

# ST. EDWARD CENTRAL CATHOLIC HIGH SCHOOL



## PARENT / STUDENT HANDBOOK 2024-2025

*“Be it known to all who enter here*

*that CHRIST is the reason for this school.*

*He is the unseen but ever-present teacher in its classes.*

*He is the model of its faculty and the inspiration of its students.”*

# “Where Discipleship Begins”

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## **MISSION STATEMENT**

Saint Edward Central Catholic High School is a college preparatory, faith-centered Catholic community. Our mission is to nurture the discipleship of Jesus Christ and to promote excellence in education.

To further this mission, Saint Edward Central Catholic High School enables its students to develop life-long skills and abilities that will help them become empathetic, responsible, and productive citizens.

## **GOALS AND OBJECTIVES**

The St. Edward Central Catholic High School Family:

### **Goal 1: Promotes Spiritual Development**

- By providing an environment which fosters Christian development
- By frequent celebration of the sacraments of the Eucharist and Reconciliation
- By offering yearly retreats for all students
- By stressing and practicing the Word of God given to us through the Scripture, teachings and Traditions of the Church
- By affording opportunities for the private and public expressions of Faith
- By promoting Christian values in our interpersonal relationships
- By striving to influence society in the light of Gospel values
- By learning to be good stewards of the earth

### **Goal 2: Promotes Academic Development**

- By developing the ability to think critically and make valued based decisions
- By encouraging each individual to develop his/her God-given talents
- By connecting the knowledge of the past with the reality of the present to prepare for the future
- By maintaining a program of studies that provides knowledge and skills

### **Goal 3: Promotes Social Development**

- By respecting the uniqueness of self and others
- By recognizing human growth and developments as an ongoing process
- By encouraging individuals to initiate experiences which will help them grow in self-awareness and responsibility, resulting in cooperative activities

**\*St. Edward Central Catholic High School adopts in whole all policies set forth in the Diocese of Rockford Education Office Policies and Procedures handbook.**

## **SPIRITUAL LIFE**

The primary reason that St. Edward exists is to assist parents in passing on the Faith to their children. The entire school community is dedicated to providing an atmosphere which will help students deepen their relationship with Jesus Christ and with the Church. We also realize our commitment to the formation of the whole Catholic-Christian person. To that end, we seek to form students who will understand the relationship between Faith and daily life, and who will understand that the Church cares about them and their world.

Additionally, we recognize the freedom of each individual in seeking the Truth. In accord with Catholic principles, the student will find at St. Edward the proper balance between freedom and Authority, both of which are necessary for healthy Christian maturity.

The Spiritual objectives of this institution are:

1. To provide opportunities for students to meet Christ and to deepen their relationship with Him.
2. To help students come to a fuller appreciation for their Catholic Faith and the role of the Church in their lives.
3. To help each student strengthen his/her Catholic commitment by providing: a Catholic atmosphere in everything that we do, annual retreats, courses in Theology, and opportunities for Apostolic service.
4. To offer each student the opportunity to mature in: Catholic witness, meaningful personal relationships, Apostolic service, and community leadership.
5. To help students grow into an adult Catholic Faith: one of reverence for God and His Church, love for Christ, and respect for self, others, and Creation.
6. To help the student realize his/her baptismal calling to become an active and responsible member of family, Church, and civil society; and,
7. To help each student discern what vocation God desires for them, in keeping with the student's interests, abilities, and personal inspirations.

## **RETREAT PROGRAM**

STUDENTS AT ST. EDWARD CENTRAL CATHOLIC HIGH SCHOOL ARE REQUIRED TO ATTEND ONE RETREAT PER YEAR WITH THEIR CLASS. Retreats take place on or off campus. Senior retreats include overnight accommodations. All retreat fees are included in the \$1,000 school fees due in August. Participation in the retreat program is a mandatory requirement for graduation. Retreats at St. Edward are a priority and take precedence over all other school related activities. Students requiring specific foods due to dietary needs should provide their own meals and snacks at retreats

## FINANCIAL POLICIES

Registered families who are supporting members of an Elgin Deanery Catholic parish will qualify for the in-parish tuition rate at St. Edward Central Catholic High School. All other families will qualify for the out-of-parish tuition rate.

### REGULATIONS - FINANCIAL POLICIES

1. Each family must pay a **\$300** registration/scheduling fee for classes for the following school year. The fee is **\$250 if paid before February 15, 2023**. This fee is **NON-REFUNDABLE**.
2. Tuition payments and fees are made directly to St. Edward CCHS. Payment schedules will be provided when you register your students at St. Edward. See the business manager for more information.
3. Families applying for and receiving financial assistance – applications must be received by April 15, 2022. Applications are online on the school’s website [stedhs.org](http://stedhs.org) and are processed through FACTS.


School Fees are \$1,000 for each class, Freshman, Sophomore, Junior and Seniors. The school fees are due prior to August 6, 2022.

ADDITIONAL FEES	
Parking Permit	\$275
Art Fee	\$150
Publications	\$100

### CATHOLIC SCHOOL WEEK RAFFLE

Student participation in the Catholic School Week Raffle is mandatory. Each student is expected to sell one book of twenty raffle tickets each. Cost of the tickets is ten dollars each for a total of \$200 per booklet. Booklets of tickets will

AP Course Fee	\$100 per AP course
Athletic Fee	\$275

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be mailed by July 1. Each student is then asked to sell the tickets to family and friends. Return the ticket stubs and money to school on Fee Payment Days.

**The tickets must be paid in full in August. Thank you!**

- Tuition payments begin July 1, 2023; Fee payments can also be made online beginning July 1
- School fees (\$1000 per student) will be due prior to or on Fee Payment Days, which will be held on August 8, 2023 from 12pm-6pm and August 9, 2023 from 9am – 3pm at St. Edward.
- If tuition and fees are paid in full by August 9, 2023, there will be a \$250 discount for the first student in the family. This is not an option for families receiving need-based financial assistance.
- School families will be given a student ID to assist them in setting up the online account for payments at Compuwerx. All tuition payments may be made online at the Compuwerx site. The Compuwerx link may be found on the St. Edward website; stedhs.org.

## **SEMESTER EXAMINATIONS – FINANCIAL OBLIGATIONS**

The administration of St. Edward CCHS shall notify, before each grading period, all parents of students who are delinquent in their current tuition and/or fees. Failure to have tuition payments current by the end of the semester grading period will result in the students not being permitted to take semester final exams. This is a Diocesan policy for all high schools. Students will not be allowed to begin classes for any given school year until all financial obligations for prior years are paid in full. In the event a family finds itself in an extraordinary circumstance, a request for an exception to the first semester payment policy can be made to the Superintendent/Principal. The written request is to include an explanation of the extraordinary circumstances accompanied by a payment plan. The Superintendent/Principal has the authority to make such an exception if it is deemed appropriate and the payment plan is acceptable. A family's payment history will be examined in making such a decision. There are no exceptions to this policy at the end of the second semester.

## **ACADEMIC POLICIES, REQUIREMENTS & PROCEDURES**

### **ADMISSIONS**

#### **NON-DISCRIMINATORY POLICY FOR ADMISSION**

It has always been the teaching of the Catholic Church that every Catholic child shall have an equal right to be educated in a Catholic school. It has been the expressed policy of the Ordinary of the Diocese of Rockford that every qualified child should be entitled to admission to STEDHS without regard to race, national origin, sex, ethnic, immigration status, or socio-economic background.

St. Edward Central Catholic High School does not discriminate against students with disabilities. Admission for students with disabilities will be in accordance with Diocesan policy 5156.

### **CLASSIFICATIONS**

Applicants are considered in one of two classifications:

- Incoming Freshman** - Student entering St. Edward Central Catholic High School for the first time.
- Transfer Student** - Applicant enrolled in a secondary school prior to making an application to St. Edward. Transfer students may be admitted whose academic, attendance, and behavior records are in good standing.



## **STUDENT ACCEPTANCE PROCEDURES INCOMING FRESHMEN**

A base level of achievement on the High School Placement Test and/or St. Edward in house placement tests will be established. Students whose score more than a year below grade level in any of the sub tests will be reviewed further.

The Director of Counseling, Superintendent/Principal, teacher representative and Spiritual Director/Assistant Principal will comprise the review committee. The Director of Counseling will chair the committee and make recommendations based on his/her review of standardized test scores, records from previous school, existing IEP's, or 504 Plans, and other appropriate data. Records must come directly from the student's previous school. The review committee will determine the likelihood the student in question can experience success at St. Edward High School. The committee will also review data to see if the school has the resources to meet the needs of the student, especially in cases where an IEP or 504 Plan exists. Once a decision has been determined the Director of Recruitment/Marketing will contact the family by phone and follow up with a letter for all students accepted.

