12 - No School; Columbus Day

Oct 29 - Early Dismissal at 11:30; Parent-

Teacher Conferences 1-8pm

Oct 30 - No School; Parent-Teacher

Conferences 8:30-12:30pm

Nov 6 - Mock Snow Day

Nov 11 - No School; Veterans' Day

Nov 13- PD; dismiss at 1:55

Nov 24 - Dismiss at 1:55

Nov 25-27 - No School; Thanksgiving Break

Dec 11 - PD; Dismiss at 1:55

Dec 15 - 0, 1, 2 Finals; dismiss at 1:30

Dec 16 - 3, 4, 5, 6 Finals; dismiss at 1:30

Dec 17 - 7, 8 Finals; dismiss at 11:45

Dec 21-Jan 3 - No School; Christmas Break

Jan 15 - PD; dismiss at 1:55

Jan 18 - No School, Martin Luther King Jr. Day

Feb 12 - PD; dismiss at 1:55

Mar 1-5 - No School; Spring Break

Mar 12 - PD; dismiss at 1:55

Mar 31-Apr 5 - No School; Easter Break

April 16 - PD; dismiss at 1:55

May 14 - PD; dismiss at 1:55

May 16 - Graduation Day

May 19 - 0,1,2, Finals; dismiss at 1:30

May 20 - 3, 4, 5, 6 Finals; dismiss at 1:30

May 21 - 7, 8 Finals; dismiss at 11:45

Bell Schedules

1		2		3		4		5		6	
Standard Day		Mass 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 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.
Lunch Length	25 min.	Lunch Length	24min.	Lunch Length	N/A	Lunch Length	20 min.	Lunch Length	20min.	Lunch Length	20 min.
Period Length	45 min. <small>28 min. House</small>	Period Length	43 min.	Period Length	20 min. <small>No house</small>	Period Length	34 min. <small>19 min. House</small>	Period Length	40 min.	Period Length	39 min. <small>24 min. House</small>
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	N/A
	8:15		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
	9:05		9:03		8:41		8:54		9:00		9:59
2	9:09	2	9:07	2	8:45	2	8:58	2	9:04	2	10:03
	9:54		9:50		9:05		9:32		9:44		10:42
3	9:58	3	9:54	3	9:09	3	9:36	3	9:48	3	10:46
	10:43		10:37		9:29		10:10		10:28		11:25
4	10:47	Mass/ House	10:41	4	9:33	4	10:14	4	10:32	4	11:29
	11:37		11:25		9:53		10:54		11:12		12:09
5	11:41	4	11:29	5	9:57	5	10:58	5	11:16	5	12:13
	12:31		12:17		10:17		11:38		11:56		12:53
6	12:35	5	12:21	7	10:45	6	11:42	6	12:00	6	12:57
	1:20		1:09		11:05		12:16		12:40		1:36
7	1:24	6	1:13	8	11:09	7	12:20	7	12:44	7	1:40
	2:09		1:56		11:30		12:54		1:24		2:19
8	2:13	7	2:00	8	11:30	8	12:58	8	1:28	8	2:23
	2:58		2:43		1:32		2:08		3:02		
House	3:02-3:30	8	2:47-3:30			House	1:36-1:55	Activity	2:12-3:30	House	3:06-3:30
Lunch 1 Advisory 1	10:47-11:12	Lunch 1 Advisory 1	11:29-11:53			Lunch 1 Advisory 1	10:14-10:34	Lunch 1 Advisory 1	10:32-10:52	Lunch 1 Advisory 1	11:29-11:49
Lunch 2 Advisory 2	11:12-11:37	Lunch 2 Advisory 2	11:53-12:17			Lunch 2 Advisory 2	10:34-10:54	Lunch 2 Advisory 2	10:52-11:12	Lunch 2 Advisory 2	11:49-12:09
Lunch 3 Advisory 3	11:41	Lunch 3 Advisory 3	12:21			Lunch 3 Advisory 3	10:58	Lunch 3 Advisory 3	11:16	Lunch 3 Advisory 3	12:13
	12:06		12:45	11:18	11:56		12:33				
Lunch 4 Advisory 4	12:06	Lunch 4 Advisory 4	12:45			Lunch 4 Advisory 4	11:18	Lunch 4 Advisory 4	11:36	Lunch 4 Advisory 4	12:33
	12:31		1:09	11:38	11:56		12:53				

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.