## **TRANSFER STUDENTS**

Transfer students may be admitted after a review of academic, attendance, and behavior records. Certified copies of transfer students' records must be received directly from previous school to gain admittance at St. Edward CCHS. Transfer students are generally admitted at the beginning of the school year or the beginning of second semester. Transfer students are not accepted 2<sup>nd</sup> or 4<sup>th</sup> quarters.

Any student leaving St. Edward Central Catholic High School must complete a release of records form to be returned to the Administration. Transcripts are released only upon completion of the transfer form and at the request of the Registrar of the new school the student chooses to enter. Unofficial records of students transferring out of St. Edward CCHS will be sent by the Registrar. All financial obligations must be complete. Students who transfer from St. Edward, for any reason, and wish to re-enroll will be handled on a case-by-case basis.

## **PRIORITIES**

- A.** Incoming Freshmen - Upon obtaining an acceptable score on the Placement exam Incoming freshmen students will be admitted in the following order:
  1. Incoming freshmen whose families are registered members of the Elgin Deanery Area Catholic Churches
  2. Incoming freshmen whose families have brothers and/or sisters enrolled in St. Edward Central Catholic High School or brothers and/or sisters or parents graduated from St. Edward Central Catholic High School.
  3. Incoming freshmen whose families are registered members of Non-Elgin Deanery Area Catholic Churches, but a registered member of a Rockford Diocesan Catholic Church
  4. Incoming freshmen whose families are registered members of Non-Elgin Deanery Area Catholic Churches, but registered members of our neighboring Dioceses Catholic Churches
  5. Incoming freshman whose families are non-Catholic
- B.** Transfer students will be accepted on an individual basis as capacity allows in this order:
  1. New students to the Elgin Deanery area whose families are registered members of the Elgin Deanery Area Catholic Churches
  2. Transfer students whose families are registered members of the Elgin Deanery Area Catholic Churches
  3. Transfer students whose families are registered members of non-Elgin Deanery Area Catholic Churches, but a registered member of a Rockford Diocesan Catholic Church

4. Transfer students whose families are registered members of Non-Elgin Deanery Area Catholic Churches
5. Transfer students whose families are Non-Catholic.

### **ADMISSION OF MARRIED STUDENTS**

Resolved, that married students seeking admission to St. Edward Central Catholic High School will not be admitted but will be encouraged to pursue the course of studies tailored to their special needs, which is offered by the public school district.

### **HEALTH FORMS**

In compliance with Illinois state law, a physical examination and dental examination must be on record prior to the first day of school for ninth grade as well as students new to St. Edward Central Catholic High School. If a student is transferring from out-of-state, he must get a new physical from a doctor licensed in the State of Illinois as well as an eye exam. All physicals must be on the approved State of Illinois DHS Form. This form should include all immunizations, including baby immunizations. The State of Illinois requires immunizations to be current for all students attending the school. All physicals and immunizations prior to the first day of school attendance or students will not be permitted to attend class.

### **BIRTH CERTIFICATES**

The Missing Children Records Act, The Missing Children Registration Law and the State Board of Education rules require that public and non-public schools maintain certified copies of birth certificates for each student enrolled. Such documentation must be submitted within 30 days of enrolling.

## **CURRICULUM AND GRADUATION REQUIREMENTS**

St. Edward Central Catholic High School is a four-year high school; all students attend full time. All students must register for a minimum of six credits per year.

In order to graduate from St. Edward Central Catholic High School, a student must successfully complete the minimum number of academic credits as established by the school's administration and successfully pass all required courses. All students must participate in the retreat program as part of their requirement for graduation. Refer to the Retreat Program on page 5 in this handbook. In lieu of traditional service hours there will be a mandatory service component built into Theology courses.

### **Credits Required for Graduation**

In order to graduate from St. Edward Central Catholic High School, **students must have at least twenty-four credits including these required courses:**

Theology	4.0	English	4.0
Math	3.0	Science	3.0
Social Studies	3.0	Physical Education	0.5
Health	0.5	World Lang./Fine Arts	2.0
Electives	4.0		

Any course which meets EVERY DAY receives ONE CREDIT for a FULL YEAR'S WORK (1/2 credit per semester).

### **COURSE OFFERINGS**

In order to successfully meet the above graduation requirements, the student must successfully complete the course requirements as outlined below. Students who transfer into St. Edward Central Catholic High School will have their transcripts individually reviewed. All courses at St. Edward High School are taught in English. World language is utilized for instructional purposes where deemed necessary.

## **DRIVER EDUCATION**

Individuals must secure this course through their local school district or privately. On campus driver education is not affiliated with St. Edward. Contact Drive Now driving school for more information.

## **FIELD TRIPS**

Occasionally, field trips are scheduled during the school year to enhance the educational experience. Field trips are a privilege, not a right. Therefore, all paperwork and fees must be completed by the date due. Because field trips often cause a student to be absent from more than one class, if a student is failing one or more courses, they will not be permitted to attend a field trip. Additionally, excessive absences from school (excused or unexcused) may also result in a student being denied the privilege of attending the field trip. Behavioral problems as identified by the administration could result in students losing field trip privileges.

## **SCHEDULE CHANGES**

St. Edward Central Catholic High School provides students with an opportunity for requesting classes for the next school year; therefore, changes in schedules are discouraged and not readily approved.

**Courses may not be dropped after the tenth day of the semester.** No convenience changes (such as lunch changes) will be made to schedules. Any withdrawal after that time may be recorded as WF (withdrawal failure). The WF will remain on the student's permanent record and is calculated as a 0.00 in the grade point average for the semester of the class withdrawal only. Scheduling errors that are the school's responsibility will be corrected.

## **GRADES**

### **QUARTER GRADES**

Quarter grades are used in calculating semester grades. For semester one, quarters one and two grades each calculate as 2/5 of the semester grade. For semester two, quarters three and four are each 2/5 of the semester grade. Percentages and two decimal points are used to calculate semester grades.

Grades for quarters, although not part of the student's permanent record, are indicators to the parents and the student of the progress (or lack of progress) that has taken place and are also used to determine the student's semester grade as outlined above. These grades are not permanently recorded but are used to signify the quality of work that has been exemplified half-way through the semester of work.

### **STUDENT ASSISTANCE**

Students who are experiencing academic difficulty or need extra help, have the opportunity between approximately 2:45-3:15 p.m. on regular school days to meet with their teacher. It is the responsibility of the student to seek this educational assistance. Many of the teachers are available before 7:45 a.m. for assistance, however, this early morning help must be scheduled at the teacher's convenience.

### **SEMESTER EXAMINATIONS**

All courses will have a semester examination. It is mandatory and must be comprehensive. Semester exams must be taken at the time scheduled; the only exception being an absence for verifiable medical reasons. No semester exams may be administered before the scheduled exam time.

## SEMESTER GRADES

Grades will be calculated as follows:

$$\frac{\text{Quarter 1 +}}{2/5} + \frac{\text{Quarter 2 +}}{2/5} + \frac{\text{Semester Exam}}{1/5} = \frac{\text{Final Semester Grade}}{\text{Final Semester Grade}}$$

Percent grades earned for each quarter and for the semester exam are used to calculate the final semester grade.

## REPORT CARD CHANGES

If an error, or an apparent error, appears on a report card, the STUDENT is responsible for discussing this with the teacher of that class. If there is an error, the TEACHER will complete a "Request for Grade Change" sheet and turn it in to the Director of Counseling within TWO WEEKS of the end of the grading period.

Incompletes must be made up within the first two weeks of the next quarter or they become F's. At the end of the year, second semester incompletes must be made up within two weeks of the end of the second semester.

## HONOR ROLL AND GRADING PROCEDURES:

There are two Honor Rolls at St. Edward Central Catholic High School that are calculated on the basis of grade point average at the end of each semester.

1. **High Honor Roll** - Minimum 4.0 GPA with no grade lower than C
2. **Honor Roll** - Minimum 3.5 GPA. with no grade lower than C
3. **Weighted Grades** - "Honors and AP Classes" are viewed at their letter grade value when determining Honor Roll

An incomplete grade in any course prevents a student from being on either Honor Roll. Only courses whose credit is used to compute G.P.A. will be included in Honor Roll computations.

**GRADES:** The designation of the letter grade is as follows:

### Letter Grade

<b>A+ 98-100</b>	<b>C+ 77-79</b>
<b>A 93-97</b>	<b>C 73-76</b>
<b>A- 90-92</b>	<b>C- 70-72</b>
<b>B+ 87-89</b>	<b>D 65-70</b>
<b>B 83-86</b>	<b>F 0-64</b>
<b>B- 80-82</b>	

## SEMESTER FAILURES

First and/or second semester failures in required courses must be made up for re-admission to St. Edward prior to the next school year.

## SUMMER SCHOOL

Only failed core courses may be made up at summer school. Required courses which have been failed are to be remediated through Educere, and online independent study program, as recommended by the St. Edward Student Services Office. It is the parent's responsibility to register and pay accordingly. Electives and enrichment courses may be taken in summer school.