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.

Freshmen – 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). Applications received after December 15th will be placed on our waitlist.

If timely freshmen applications exceed the available space, a currently enrolled non-Catholic student will not be dismissed in order to admit a Catholic student. The Priority of Admissions policy shall be applied in the following order:

1. Siblings of students already enrolled in FMCHS and/or siblings of the Catholic alumni of FMCHS.
2. Catholic students who have been continuously enrolled in a Catholic elementary school in the Metro-East area or in a Catholic elementary school in an area where they previously resided. In the event the available capacity of FMCHS is not sufficient to accept all such applicants, priority shall be granted to those who attended the largest percentage of available Catholic elementary education or Catholic-based Homeschool program. For example, an applicant who attended a Catholic elementary school from kindergarten through eighth grade shall be admitted prior to an applicant who attended only a portion of the available grade school years. Academic Performance (including but not limited to ASPIRE test scores, Grades and Recommendations from Catholic Elementary School etc.), examples of students demonstrating good character, leadership skills, service and overall good standing at their previous school will be used to determine admissions when needed.
3. Non-Catholic students who have been continuously enrolled in a Catholic elementary school, starting with those attending the greater number of elementary education in a Catholic school receiving the highest priority.
4. Students whose families are active parishioners of feeder parishes or other Catholic parishes but who did not attend a Catholic elementary school, where a Catholic elementary school was available.
5. All other high school age students including graduates of other religiously affiliated or private elementary schools.

Waitlist Policy

Students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Selection 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, and letters of reference from the principal of their sending high school and from the pastor of their parish or another person who can comment on their character. Transfer students must present evidence of academic ability and achievement, motivation, and good character. During the interview process with the FMCHS Principal, it will be expected that any behavioral issues 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.
- 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.

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 come 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 2020-2021 school year at \$7,250.00/year for the first student. Starting with the class of 2024; a discount of \$1,000/year will be offered for a sibling attending FMCHS at the same time. Tuition for the third student will be 50% of full tuition. In addition, there is an enrollment fee of \$500 for each underclassmen. The enrollment fee for seniors is \$611.00 (\$500 for enrollment and \$111 to cover graduation costs). This fee is due prior to August 1 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 not to attend

FMCHS before the first day of student attendance they may request \$400 of the extracurricular and activities fee be refunded. Multi-student tuition discounts will be awarded annually per family, for students attending simultaneously.

Tuition & Fees Payment

The School Board has adopted the following payment policy for the 2020-2021 academic term. Families can pay their bill in one of three ways: one time lump-sum payment due prior to the student's August 1st admission, two installments at the beginning of each semester (of the months August and January), or 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 60 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 at the school. 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, 2020 are expected to fulfill their tuition obligation according to the payment schedule stated herein. Monthly payments may not extend past May 2021.

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 written notice of withdrawal is not received within the first twenty (20) school days of the semester.

The laptop issued to each student is the property of Father McGivney Catholic High School. Use of the laptop 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 laptop computer 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 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 that access to RenWeb (including grade reports, the ability to purchase lunches etc.) because of an outstanding tuition/fee accounts 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, we will restrict parent access to Renweb, lunch accounts, 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 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 classes;
- Deny the student the right to participate in any type of extracurricular activity;
- Deny the student the right to receive official transcripts of grades or a diploma; and
- Take other action as deemed appropriate by the Principal.

Tuition Refunds

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

Faith Formation

Father McGivney Catholic High School is a Catholic institution. But while students learn the Catholic faith in the classroom, they must also come to embody it in their lives as committed disciples of Christ. Two of the Statements of Principle directly 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 through prayer, service, and evangelization and should be educated based upon the Catechism of the Catholic Church.
- In serving others as Jesus Christ did, both as individuals and as a faith community.

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

Each course in the curriculum is designed to impart to students the “**What** and **Why**” of infallible Church teaching and then to instruct students on how to **apply** and **defend** that teaching in their lives. Students are then given the opportunity to demonstrate this education through the completion of the Service Learning Program.

In addition to the Service Learning Program, students must complete the four-year retreat program at Father McGivney Catholic High School. The intensity of the retreats increases with each year. All these experiences are coordinated through the Faith Formation Director. Participation in the FMCHS retreat program is mandatory for all students to graduate. Students missing retreats for ANY REASON must make them up before they may return for the following school year. The scheduling of retreats is done by the Faith Formation Director.

Service Learning Program

The ultimate purpose of the Service Learning Program is to help students realize that their faith should not be confined to the church or chapel but should permeate every aspect of their lives such that faith becomes the guiding principle of every action. 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 so that the student is aware that another person’s life has been enhanced due to his or her selfless generosity.

It provides an educational experience for the participating students that will challenge the student beyond what is known and comfortable.

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 fulfilling the corporal and spiritual works of mercy in their school, parish, and surrounding community.

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 can be understood as furthering Jesus' mission (i.e., his message and ministry). The social gospel is proclaimed when a service learning project promotes:

- human dignity and respect for life
- family life and participation in the wider community
- basic human rights
- the common good, i.e., those conditions which help human beings to flourish
- a preferential option for the poor and vulnerable
- solidarity, i.e., that 'loving our neighbor has global dimensions
- proper stewardship of God's creation

Requirements

Before students can be eligible to graduate, they must complete a total of 150 service hours. They must demonstrate a living faith by documenting a total of 70 hours of individual service - 10 hours minimum as a Freshman, 15 hours minimum as a Sophomore, 20 hours minimum as a Junior, and 25 hours minimum as a Senior. Students must also participate in four school-sponsored House service days per year, each lasting 5 hours, for a total of 80 additional hours (20 hours per year). Mid-year transfer students or foreign exchange students will be required to perform a lesser amount of service hours than their grade level requirement, with the amount to be determined by the Faith Formation Director and the Principal.

School-sponsored service days do not count towards individual service hour requirements. If a student is absent or fails to complete any of the school-sponsored House service days, the student will be required to complete the equivalent number of service hours missed to the Father McGivney Catholic High School community. These hours will be in addition to the individual grade level requirements and must be completed and submitted via x2VOL on or before May 1st.

As an extension of our *Servire Culturae Vitae* motto, students will be expected to complete, at a minimum, the percentage of their service to the following designated communities:

- 20% to the Father McGivney Catholic High School community
- 40% to the student's parish (or any parish) community
- 40% to the surrounding local community

For example, student service hour requirements can be completed the following way:

Service Hour Breakdown	Freshmen Hours (10 hours total)	Sophomore Hours (15 hours total)	Junior Hours (20 hours total)	Senior Hours (25 hours total)
20% to school	2 hours	3 hours	4 hours	5 hours
40% to parish	4 hours	6 hours	8 hours	10 hours
40% to community	4 hours	6 hours	8 hours	10 hours

To document service hours, students must login to x2VOL and add a personal project, add hours to a recurring project, or add hours for an activity that the student signed up for through x2VOL. Supervisors will be notified of hours needing verification via email. All individual service hour requirements must be completed and submitted on or before May 1st.

Any student who fails to submit their service hours will not be promoted to the next grade level until these hours are complete. Additionally, they will not have access to nor receive their class schedule for the following year until these hours have been submitted.

Students may not be paid for the service they complete. Babysitting, completing household chores, conducting yard work for family or neighbors, or helping family members or friends move, 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.

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

The Faith Formation Director will maintain accurate records of each student's status in Living the Faith; educate, motivate, and support students involved in Living the Faith; promote and advertise service opportunities; and act as a resource for students and parents requesting information on Living the Faith. Whenever a student, parent, or supervisor becomes aware of inappropriate behavior at a project site, the principal should be contacted immediately so that appropriate action may be undertaken. Examples would include sexual harassment, immoral or illegal activity, or lack of proper supervision.

If a student has not completed the required 150 hours of service required for graduation (includes the required number of individual hours per grade year plus school-sponsored service days) he/she will receive written notification by the Faith Formation Director or a designee.

Service Hours Documentation

1. Service projects must be chosen to meet the needs of a particular community: school, parish, local area. Students are required to complete a minimum of 20% of their required hours in service to Father McGivney Catholic High School (fundraising events, concession stand work, setting up or cleaning up for school events, assisting with athletic camps), a minimum of 40% of their required hours of service to a local parish (all liturgical ministry, pro-life activities, retreat teams, vacation Bible school, etc.), and a minimum of 40% of their required hours of service to the surrounding local community (organize a food pantry, serve at a soup kitchen, volunteer at a nursing home, clean up a cemetery, work as a camp counselor, etc.). All hours above the required minimum will count towards the Community Cup competition.