## DUAL CREDIT

Dual Credit courses are offered on the St. Edward campus or as online courses through Benedictine University. Course fees for dual credit are paid directly to Benedictine University. The Student Services office will provide more information to students on dual credit.



## **ACADEMIC GOOD STANDING**

The records of all students are reviewed at the end of the first semester and at the end of the year. Discipline, attendance, and academics are included in this review. In order for students to remain in academic good standing, **students must have the required number of credits at the start of the school year.**

### **Grade Classification**

Sophomore:	6 credits
Junior:	12 credits
Senior:	18 credits

Once a student has been dismissed from St. Edward Central Catholic High School they may not apply for re-admission.

## **ACADEMIC PROBATION**

A student whose credits fall below the required number because of multiple failures in a given year, thereby demonstrating an inability to make adequate progress toward graduation, may be placed on academic probation or dismissed.

Students with 3 or more semester failures in required courses will be placed on academic probation or subject to dismissal.

### **GRADUATION CEREMONIES (Baccalaureate, Commencement, etc.)**

Any student who has not met all of the requirements for graduation from St. Edward Central Catholic High School as previously outlined in the handbook will not be allowed to participate in any graduation ceremonies.

**Baccalaureate/Graduation exercises are a privilege, not a right. The administration reserves the right to remove anyone who cannot cooperate in these exercises.**

## **ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Academic excellence is a goal of St. Edward Central Catholic High School and academic standards must be met by all students. Any student who is participating in an extra-curricular activity must meet the following criteria to participate:

1. Maintain a minimum grade point average of 1.5 based on semester grades
2. May not be failing more than one class
3. May not be receiving a "D" in two or more classes and failing one class

Each week the school staff will generate a list of students who are receiving a "D" or "F" in classes. The grades will be based on the cumulative average through the quarter. Students deemed ineligible will remain ineligible for a minimum of one week. A student's ineligibility begins on Monday and continues one full week, including the weekend (Monday to Sunday). The first time a student is declared ineligible, the student will not be allowed to participate in any contest or performance but may practice. If a student becomes ineligible during two consecutive weeks during the time of the activity, the student may not practice or participate.

If a student is placed on suspension (whether in-school or out-of-school) the suspension will last until the beginning of the next regular school day of attendance. No student may practice nor participate in any contest or performance while on suspension.

## **OFFICE AIDES**

Office Aides must have no grade lower than a "C" or 2.0 grade point average to work in the office. Once a student is returned to study hall because of low grades, he/she will not be allowed to go back to work in the office until the following semester; and, only if grades are brought up to the required level.

## **NATIONAL HONOR SOCIETY REQUIREMENTS**

To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class, and must have been in attendance at St. Edward Central Catholic High School for one semester. Candidates must have a cumulative grade point average of at least 3.70. Candidates shall then be evaluated on the basis of service, leadership and character.

All of the clubs and activities that a student has been or is involved in will receive 1/2 point each semester or one point each year. A maximum of two points per year in sports may be counted.

A total of 4 points must be accumulated by the beginning of sophomore year. A total of 8 points must be accumulated by the beginning of junior year.

A total of 12 points must be accumulated by the beginning of senior year.

To meet the service requirement, the candidate must have been active in three or more service projects in the school and community, one of which is longstanding service.

Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.

Applications will be reviewed two times per school year, in October and March, by the faculty council consisting of five voting faculty members appointed by the NHS moderator. Selection of each member to the chapter shall be by a majority vote of the faculty council. The chapter adviser is a non-voting, sixth member of the faculty council.

Any member incurring disciplinary action by the school may be dropped or placed on probation from the Society. Written notice will be provided in such circumstances.

## **HOME SCHOOLED STUDENTS**

It is the policy of the Diocese of Rockford that a student who is not enrolled in a Diocesan school - that is, a parish grade school or middle school, or a Diocesan high school - is ineligible to participate in the activities, functions, or sports sponsored by that Diocesan school.

## STUDENT SERVICES

### SCHOOL COUNSELORS

The Student Services Department provides students with academic, social emotional, and post-secondary planning support. School counselors are also available for counseling of a personal and sensitive nature. Students may approach the counselors directly for appointments. Confidentiality is expected but as counselors are mandated reporters this confidentiality will be broken if the student is hurting themselves, hurting others, or discloses someone is hurting them.

All students are required to have a pass to see any member of the Student Services Department. Students must be in class for attendance before going to their appointment

### COLLEGE INFORMATION FOR SENIORS AND JUNIORS

College representative visits occur throughout the year at St. Edward Central Catholic High School to speak to any interested junior or senior students.

### COLLEGE VISITS

College visit days are limited to junior and senior students only. Students interested in college visits during an academic school day are encouraged to limit those visits to a maximum of 2 school days. A form should be picked up from the Registrar and completed prior to the visit. The student will need a signature while visiting the college campus and that needs to be returned to the registrar upon return to St. Edward.

### TRANSCRIPT POLICY

An official transcript is a legal document and may only be sent by the Registrar or Student Services Department. Transcripts will be processed within 5 business days Please contact the school for additional information.

### STANDARDIZED TESTS

The following tests are administered at St. Edward High School. Please check the school website or contact the guidance counselors for test dates and times.

**HSPT or St. Edward In-house placement tests** -for incoming Freshmen

**PSAT 8/9**-for current freshmen

**PSAT/NMSQT 10-** for current sophomores and current juniors (fall)

**SAT** – current juniors on a school day (Spring)

**Advanced Placement (AP) Examinations**

**SCHOOL CODE FOR COLLEGE BOARD**

**#141765**

### SCHOLARSHIPS

All requests for transcripts, letters of recommendation, etc., to go with scholarship applications must be in the Student Services Office at least one week prior to the due date. Anything submitted later than that cannot be guaranteed on-time processing.

### STATE-WIDE ADMISSION REQUIREMENTS FOR COLLEGES AND UNIVERSITIES

The Illinois Board of Higher Education has announced that it has established state-wide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of students entering community college transfer programs and public universities.



## **MINIMUM REQUIREMENTS**

### **Units: Subjects:**

4	English
3-4	Social Studies
3-4	Mathematics
2-5	Science (including a laboratory science)
2-5	World Language, Music, or Fine Arts

There are specific deadlines for applications for colleges, universities and scholarships. Parents should check college websites for details.

## **SPECIAL SENIOR SCHOLARSHIPS AND AWARDS**

Every year at the Senior Awards Ceremony (which follows the Baccalaureate Mass), recognition is given to senior students who have distinguished themselves in a most exemplary manner.

### **St. Edward the Confessor Awards**

One female and one male graduate is determined by Spiritual Director along with administrative team with faculty members. St. Edward the Confessor received that title, because despite not being a martyr he lived a life of inspiring radical faith. The award given in his honor recognizes a student's active participation in the faith of Jesus Christ, their strong moral character, and a demonstration of Gospel values made manifest throughout the various areas of life.

### **Rev. Robert E. Schneider Award**

Winner is determined by the votes of the faculty and senior class. Given each year to the senior boy who best embodies those qualities which typified the life of Father Robert Schneider: courage, determination, strength of character, concern for others, and a deep faith in God.

### **Claudia Warner Memorial Recognition**

Winner determined by the votes of the faculty and senior class. Given annually to the senior girl who best exhibits those qualities that shone forth in Claudia Warner's life: service, loyalty, involvement, concern for others, sense of humor, integrity, academic achievement, and the devout practice of the Catholic faith.

### **Greg True Athletic Award**

Determined by vote of the faculty and administration. Given to a senior boy who has lettered in two sports his senior year, and whose good character, humility, and willingness to learn are surpassed only by his desire to live a Catholic life.

### **Margaret Ollayos Award**

Determined by vote of the faculty and administration. Given to a senior girl who has lettered in two sports her senior year, and exemplifies the characteristics for which Margaret Ollayos is honored, namely: courtesy, fairness, leadership, and scholarship application of Christian principles to daily living.

### **Cecile Baier Memorial Scholarship**

Eligible to an academically gifted senior in good standing, graduating in the current school year. Students must already be accepted to a college or university of their choice. Students must have awards either internal or external of St. Edward Central Catholic High School and show service to the community. \$1000 award

### **Charlotte (Saunders) Wetzel Memorial Scholarship**

Determined by a vote of faculty and staff for a female student. The winner exemplifies a life of faith and trust in God through her generosity, service and leadership, emulating Charlotte Wetzel, class of 1949. The recipient leads by example and is well-respected by peers and faculty alike. \$1000 award



## ABSENCE/TARDY POLICIES AND PROCEDURES

It is the policy of St. Edward Central Catholic High School to encourage students to attend school and to limit the disruption of the classroom learning environment by encouraging students to arrive on time and to be prepared to learn. The following procedures are at the discretion of the administration.