2. Students may complete their service hours with any of the approved service organizations listed on the website. If the chosen service projects DO NOT appear on the “Approved Service Organizations” form on the school website under “Faith Formation”, it is up to the discretion of the Faith Formation Director to approve or deny the logged hours. If there is a question as to the legitimacy or 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. If a student is unsure as to whether a service project, location, or site is acceptable, he or she should consult the Director for clarification BEFORE participating for the sake of claiming service hours. If claimed/logged hours are rejected for any reason, the Director will provide a written explanation of that reason for future reference. The student and parent must complete and submit the “New Service Project Request” form on the school website under “Faith Formation” before the intended service can be completed. These forms will be due on or before the last day of the second quarter and NO new service projects may be proposed after the last day of the second quarter. The Faith Formation Director will approve all requests for new service projects. Students will not receive credit for new service projects unless this guideline is followed.

3. All service hours must be documented using x2VOL. Project supervisors must verify that service has been completed via x2VOL, agreeing to the number of service hours the student has performed. Once service hours have been verified by the project supervisor, they must be approved by the Faith Formation Director. All service hours must be submitted to the Faith Formation Director on or before May 1st so that they can be documented on the student’s report card. Students will be able to download an Official Service Transcript upon completion of their requirements for their own records and for college admissions officers to review a student’s college application.

4. Students will evaluate each of their service experiences by spiritually and prayerfully reflecting on the impact it had on the community and themselves. Students will submit their reflections via x2VOL for each of the service projects completed. Reflections will be displayed on the student’s Official Service Transcript.

5. Students must complete ALL service hours and submit via x2VOL on or before May 1st. Any student who fails to submit their service hours will not be promoted to the next grade level until these hours are complete. Additionally, they will not have access to nor receive their class schedule for the following year until these hours have been submitted.

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 requires careful planning.

Communication

Parent/Teacher: Parents are strongly encouraged to use RenWeb or email to communicate with teachers about their child's education 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 may be present.
 Administration: 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>*0.5 credit US Government (IL and US Constitutions) and 0.5 credit Consumer Ed./Econ required</i>	
World Language	2 credits	2 credits
Electives	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 Government (IL and U.S. Constitutions) and Consumer Education are also required by the State of Illinois for graduation.*

***Fine Arts credit could be met through Art, Music, Theatre, or a third year of Foreign Language for the HS Diploma or fourth year of Foreign Language for the College Preparatory Diploma.*

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

Completion of 150 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 to receive official transcripts of grades or a diploma.

All students and parents are mandated, as freshmen or as a transfer, to meet with the Student Services Director to arrange a four-year plan. All returning students are encouraged to 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	Algebra I
1*	Algebra I, Honors
1	Geometry
1*	Geometry, Honors
1	Algebra II
1*	Algebra II, Honors
1*	College Preparatory Elementary Statistics
1	Qualitative Literacy and Statistics
1	Pre-Calculus
1*	Pre-Calculus, Honors
1*	Calculus, Honors

Credit	Science Department
1	Biology I
1*	Biology I, Honors
1	Chemistry I
1*	Chemistry I, Honors
1	Physical/Earth Science
0.5	Environmental Science
0.5	Astronomy
1	Physics
1*	Physics, Honors
1*	AP Chemistry
1*	AP Biology

Credit	History/Social Sciences Department
1	Modern U.S. History
1*	Modern U.S. History, Honors
1	World History I
1*	World History I, Honors
0.5	World Geography
0.5	Civics/Government
0.5	20 th Century America
0.5	Consumer Education
1	Psychology

Credit	Theology Department
1	Theology I
1	Theology II
1	Theology III

1 Theology IV

Credit English Department

1 English I
1 English I, Honors
1 English II
1* English II, Honors
1 English III
1 English IV
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 Spanish I
1* Spanish I, Honors
1 Spanish II
1* Spanish II, Honors
1* Spanish III, Dual Credit
1* Spanish IV, Dual Credit

Credit Physical Education Department

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 (9, 10, 11, 12)

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

***Driver's Education may be taken through the student's zoned high school, through Collinsville High School in the Summer, or through a private driving school*

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 Student Services Director 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 Traditional College Prep. class or from a Traditional 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.

Early Graduation

A student who wishes to graduate from Father McGivney Catholic High School in less time than the ordinary four-year sequence may be granted permission to complete graduation requirements on an accelerated schedule if the following criteria are met:

- 1) Permission is requested in writing by the student and their parent/guardian by the end of the second semester of their junior year.
- 2) A detailed program of studies is designed with the Principal and Student Services which
 - a) lists the courses which will be taken each semester,
 - b) includes completion of theology graduation requirements
 - c) specifies the Living the Faith service hours to be completed each year, and
 - d) is signed by the student, the parents, and the administration.
- 3) **All coursework must be completed by the last day of the semester in which the student plans to graduate.**

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.*

Student Information Service-RenWeb

Teachers are required to post assignments on Renweb. 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 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. 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
- 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.
- Less than 4 detentions for the year and no suspensions (in school or out of school).

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 11:00 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. Parents may request homework on the **second (2nd)** day of absence. **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. 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.

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

Academic Probation

Students are considered to be on academic probation if their current cumulative 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 Director of Student Services 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.

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. After 2 weeks, they may also withdraw with parental permission; however, a WF 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. 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, Director of Student Services 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.

Alumni are required to download a college request form from the school web page, include a full mailing address to where it should be sent and send to:

Father McGivney Catholic High School
Attn: Student Services Director
7190 Bouse Road
Glen Carbon, IL 62034

Please note there is a charge of \$3 for each transcript sent. Payment is required at the time of request in the form of cash, personal check or credit card number. 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 the FMCHS Student Services Director

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 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".
- Students successfully completing the program are also eligible for college credit through the Dual Credit program at Southwest Illinois College.

Summer School

- If a student fails a required class, it is advised that the student retake this class in summer school.
- A Summer School Form must be completed and signed by the Student Services Director and the Principal's approval before the start of summer school to receive credit for the class.
- FMCHS does not offer Summer School options on site. Summer school may be taken at area high schools or through a pre-approved online course.
- No credit will be given for any class taken in summer school that is offered at FMCHS unless the student has received a failing grade in that class. The actual grade will be placed on the FMCHS transcript.
- Permission must be granted by the principal.

Online Courses

Online courses recorded on the student transcript will only be accepted for credit recovery with pre-approval by the Administration. Students will not be allowed to take online courses for academic advancement unless pre-approved by the Administration.

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 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, after school detentions and lunch detentions. A parent phone call does not automatically excuse a tardy.

Discipline for School or Class Tardies:

1. 5 tardies = 1 hour after school detention or 2 lunch detentions determined by the Principal or Dean of Students and notification to the parent through email or phone call.
2. 10 tardies = 1.5 hour after school detention or 3 lunch detentions determined by the Principal or Dean of Students and notification to the parent through email or phone call.
3. 15 tardies = 2 (1hour) after school detentions or 4 lunch detentions to be determined by the Principal or Dean of students and notification of the parents/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.
4. 20 tardies = 1 In school or Out of School suspension and notification of the parents/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 9:00am. The call must be made *every day the student is absent*. 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

After the 7th absence in any one semester, a doctor's note will be required for the student to return to school. 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.

Students in dual credit classes who miss 10% of the class will be dropped. 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 family trips, other appointments, vacations, extended vacations, non-school sponsored athletic contests, college visits for freshmen and sophomores, etc. **With the exception of absences other than medical, dentists, funerals, and family emergencies**, notice should be made in writing five (5) 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. 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). No make-up work will be allowed for an unexcused absence. Pre-arranged absences are not allowed during semester exams.

College Days

Each student is allowed **Four** college days during both 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 Director 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.**

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

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

Makeup Work

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.

Incomplete Grades

Incomplete Grades will only be used in the most extreme cases and must be approved by the Director of Student Services 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 2020 - 2021 should be read and understood by students and parents. The FMCHS Academic Integrity Code 2020 - 2021 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 Mass and wear the proper attire described on p. 28 under “Mass Days”

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 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 PE 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.

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 paging device, including but not limited to smart watches and google glasses. These devices will be confiscated and returned to the student at the administrator’s discretion. Additional disciplinary actions may 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 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 or 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 Principal, Faith Formation Director, 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 three weeks. 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 in the office. 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.