### CLOSED CAMPUS

St. Edward Central Catholic High School has a closed campus policy. Once a student arrives at school, he/she is expected to enter the school, and he/she is not allowed to leave unless he/she reports to the office and receives permission to leave. Students violating this policy will be considered truant.

The educational experience on a daily basis is significant. Our requirement is that students will be attending school daily during the entire regular school term, with the obvious exceptions of illness or family emergency.

**LATE ARRIVALS:** If the tardiness was unavoidable, the student must have a **phone call with a specific reason for the tardiness from the parents**. If no phone call is received by the end of the day, a detention will be given to the student. The detention may be excused if a phone call is received prior to the next school day, otherwise the detention stands. It is school policy to call parents of students who are not at school by the end of the first hour.

**ABSENCES AND TARDIES:** Any time a student misses class time, it is considered an absence. Missing one to three periods of school is considered a one-half day absence. Missing four or more periods of school is considered a full day's absence.

***Absences are defined as follows:***

**Excused:** *Any absence with permission of parents and when attendance procedures are followed.*

Examples include:

1. Illness on the part of the student
2. Serious illness or death in the immediate family
3. **Emergency medical or dental appointment (student must have a doctor's note upon return)**
4. Special case (trips, doctor, dentist, court dates etc.) in which an excuse has been secured in advance of the absence (medical, dental appointments, college visits, court dates must include followup doctor/court official note of verification - see Request for Early Dismissal/Late Arrival section).
5. Other absences to be determined by the Dean of Students.

Make up work: Students are required to make up all work missed in the event of an excused absence. **IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER ABOUT MISSED CLASSWORK.** The student must work with teachers to make arrangements to complete all missed assignments in a reasonable and timely manner.

**Unexcused:** *Any absence without permission of parents and when attendance procedures are followed, or when a student has exceeded the allowed number of excused absences.*

1. Make up work: Teachers will not be obliged to provide remedial assistance, substitute test, or homework assignments for work missed during an unexcused absence.

**Planned:** *Any absence that has been pre-approved*

- A. **Parental** Planned Absence: Parents must inform the school by telephone prior to the student's absence (medical appointments, college visits etc.). Failure to inform the school will result in an unexcused absence.
- B. **School Related Activities:** Planned field trips and athletic activities are considered planned absences and require administration and/or teacher approval to attend. Make up work: Students must check in with their teachers **PRIOR** to a planned absence to make arrangements for upcoming assignments. The student must work with teachers to make arrangements to complete all missed assignments in a reasonable and timely manner.

**Truant:** *Any absence without the permission of parents or school.*

Make-up work: A truant student will lose the privilege of make-up work or tests. Truancy will also lead to suspension and/or other consequences as determined by the Administration.

**ADDITIONAL PROCEDURES:**

1. A parent is expected to call the school (847)741-7536 x250 by 9:00 AM on the day of the absence to inform the school the student will not be attending. The parent must call the school **EVERY DAY** the student is absent. It is the practice of the attendance office to routinely telephone some or all the absences on any given day
2. If a student is absent, tardy, or dismissed early more than fourteen (14) days in a single course (per Megan revise to include 14 total, or some other way that is trackable via Rediker) it will be considered excessive. The student may be withdrawn from school or from the course with a grade of "WF" recorded on the transcript record. If the student is withdrawn from the course, the student will be assigned to a study hall. The student may have to make up the class in summer school before being re-admitted to St. Edward Central Catholic High School
3. Parents will be notified when their son or daughter has reached 10 tardies, absences, or early dismissals in the current school year. The phone call or email will outline the effects that being absent have on the learning process and will inform parents of the consequences for continued absences.
4. All students arriving late to school or being dismissed from school must sign in/out at the Main Office.

**TARDINESS TO SCHOOL**

Tardiness to school is part of the student's permanent school record and is recorded on the transcript. If the student arrives late for school, he/she has to report to the main office for an admission slip. Unexcused tardiness to school will result in a school detention. After a student has accumulated fourteen (14) excused tardies to school during the current school year) any additional tardies will be unexcused. Any unexcused tardy, absence, or dismissal will result in disciplinary action.

**TARDINESS TO CLASS**

Students are expected to be on time for classes and study halls. Unexcused classroom tardiness may result in a personal teacher detention or an after-school detention.

**ABSENCE DURING SUSPENSION**

Any time missed from class because of suspension, in school or out of school, will count toward the fourteen-day limit.

**EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

A student must be in school at least four periods on any given schedule to participate in extracurricular activities that day.

## **ILLNESS AT SCHOOL**

If a student feels ill while at school, the student should get a hall pass from the teacher and go to the Main Office where the staff will help them contact the parents. **A student who is ill will not be released until office personnel have spoken directly with a parent/guardian.**

If a student is to be sent home by the office, a parent or person from the emergency card will be notified. The person notified must pick up the student at the school or the school must have parent's permission for the student to use another mode of transportation.

## **EXCUSED ABSENCE FROM PHYSICAL EDUCATION**

Students, who must be excused from physical education classes because of illness, must bring a note from their parents and/or doctor stating why they must be excused and for how long a period. If the excuse is for more than three days, the note must be from a doctor. These excuses must be taken to the Physical Education teacher before class.

Students absent over four weeks may be placed in Study Hall until the end of the quarter or end of the unit being taught. Students excused from participation will be responsible for all units covered during their excused time and will help the instructor in the capacity of referee, manager, etc.

## **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

A student needing a medical excuse for Physical Education must have a note from a doctor on file in the Main Office. After the note is handed in to the office, any necessary scheduling changes will be made.

## **RETURNING TO SCHOOL**

Only the Main Office may give an official admit slip. No student will be admitted to class without a current admit slip. Failure to receive a valid phone call from a parent/guardian will constitute an unexcused absence which will mean the student will be issued a detention. **Written notes/emails will not be accepted.**

## **FAMILY VACATIONS**

St. Edward Central Catholic High School strongly discourages the taking of family vacations during regular school time and will be treated as an absence. The vacation form should be completed at least one week prior to the scheduled vacation and turned in to the Main Office. Teachers, at their discretion, may, but are not required to, provide assignments to the student prior to the vacation.

## **EARLY DISMISSALS:**

If a student needs to leave school, the Main Office staff must receive a telephone call from parents/guardians by 8:00 AM on the day the student is to be excused explaining the reason and the time for your departure. Students must sign out in the Main Office at the time of leaving. Failure to sign out at the time of leaving will result in an unexcused absence. Students are expected to return to school as soon as possible with a note from the professional organization listing the time of the appointment. Students are to sign-in at the school offices as on any other day. Early Dismissal on activity days or for special assemblies is discouraged.

**\*Emergency or last-minute early dismissals please call 847.741.7536 ext. 101. Students will not be released until office personnel have spoken directly with a parent/guardian.**

## **MARRIED STUDENTS**

Resolved, that a St. Edward Central Catholic High School student who marries during the course of the school year will be allowed to complete that semester, and then be advised to pursue the course of studies established for married students by the public school district.

## **PREGNANT STUDENTS**

Diocesan policy states that each occurrence of student pregnancy will be treated on an individual basis. The final decision concerning the student's educational program will be determined by the administration, in accordance with established diocesan regulations. Students who find themselves in this situation should contact administration.

## **CHANGE OF ADDRESS AND/OR PHONE NUMBERS**

Each parent/guardian is responsible for notifying the Main Office as soon as he/she obtains a change of address, email address, and/or phone number.

## **LEARNING RESOURCE CENTER USAGE**

The Learning Resource Center (LRC) is a collaborative learning space for students and teachers which offers use of computers and resource materials which students may use for their course work. The LRC is open throughout the school day. Students who wish to work in the LRC during the school day may do so with written permission from a faculty member. Students and faculty may also reserve the use of one of the three study rooms through the online reservation system. Study rooms which are not reserved will be made available on a first come basis.

## **LOCKS AND LOCKERS**

Students will receive hall locks from the school through the Main Office. If a student loses or damages the lock, the replacement cost is \$5.00. This lock must be kept on the student locker and **locked at all times**. Students may not change lockers or locks without permission from the Main Office. All non-school locks will be cut off. Students found in violation will be subject to disciplinary action; periodic locker checks will be made. In order to avoid the loss of personal articles and textbooks, students may not share a lock combination with others and should always be sure that it snaps shut after it has been opened. If a student has a defective lock, it should be brought to the Main Office for a replacement. Students are also responsible for purchasing locks from the Athletic Dept. for athletic lockers. If an athlete loses or damages the lock, the cost to replace the lock is \$5.00. Students will not be permitted to use the lockers as "other" lockers and will not be allowed to access them during passing periods or during class.

## **PHONE CALLS**

Only emergency messages from parents or guardians will be relayed to students. Students will not be called to the office to answer telephone calls. Students may make calls before school or after school only. **STUDENTS SHOULD USE THE OFFICE TELEPHONE TO MAKE A PHONE CALL DURING SCHOOL HOURS.** Use of cell phones and ear buds/headphones/listening devices during school hours will result in loss of phone for remainder of school day and verbal warning. **Further offenses may result in the student being required to keep their phone in their locker or turn it in in the main office upon arrival for each school day.**

## **MEDICATION**

It is Diocesan policy (5140) and St. Edward CCHS Policy that no medication will be given by school personnel unless these regulations are followed:

1. The parents or the guardian shall provide the school with the physician's orders/prescriptions detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, and time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached.
2. The student's parent or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school.
3. Medication shall be brought to the school in a container appropriately labeled by the pharmacy or physician. The name of the student and the names of the physician, pharmacy, and pharmacy phone number shall be indicated on the container.
4. The school shall provide a locked space for safe storage of the medication.
5. Prescribed Epi-pens and inhalers are allowed to remain with the student at all times, as long as a current prescription/doctor's note is on file in the school office.
6. The principal, or designee, shall keep a written record of all drugs administered.

*Neither the school nor school personnel incur liability for injury or illness or other damage resulting from administering medication prescribed by licensed physician or other medical personnel and administered in accordance with the prescribed dosage.*

## **ACADEMIC DISHONESTY**

Since it is self-evident that cheating and plagiarism are UNACCEPTABLE at St. Edward Central Catholic High School, this policy has been written to communicate to students and parents our expectation that the highest standards of personal honesty are adhered to in all classes.

### **CHEATING**

Cheating is defined as using dishonest methods or misrepresentation to gain academic advantage.

### **PLAGIARISM**

Plagiarism is defined as presenting the ideas or writing of another as one's own, failure to cite sources properly, or committing literary theft. This includes turning in a paper downloaded from the Internet or obtained from another person, including information from any source without citation, or using any part of another work without indication or without quotation and proper citation.

**One of the important aspects of classroom procedures is the integrity of each student's own work. Dishonesty, cheating, and plagiarism may include, but are not limited to:**

- Use of artificial intelligence to pass off as one's original thoughts
- copying homework or assignments, or enabling someone else to do so
- looking at another student's test or quiz
- allowing another student to look at a test or quiz.
- giving or receiving information about a test or quiz in or outside of class
- working with others on an assignment that was to be done by an individual.
- stealing a test or quiz
- turning in a paper that was written by anyone other than the student presenting it
- giving answers for an exam to another student
- falsifying or inventing information or citations
- paraphrasing or copying material in part or in whole from a source without proper citation

Students who are caught cheating or plagiarizing as described above or in other ways will receive a zero for the assignment or assessment and will also be referred to the Dean of Students where an incident report will be placed in the student's file. Suspension or further action may be instituted depending upon the severity of the infraction. Parents will be contacted. Membership in the National

Honor Society may be jeopardized.



## **BUILDING HOURS**

On school days, the doors of the school building open at 7:10 a.m. and close at 3:30 p.m. at which time all students must be out of the main building. Students and parents should plan accordingly.

## **STUDENT PARKING**

Any student driving a vehicle to school parking on St. Edward property must submit a vehicle registration form to the Main Office. Unauthorized vehicles will be towed at the student's expense. Several streets adjacent to the school are posted as snow routes. The city observes strict enforcement of posted snow routes during the winter months. Please adhere to these posted warnings. Students are asked to be responsible and respectful to neighbors when parking their vehicles in the neighborhood.

## **VISITORS**

Any visitor to the school must register with the Main Office upon entry to the building. Visitors are discouraged from visiting during school hours. Students are not allowed to bring guests to St. Edward Central Catholic High School during the school day.

## **SHADOW VISITS**

Any prospective students who are interested in attending St. Edward Central Catholic High School should contact the Director of Marketing/Recruitment in order to schedule a "shadow day".

## **STUDENT IDENTIFICATION CARDS**

St. Edward High School requires all students to have their identification card on their person throughout the entire school day. Student ID's are needed to gain admission to athletic contests, dances, as well as other after-school activities. The student ID card is also used to purchase lunch in the school cafeteria. Students are required, when requested by appropriate school authorities, to show their ID card. A student giving or loaning his ID card to another will be subjected to disciplinary measures. A student who loses his ID card is to report this loss to the Main Office so that a new card can be issued. There is a \$10.00 replacement fee.

## **STUDENT EYE PROTECTION**

The school complies with the requirements of the Eye Protection in School Act [105 ILCS 115]. Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any course which involves the use of hot molten metals, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials; chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

## **ART SUPPLIES**

The school complies with the requirements of the Toxic Art Supplies in Schools Act [105 ILCS 135], [105 ILCS 135].

## **STUDENT DISCIPLINE**

All St. Edward Central Catholic High School students are expected to follow the rules as outlined in the present handbook. St. Edward staff will employ restorative practices wherever possible.

### **RESPECT FOR STAFF**

All students are expected to give all administrators, teachers, custodial staff, secretarial staff, food service employees, and any other school employees the respect due to an adult professional person.

### **TEACHER DETENTION**

Any teacher or staff member may assign a student a teacher detention. Students who fail to attend the assigned teacher detention will meet with the Dean of Students & parents will be contacted.

### **SCHOOL DETENTION**

Any teacher or staff member may refer a student to the Dean of Students for disciplinary action. After restorative practices have been exhausted, these actions could result in an after-school detention. Students may be given writing prompts to reflect on their actions during after-school detention.

Detentions will be served after school on Tuesdays and may be for 30 minutes or one hour, depending on the infraction and frequency of the action. Students will be given a physical discipline notice when they have been assigned a detention. Detentions are typically assigned for the Tuesday the week following the incident. Detention attendance takes precedence over athletic events and practices or other school functions. Part of the consequence of earning a detention is the inconvenience, so students should follow school rules if they want to avoid a schedule conflict. Students may request ONE reschedule of an assigned detention for reasons such as doctor appointments, but these requests must be made in person to the Dean of Students before the end of the school day the Monday prior to the detention.

Students who are in attendance on Tuesday but fail to attend an after-school detention will be assigned an additional 30-minute missed detention penalty. Repeated missed detentions will result in the student being assigned a Saturday detention.

### **SATURDAY DETENTION**

Students who are assigned a two (2) hour Saturday detention will attend school from 9AM-11AM on a designated Saturday. The date will be determined by the Dean of Students. Students who are assigned a Saturday detention must pay a \$20 fee the day of the detention. Students are expected to be in uniform for Saturday detentions. Failure to attend a Saturday Detention may result in an immediate In-School Suspension (this will influence the student's ability to participate in extracurricular activities). Any student who has accumulated three (3) Saturday detentions will have his/her records reviewed by the Discipline Board for possible expulsion.

### **SUSPENSION**

A suspension can be in (ISS) or out (OSS) of school at the discretion of the administration for anywhere from one (1) to ten (10) days. A parent conference is required by the administration before a student is allowed to return to class. A suspension begins at the time determined by the administration and terminates on the day when the student returns to class. If a student is on suspension, they may not participate in any extra-curricular activities either as a spectator or a participant.

Teachers will provide assignments for a student while he/she is suspended. All assignments are due as assigned. No additional time will be given to suspended students.

### **DISCIPLINARY PROBATION**

A student will be placed on probation when a pattern of behavior is not corrected by conventional

methods. Disciplinary Probation is a formal written agreement which includes maintenance of standards that exists between St. Edward Central Catholic High School, the student and the student's parents. Disciplinary Probation will be in effect for the balance of the school year and

may be continued at the discretion of the administration for an indefinite period. Violation of Disciplinary Probation will be presented to the Discipline Board for recommendation of further action.

## **EXPULSION**

Any student who violates the school code of behavior or shows by his or her behavior that he or she is unable to or does not want to conduct himself or herself in a manner expected of a St. Edward Central Catholic student may be expelled from the school. Once a student has been expelled, they may not apply for readmission.

## **DISCIPLINE BOARD**

The Discipline Board is established to address concerns regarding any student who is a serious offender of school rules. The Board will make a recommendation to the Principal in regard to each student whose case comes before the Board. The Board is composed of administrators and faculty members.

## **HALL PASSES**

All students must have an official pass to be out of the classroom. Teachers are to limit the number of students allowed to be out of the classroom during class time. Students caught wandering the halls without a pass will be subject to a discipline notice.

## **LUNCHROOM CONDUCT**

Students are expected to clean their tables and to keep their areas clean for the next group of students coming into the cafeteria. Students must take their trays to the proper areas and return to their tables so they can be dismissed by the lunchroom supervisors. Students will not be allowed to leave the lunchroom for any reason without permission from the lunchroom supervisor. To purchase lunch, a student MUST have their student I.D.

## **FOOD AND DRINKS**

Food and drinks are not to be consumed outside the assigned cafeteria area. Violators are subject to disciplinary action.

## **DISCIPLINARY PROCEDURES**

If any student experiences chronic discipline issues, the student's records will be reviewed by the Discipline Board and a recommendation of further action will be made to the administration.