Reckless Driving

Reckless driving on school property will not be tolerated and is deemed a serious 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 boy or girl 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 anytime 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.

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

Students are allowed to carry backpacks from one class to the other during the school day. The backpacks should not cause a tripping hazard in the classroom or in the hallways. Rolling backpacks are allowed but a student must

easily be able to carry the bag without assistance. Administration has the right to restrict backpacks and other book bags if they become a distraction to the classroom environment or become a hazard.

Shirts, Blouses, Dress Down Guidelines 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.

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 on underneath the pullover.

Mass Days: 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 tie. 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 by gentlemen during Mass.

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 Days: On Principal approved Dress Down Days students must follow the following guidelines: Students may wear the following:

- 1. Jeans
- 2. t-shirts
- 3. Tennis shoes,
- 4. Sweatshirts, Christmas Sweaters
- 5. Sweatpants
- 6. Shorts that reach just above the knee or longer. They may be athletic shorts or dress shorts.

Dress restrictions:

- 1. No hats or bandanas
- 2. No sandals or flip-flops
- 3. No hoodies or hooded sweatshirts
- 4. No tears in your jeans or pants.
- 5. No yoga pants or spandex.
- 6. No inappropriate logos or writing on clothing.
- 7. 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, except for the school logo.

Shoes/Socks

Black or brown leather shoes with standard heel and standard sole must be worn. Tennis shoes, open-back shoes, and house slippers are not allowed (even if they are black or brown leather). Socks must be worn with shoes at all times.

Hair/Facial Hair

Hair must be of one, approved natural color, neat and clean. (For boys; no longer than three inches anywhere on the head, and off the face, ears, and collar). For safety reasons certain hair styles may not be allowed. 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 at school. 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 inside the clothing. Boys may not wear body-piercing jewelry. Girls may not wear excessive or unsafe earrings, maximum of 2 piercings in each ear.

Dance/Homecoming/Prom Guidelines

Our goal is to insure a safe and healthy dance environment that honors the values of Father McGivney Catholic High School. These policies emerge from our shared mission in promoting Catholic values that recognize the dignity and self-worth of all people. Dress for formal events should serve as a means to emphasize the beauty and dignity of the whole person. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

FOR LADIES: Dress/outfit should be appropriate for the Father McGivney Catholic High School setting. Dress, skirt, blouse/top or pants outfit should be formal in nature. The dress/outfit **must** meet the following requirements:

Appropriate **LENGTH:** skirt, dress, and the slit of skirt or dress may be approximately no shorter than 3 inches above the knee in front and back.

Appropriate **FIT:** the whole dress may not be so tight as to show all contours of the body. Also, the dress should not rise (past the length requirements) up while dancing.

Appropriate **CUT:** top may be strapless or spaghetti straps, but not low cut. Dresses should not have cut-out areas on the sides or front, but small cutouts are permissible on the back, as long as the area exposed remains 2 inches above the waistline and does not spread to the sides. Dress may not be see-through and may not expose any midriff or cleavage. (In order to be considered a cutout the hole must be bigger than 1 inch.)

Students who have any questions about dress code or who want to have an outfit approved prior to an event please contact our school dress code liaison, Mrs. Madura in the Student Services Office.

FOR GENTLEMAN: Men too, should dress in a dignified manner.

Dress pants (no jeans, kilts, skirts or sweats). Long sleeve button down, collared shirt with tie or bow tie; formal jackets for prom; and belt and dress shoes. (no sandals or crocs)

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.

Physical Education (Men and Women)

Approved physical education uniforms are available for purchase through First to the Finish in Edwardsville. Students must be properly dressed for physical education in order to be counted present in the class. In addition to the uniform, the following are required:

1. Athletic socks
2. Non-marking athletic shoes
3. A combination lock for P.E. locker (first lock is provided by the Athletic Department additional locks must be purchased for \$5.00 from your PE teacher).

All physical education apparel must be kept clean and in good repair. Students should clearly label their P.E. uniforms with their first and last names. P.E. Lockers must be locked with the lock provided by the Athletic Department.

Arrangements to purchase P.E. Uniforms - available at First to the Finish via online order - they will keep a small stock in store if you want to come try on before ordering. Then they can pick up or have them delivered to their house (shipping fee if delivered).