## **VIOLATIONS**

Students who commit a violation of school rules or policy are subject to disciplinary action and restorative consequences. Continued infractions of this classification of violations will have a cumulative effect in terms of Saturday detention, suspension, or expulsion.

### **School Infractions:**

1. Defacing of school property (desks, walls, lockers, etc.), plus the cost of repair.
2. Chewing gum
3. Cell phone, ear bud/headphones and/or electronic devices used during school day
4. Boys should be clean shaven

5. Report Tardy for class
6. Exhibit a disciplinary problem in or around the school
7. Eating, drinking, or taking food outside the cafeteria
8. Leaving the cafeteria during lunch before being dismissed
9. Posting of signs or other materials without administration approval
10. Violation of attendance procedures
11. Use of profane or obscene language, writings or pictures
12. Inappropriate display of affection
13. Misconduct or creating a disturbance (within classrooms or elsewhere)
14. Removal from class by a teacher
15. Dress code violations
16. Failure to observe the residential area speed limits and to conduct oneself in an appropriate and safe way, in and around automobiles
17. Any action or behavior a teacher or administrator judges to be unacceptable
18. Inappropriate contact with another student

**Potential suspension (ISS, OSS) and/or expulsion will be issued for the following:**

1. Insubordination to a teacher of any school employee
2. Cheating
3. Plagiarism, see page 23 for policy
4. Forgery
5. Gambling
6. Truancy
7. Lying
8. Fighting, including threatening a student with physical harm, verbal abuse and/or sexual harassment. Students who threaten, intimidate or harass or provoke another student may be suspended, expelled, and/or referred to court authorities. Harassment by electronic communication is a Class 4 felony
9. Stealing
10. Damage to school property, including tagging or vandalism, or the damage to personal property of any school employee or student (restitution will be required before the student will be readmitted)
11. Possession of weapons which may endanger a person or property
12. Bomb threat (appropriate authorities will be informed)
13. Setting off a false fire alarm or disaster alarm
14. Smoking, drinking alcohol, using illicit substances on or near school property or at school events including selling such substances
15. Deliberately causing injury to, or actions considered to threaten, a school employee, student, or any other person including members of the Council of Administration, parents, or any person associated with St. Edward Central Catholic High School
16. Violation of Disciplinary Probation
17. Any action or behavior, in or out of school, which is judged by the Administration to bring discredit to St. Edward Central Catholic High School or which involves a negative influence on the reputation of the community of St. Edward Central Catholic High School
18. Any action or behavior the administration judges to be unacceptable

**BATTERY AGAINST SCHOOL PERSONNEL**

In the event there is a student attack on school personnel, upon receiving a written complaint, the superintendent or his or her designee shall report the incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

## **BULLYING/HARASSMENT**

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("Cyber Bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school – sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of St. Edward High School.

"Bullying" means any physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or staff member that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or staff member's person or property
2. Causing a substantially detrimental effect on the student's or staff member's physical or mental health
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include but are not limited to the use of e-mail, websites, text messaging, electronic photos or videos & social media (i.e. SnapChat, Twitter, TikTok etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

## **INVESTIGATIONS REGARDING STUDENT SOCIAL NETWORKING**

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means. Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

## **ALCOHOL AND/OR DRUG USE**

Policy states that no student shall possess, transfer, sell or use, including being under the influence of

any alcoholic beverage, intoxicant, inhalant, non-prescription drug, narcotic, cannabis, opioids,

so-called "pep pills" or "speed," tranquilizers, "look-alike" drug or any controlled substance while on school premises or attending any school-sponsored activity. The term "drugs" and "alcohol" as used herein include all controlled substances under the Controlled Substances Act, Illinois Revised Statutes, 720 ILCS, 570/100-603, "Cannabis" under the Cannabis Control Act, Illinois Revised Statutes, 720 ILCS, 550/1-19, and any "look-alike" substance as defined in Illinois Revised Statutes, 720 ILCS, 570/404. The term "possession" and/or "use" shall include possession or use by a student who has consumed or is under the influence of or reasonably appears to have consumed or to be under the influences of, any of the aforementioned substances, whether prior to entering or while attending school or any school- sponsored event. All federal, state and local laws can be enforced.

1. Upon receiving any report from any school personnel regarding a verified incident involving drugs on school owned or leased property, the principal or his/her designee shall report such drug-related incident to local law enforcement authorities immediately and to the Illinois State Police
2. Any student found in possession of alcohol, any controlled substance or drug related paraphernalia, or under the influence of some, may be expelled at the discretion of the Administration. The principal, or designee, shall keep a written record of all drugs administered.
  - a. Students will be suspended from school (OSS), up to ten (10) days. Students will not be allowed back until a conference is held between parents and Administration and all parties agree to the form of Disciplinary Probation
  - b. Student and parents will be required to attend a school -designated educational program on alcohol & drug abuse at their own expense
  - c. Student will be placed on Academic & Disciplinary Probation
  - d. Student will be required to provide six hours of school or community service
3. Any student found in possession of alcohol, any controlled substance, or drug related paraphernalia, or any student found to be under the influence of alcohol or any controlled substance while at school or any school related function will face the following procedures:
  - a. Students will be suspended from school (OSS), up to ten (10) days. Students will not be allowed back until a conference is held between parents and Administration and all parties agree to the form of Disciplinary Probation
  - b. Student and parents will be required to attend a school -designated educational program on alcohol & drug abuse at their own expense
  - c. Student will be placed on Academic & Disciplinary Probation
  - d. Student will be required to provide six hours of school or community service
4. Any student who is found to be selling or dealing in alcohol or any controlled substance (as defined above) or related paraphernalia on school owned or leased property or any school related function will be expelled. Local authorities and Illinois State Police shall be contacted.
5. Failure to complete any or all of the required follow up responses listed in a-d above within one academic quarter may result in expulsion at the discretion of the Administration
6. Any student found in violation of this policy for a second offense may be immediately expelled

## **GANGS AND GANG-RELATED ACTIVITIES**

St. Edward Central Catholic High School is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and /or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster antisocial behaviors, attitudes and practices which may endanger the health, safety and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on St. Edward Central Catholic High School property or in conjunction with school-related activities.

Activities prohibited by this Policy include, but are not limited to, the following:



1. Soliciting and/or recruiting others for membership
2. Participating in and/or inciting physical violence
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society
8. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society

St. Edward Central Catholic High School will also consider gang or gang-related activities in which a student engages outside the school and/or separate from the school-related activities due to the potential repercussions on the School and other students of such conduct.

Violations of this Policy may result, at the Administration's discretion, in discipline up to and including expulsion from St. Edward Central Catholic High School.

## **WEAPONS**

It is a violation of the school's policies for a student to possess a weapon on school owned or leased property or at any time in connection with school-related activities. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale of trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon. The school shall notify the parent/guardian within 24 hours of becoming aware of the incident.

The Elgin Police Dept., EPD Liaison Officer and the Illinois State Police will be informed of any student(s) who violates these policies no later than 24 hours after the occurrence of the incident. Violations of this Policy may result, at the school's discretion, in disciplinary action up to and including expulsion from the school.

## **DANCES**

Dances at St. Edward Central Catholic High School are for presently enrolled students only. Students from other schools as well as past graduates of St. Edward will not be allowed to attend without prior approval from the Dean of Students. This approval must be requested in writing at least three days prior to the dance. Guest request forms must include the name, address, birth date, and phone number of the non-St. Edward Central Catholic High School student and the name of the sponsoring student. The administration reserves the right to deny entry to any dance of any person whether student or not.

## **DANCE PROTOCOL**

In an effort to assist parents and to keep all of our students safe and healthy, the school has adopted the following guidelines for any and all dances hosted by St. Edward Central Catholic High School. These apply to dances held at school, as well as to any dances held off campus.

1. Students who are not currently attending St. Edward are not permitted to attend the dance without prior written approval from the Dean's office. All non-students will be required to present a picture I.D.

2. Students must arrive within the first hour of the dance. Those who arrive later will not be admitted
3. If students are not recognized by school personnel, they may be asked to present their school I.D. before being admitted
4. All school policies regarding drug and alcohol use (as outlined in this handbook) are in effect at all dances. Any student found to be in violation of the school's alcohol/drug policy will be expelled from the dance and detained until parents can come pick them up. In addition, if police personnel are present it may result in charges. Finally, such behavior may threaten the continuance of the dance for everyone present
5. There is no re-admittance to the dance. Once a student leaves they will not be allowed back in
6. Loitering in school parking lots or on the streets around the school is prohibited
7. Hats and outside food or beverages are not allowed
8. Students are expected to be modestly dressed. A student may be refused admittance if their attire is immodest or inappropriate as determined by school personnel
9. Dress should be appropriate to the nature of the dance, for instance, Prom is considered formal, Homecoming and Turnabout Semi-formal, etc.
10. The school reserves the right to inspect purses or other items
11. Dancing and behavior on the dance floor is expected to be appropriate and never of a provocative nature. School personnel and chaperones have the authority to ask for modifications in this regard and to separate couples and groups if need be
12. The stage, locker-rooms, lower gym, and the staircase behind the stage are strictly "off limits"
13. School personnel will preview song list and reserve the right to restrict songs played by the D.J. or band if the song's contents or lyrics are inappropriate
14. Students are expected to be respectful of one another and all adult personnel. In addition, they are expected to cooperate with requests made by school personnel or official adult chaperones

## DRRESS CODE POLICY

The dress code is traditional with Catholic education. All students are expected to adhere to the dress code policy at all times during the academic school day. While fads and fashion in dress change regularly, the school is committed to keeping to these traditional standards. Any articles which are not in keeping with these standards will not be permitted. If an emergency arises, the parents are to contact the administration and obtain prior approval for deviation from the dress code.

Students who violate the dress code policy are subject disciplinary action:

<b>1st Offense:</b>	Verbal Warning and email to parents
<b>2nd Offense:</b>	30-Minute Detention, loss of Spirit Wear Friday
<b>3rd and Subsequent Offenses:</b>	1-Hour Detention
<b>Additional Offenses:</b>	Discipline Board Review, loss of dress-down privileges

Students are to arrive at school in full uniform. Students are expected to be neat in their appearance at all times. School uniforms should be purchased from Land's End-more information may be found on the school website.

Repetitive, chronic, or extreme dress code violations may result possible referral to the Discipline Board.

### **DRRESS CODE**     *Administration reserves the right to decide acceptability.*

#### **GIRLS**

**Polo:** Green, navy or grey short sleeve polo style uniform shirt with required St. Edward Green Wave logo. Polo shirts are only allowed during 1st and 4th quarters of the school year, and must be tucked in at the waist.

**Oxford:** White or light blue style uniform shirt (long or short sleeve) with required St. Edward Green Wave logo. Oxford shirt must be tucked in.

**Skirt:** Purchased from school store at Land's End with hem line no higher than 1" above the knee. Shirt must be tucked in so skirt waistband is visible (no blousing of the shirt).

**Pants:** Blue or khaki colored uniform pants with required St. Edward "STE" monogram.

**Pullover:** Optional green, black, or navy quarter-zip pullovers with required St. Edward "STE" monogram may be worn over a polo or oxford.

**Sweater:** Optional green, navy, or black uniform v-neck sweater with required St. Edward Green Wave logo, during 2nd and 3rd quarter.

**Socks:** Socks can be of any variety but must be school appropriate. Tights must be solid colored black, navy, grey, white or nude and be opaque. No fishnet tights allowed.

**Shoes:** Dress or athletic shoes coordinating with the uniform. Shoes must have a back. Shoes must be neat and clean in appearance.

#### **BOYS**

**Polo:** Green or grey short sleeve polo style uniform shirt with required St. Edward Green Wave logo. Polo shirts are only allowed during 1st and 4th quarters of the school year, and must be tucked in at the waist.

**Oxford:** White or light blue oxford style uniform shirt (long or short sleeve) with required St. Edward Green Wave logo. Oxford shirt must be tucked in.

**Tie:** Ties must be worn up to the neck. Ties may not be distracting or disrespectful.

**Pants:** Khaki colored uniform pants and belt.

**Pullover:** Optional green, black, or navy quarter-zip pullovers with required St. Edward "STE" monogram may be worn over a polo or oxford.

**Sweater:** Optional green, navy, or black uniform v-neck sweater with required St. Edward Green Wave logo during 2nd and 3rd quarter.

**Socks:** Socks can be of any variety but must be school appropriate.

**Shoes:** Dress or athletic shoes coordinating with the uniform. Shoes must have a back. Shoes must be neat and clean in appearance.

**\*Students are expected to be neat in their appearance at all times, and uniform clothing must be in original repair.**

**\*All other applicable regulations from the dress code apply.**

## **DRESS CODE APPLICATIONS**

- No boots, house slippers, flip-flops, moccasins, clogs, crocs, or sandals are allowed at any time. All shoes must have a back.
- The correct size uniform pants must be worn. "Baggy" style and oversize pants are not permitted. Pants should be properly worn at the waist and not at the hips.
- No hats are to be worn in the building at any time.
- Straps, chains, medallions, cultic, rope necklaces, excessive wrist bands, and excessive jewelry are unacceptable.
- No gauges are permitted in ears. For boys, earrings are not acceptable at any time.
- No other body piercing is acceptable.
- Boys and girls may wear a white, black, green or grey long sleeve t-shirt under the uniform polo or oxford shirt
- Any permanent tattoos must be covered.
- Boys are to be clean shaven (no mustaches or beards)
- Hair styles must be neat in appearance. No unnatural colors.

## **PHYSICAL EDUCATION DRESS CODE**

- Gray shirt (can be purchased anywhere)
- Green shorts (can be purchased anywhere)
- White socks
- Non-marking gym shoes
- Sweatshirts/pants will be allowed but the required PE uniform must be on underneath

## **SPIRIT DAYS**

On designated school spirit days, students are permitted to wear St. Edward approved athletic team jerseys, T-shirts, or sweatshirts, club/organization T-shirts or sweatshirts, or spirit wear T-shirts or sweatshirts. Girls must wear the uniform pants or skirt, and boys must wear the uniform pants. Students must adhere to the dress code in all other aspects. Any student not in spirit wear dress code must be in the school uniform.

## **DRESS-DOWN DAY ACCEPTABLE ATTIRE**

Students may wear:

- Nice looking jeans, joggers, or sweatpants with no holes or tears. No skirts, shorts, yoga pants, leggings or flared leggings, jeggings or baggy/oversized pants are to be worn
- A nice shirt (with no holes or tears and that does not display profanity, sexual implications, cultic, or promotes the use of alcohol or drugs) will be acceptable
- No hats are allowed on regular, non themed dress down days.
- No tube, halter, midriff, muscle shirts, crop tops or tank tops allowed. Tops must be long enough to be tucked in so the midriff area does not show. Tops must have sleeves (shoulders must be covered).
- Administration has the right to decide what constitutes acceptable

**Any requests for changes in the dress code with respect to an activity such as a field trip or celebration must be approved by administration in advance. Students are expected to adhere to Catholic values in modesty and appropriateness. Administration reserves the right to decide acceptability.**

## **BACKPACKS and PURSES**

Backpacks and purses should be stored in lockers during the day. Students may carry a CLEAR water bottle.

## ATHLETICS

Interscholastic activities are an important part of St. Edward Central Catholic High School and are a part of our overall curriculum. The Athletic Program must serve to further our Catholic ideals and our school mission. Participation in high school athletics is an extension of what happens in the classroom and provides opportunities and emphasizes objectives that may not be available to the student-athlete elsewhere. **Participation in athletics at St. Edward is a privilege, not a right. Thus, there is a high level of expectation for our student-athletes, and they must abide by certain rules.**

Therefore, the privilege of participating in the athletic program carries the following responsibilities.

1. Students must be in good academic standing. (Refer to pg. 16)
2. Students must dress with special care when attending both home and away contests
3. Students must use language which reflects reverence for God and respect for self and others. Profanity will not be accepted under any circumstances
4. Students will exhibit Christian behavior at all times
5. Students will abide by the athletic policy regarding smoking, alcohol and illegal drugs

All student-athletes will receive a copy of the St. Edward Athletic Handbook. The student and their parent(s)/guardian(s) will complete and sign a permission/waiver sheet, indicating that they have received the Handbook and will abide by the rules and policies outlined therein.

### RULES GOVERNING FAN BUSES FOR ATHLETIC EVENTS

St. Edward Central Catholic High School provides supervision for any students transported by St. Edward Central Catholic High School to away athletic contests. Fan buses are generally only provided for State tournament contests (Final Four or Elite Eight). If overnight lodging is required for away contests, St. Edward Central Catholic High School provides supervision of team members only.

### BUS RULES

1. Fan buses will not be overloaded. As a general rule, there will not be more than two students to a seat
2. After an away game, a chaperone will take attendance on the fan bus before the bus embarks on the trip back to school. The bus will not leave until all students have been accounted for
3. Food or drink brought on a fan bus is subject to the discretion of the company providing the bus.

Chaperones are authorized to instruct a driver to return a fan bus to school before it reaches its destination if rowdiness and general disorder lead them to believe that this is the best course of action.

## **GREENWAVE FIGHT SONG**

Green Wave, Green Wave hats off to thee!  
Fight, fight, fight for our victory,  
Shout to the skies, our Green Wave war cries.  
The Bravest will defy.

Hold that Line (ball) for old Green and Gold,  
We will win today!  
So fight, team fight and we will win this game!  
Hey rah, rah, rah, rah, rah  
Hey rah, rah, rah, rah, rah  
Hey rah, rah, rah, rah, rah  
Hey rah!