Contact is Austin Viano - austin.vianno@fttf.com

Store Phone # - [\(800\) 747-9013](tel:8007479013).

Discipline Code

One of the principles of Catholic education is that learning self-discipline is as important to future success as learning English or mathematics. 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 always 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 and must have a psychologist or psychiatrist indicates 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. The time period of suspension may not exceed ten (10) school days. The date of the suspension and a summation of the parent conference shall be kept on file. 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 members of the School Board. 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.

Examples of minor offenses are:

1. Excessive Tardiness

2. Dress and Appearance Code violation
3. Inappropriate behavior
4. Public displays of affection
5. Littering
6. Food or drink outside cafeteria
7. Attendance procedure violation
8. Out of class without pass
9. 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, suspension, social probation, and possible expulsion by the school board.

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
6. Forgery of notes or signatures
7. Alteration of student identification
8. Disruption of assembly or mass
9. Defacing school property
10. Possession of incendiary devices
11. Violation of computer use rules
12. Interfering with locks
13. Vandalism
14. Theft
15. Cutting class, including mass or assembly
16. Chronic minor offenses

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.

Examples of intolerable offenses are:

1. Fighting / Assault of another student or school personnel
2. Reckless driving on school property, during school time, or to or from school activities
3. Intimidation or harassment of another person
4. Possession of a weapon
5. Use of incendiary devices
6. Possession or use of drugs, alcohol, or tobacco
7. Interfering with the operation of any security system (i.e. – fire alarm)
8. Causing a false alarm
9. Chronic major offenses

Any student found to be in possession of drugs shall be immediately suspended from school. The drugs will be confiscated and police officials contacted.

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 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.

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. 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 (Principal 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 detentions before they can practice or compete in a competition that day.

Saturday Detentions

The administration may assign Saturday detentions for various offenses. They will be served on scheduled Saturdays from 8:00am to 11:00am. Students will be notified of the date and time of every Saturday detention in advance. Students who are late for Saturday detention must return the next Saturday detention time to serve an additional Saturday added to the day they are present.

Any student who fails to serve a Saturday detention will serve an out-of-school suspension that will be assigned on the next school day.

Students in athletics and extracurricular activities are not excused from Saturday detentions. The only exception is students participating in Regional, Sectional or State tournament events on that Saturday. In this case, the administration may postpone the detention to the next scheduled date.

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 his or her school Student Services Director. From that point the administration should be informed. 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 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 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 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.

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 upon in your original enrollment packet. 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.).

Food and Drink

All food and drink is to be consumed in the cafeteria/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. No food deliveries will be accepted by the office.

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 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 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 Emergency 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, they should 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). If medications are to be administered "as needed" or "on demand," the instructions must include the medical indications and/or contraindications for their use.

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 physician's note 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

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 on obligatory holy days. Mass attire must be worn on mass days. Fleece pullovers, sweater vests, and sweaters must be removed before mass, but can be worn for the rest of the day. The Sacrament of Reconciliation is offered periodically throughout the school year.

Counseling

Students who need to see the Student Services Director may do so before or after school or during lunch hour without an appointment. During class hours however, the Student Services Director 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 Student Services Director 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.

Parking

All students, faculty, and staff must register their cars with the office and obtain a parking permit. A photo-copy of the student's driver's license along with a copy of the vehicle registration, make and model of the car, license plate number and insurance card must be provided to the office in order to receive a parking permit. The proper parking permit must be displayed in the vehicle at all times while on campus. 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 drivers expense.

Students illegally parking in a handicap or reserved parking spot are subject to disciplinary action.

Testing

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

- Freshmen – ASPIRE Entrance Exam*
 - Sophomores – ACT*
 - Juniors – ACT in Spring
 - Seniors – ACT dates vary
 - AP in Spring
- *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.

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 cancelled
- If the student is suspended, he/she may not participate in extracurricular activities for a length of time determined by the 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 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.

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/AbouttheIHSAConstitutionBylawsPolicies.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

Policies and Procedures 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>

Appendix G

FMCHS Policy for COVID-19 Reopening plan 20-21 School Year - When you sign off on the Student Handbook verification page you also agree to the policies and procedures described in the Reopening plan for the Fall semester of the 20-21 school year.

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 and our Reopening Plan is available for download and reference at www.McGivneyGriffins.com under the “Students” tab at the top of the window. Both 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