## **ALMA MATER SONG**

Dear St. Edward, Alma Mater,  
Golden melodies we raise  
For your honor, for your glory  
In your everlasting praise.  
May the green and gold of your banner rise,  
Gleaming in the skies.  
Alma Mater, hail to you,  
St. Edward High, so true.

The bright gold of your name gleams through the morning,  
While at your door we meet from far and near,  
Living and learning all together,  
Your treasures we reverse. (Repeat Chorus)

For leadership and character information,  
For loyal service that you hold so high,  
For scholarship achieved in all your courses,  
O Alma Mater, hear our grateful cry. (Repeat Chorus)

The future lies before us in the dawning  
A symphony of hope and prayerful deed;  
God's undertones, endures measures,  
To meet our every need. (Repeat Chorus)

In memory these days will ever linger,  
The challenge of the game together dared,  
The courage and the valor of our labors,  
The triumph of the victory we shared. (Repeat Chorus)

## **INTERNET ACCESS**

All use of the Internet shall be consistent with the School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior of users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance, and will abide by the policy at St. Edward.

### Terms and Conditions

1. Acceptable Use-Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the School.
2. Privileges- The use of the Internet is a privilege not a right; inappropriate use will result in a cancellation of those privileges. The school administrator will make all decisions regarding whether or not a use has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final. Electronic communications and downloaded material may be monitored or read by school officials.
3. Unacceptable Use- You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U. S. or State regulations;
  - B. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - C. Downloading copyrighted material for other than personal use;
  - D. Using the network for private financial or commercial gain;
  - E. Using the network to identify, imply, or infer any gang activity;
  - F. Using the network to advertise, sell, exchange or purchase any items, including illegal or illicit drugs;
  - G. Wastefully using resources, such as file space;
  - H. Gaining unauthorized access to resources or entities;
  - I. Invading the privacy of individuals;
  - J. Using another user's account or password;
  - K. Refusal to show school identification card to person in charge;
  - L. Posting material authored or created by another without his/her consent;
  - M. Posting anonymous messages or using pseudonyms or anonymous sign-ones;
  - N. Using the network for commercial or private advertising;
  - O. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - P. Using the network while access privileges are suspended or revoked;
  - Q. Unauthorized purchase of any goods or services via the Internet;
  - R. Unauthorized subscriptions to Internet services such as listservs and newsgroups;
  - S. Accessing social media sites such as, but not limited to Facebook, Twitter, Instagram, etc.
  - T. Participating in blog sites on or off campus that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal.



- U. Participating in blog sites on or off campus, that in any way identifies the user as a Saint Edward Central Catholic High School student or compromises the mission of Saint Edward Central Catholic High School.
- V. Bypassing School firewalls or safety protocols. This includes using "Hotspot" internet access, or VPN software to mask your location and access unapproved content.

4. Network Etiquette- You are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- A. Be polite. Do not become abusive in your message to others.
- B. Use appropriate language. Do not swear, or use vulgarities or any other in appropriate language.
- C. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- D. Recognize the electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.
- F. Consider all communications and information accessible via the network to be private property.
- G. Use and share computer resources courteously and efficiently.

5. No Warranties- the school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer, this includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification- You agree to indemnify the school for any losses, costs, or damages, including reasonable attorney fee, incurred by the school relating to, or arising out of any breach of this Authorization.

7. Security- Network security is a high priority, if you can identify a security problem on the Internet, you must notify the school administrator or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account and confidential password. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a school administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism- Vandalism will result in cancellation of privileges in addition to other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data for another use, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charge- The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or

equipment or line cost

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY Rockford Diocesan High School Students**

### **Purpose:**

St. Edward Central Catholic High school provides computers and other electronic resources to serve its students. Access to these resources is provided to further the educational goals of the school and Diocese. Students are encouraged to use these resources for educational and/or school-related activities and to facilitate the efficient exchange of useful information related to the student's school work. The resources provided through the school are and remain the property of the school. Students are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. St. Edward Central Catholic High School has the right to and does monitor use of the computers and other electronic resources by students, including students' access of the Internet, Internet use, and e-mail use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet or e-mail.

### **Goals:**

With respect to any of its computers and other electronic resources, St. Edward Central Catholic High School uses filtering, monitoring and blocking software as well as staff members to monitor Internet usage. These measures meet the terms of the Children's Internet Protection Act (CIPA) for protecting minors against access, through computers and other electronic resources, to visual illustrations that are obscene, pornographic, or are otherwise harmful to minors. However, it is impossible to fully control all information available to students. Therefore, St. Edward Central Catholic High School adopts this Policy governing the use of electronic resources and the Internet in order to:

- Acknowledge the privilege granted to the student for using the school's computers and other electronic resources;
- Ensure responsible and ethical use of the school's network, Internet resources, and e-mail;
- Provide guidance for acceptable use by students obtaining access to electronic resources; and
- Preserve the security and integrity of the school network.

### **Responsibilities of the Student**

All uses of computers and other electronic resources shall be consistent with the Diocese and the school's goal of promoting educational excellence by improving resource sharing, and communication. This Acceptable Use Policy does not attempt to state all required or restricted behaviors of users. By signing this Policy, the student acknowledges that he/she has read the terms and conditions, understands their significance, and agrees to abide by this Policy.

Technology resources provided by St. Edward Central Catholic High School are:

- Owned by the school;
- Offered as a privilege, not a right;
- Provided for the purpose of furthering education and the goals of the school; and
- To be used for school related purposes only.

### **Technology Use Guidelines**

Students are encouraged to take full advantage of the technology provided by St. Edward Central Catholic High School. The following guidelines are to be followed. The list is not exhaustive. St. Edward Central Catholic High School reserves the right to interpret this Policy in its sole discretion in the event matters not expressly covered in this Policy arise.

Appropriate or acceptable educational uses of these resources include, but are not limited to: Access to the Internet to retrieve information from libraries, databases, and internet sites to enrich and expand curriculum.

- All technology use, including Internet access, is provided for educational purposes, to enrich and expand the curriculum. Use of technology resources must be consistent with the educational objectives of the diocese and school.
- Always abide by the generally accepted rules of network etiquette.
- Be polite in your messages.
- Use and share computer resources courteously and efficiently.
- Individual accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password.
- Do not leave an open file or session unattended or unsupervised. You are ultimately responsible for all activity under your account.
- Personal resources used by students are restricted by the limits of this Policy and must be approved by the Network Administrator or Principal. This includes using a personal laptop or tablet.
- The school has the right to monitor student use of the school computers, Network, and Internet. Students have no expectation of privacy in their use of school technology.
- Any information contained or placed on the school's computer hard drive or the school's computer disks are the property of the school.
- Students are required to report any damage or change to equipment to the Director of IT .
- . We strive to maintain an accurate list of approved and allowed websites, but since the list is dynamic and always changing, these sites may not always be up to date. Access to questionable sites should be brought to the attention of the Network Administrator immediately.
- The Rockford Diocese Office of Catholic Education and/or St. Edward Central Catholic High School may modify, amend, or add additional rules and restrictions to this Policy at any time.

### **Prohibited Use**

The following guidelines are intended to promote legal, ethical, moral, and safe use of the school's technology resources in accordance with the teachings of our Catholic faith. The list below is not exhaustive. St. Edward Central Catholic High School reserves the right to interpret the policy in its sole discretion in the event matters not expressly covered in this policy arise. Inappropriate or unacceptable use(s) of these resources include, but are not limited to the following:

- Engaging in activities not related to educational purposes or which are contrary to rules, policies and/or guidelines of the school.
- Accessing, retrieving, viewing or distributing any material in violation of any federal or state laws or regulation or school policy or rules. This includes, but is not limited to:
  - o Improper use of copyrighted material;
  - o Improper use of the System to commit fraud or with the intent to commit fraud;
  - o Improper use of passwords or access codes;
  - o Disclosing the full name, home address or phone number of any student, or Parish employee or volunteer.
- Accessing, retrieving, posting, transmitting or viewing obscene, profane, abusive, or indecent materials that are inconsistent with the objectives and/or teachings of the Catholic Church and/or the Diocese and/or School.
- Unauthorized downloading or copying of software, regardless of whether it is copyrighted, shareware, or freeware without authorization from the principal or the Director of IT.
- Any act of social injustices such as harassing, threatening, intimidating, or degrading an individual or group of individuals.
- Vandalism is prohibited. This includes, but is not limited to:
  - o Deleting, examining, copying, or modifying files, data, email or voice mail belonging to other users, and/or attempts of same;
  - o Attempts to breach security codes and/or passwords; and/or
  - o Destruction, abuse or modification of computer hardware and/or software

including changes to preferences; and/or attempts of same.

- Sending nuisance e-mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome or inappropriate messages.
- Using the technology resources for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters.
- Using, transmitting or posting images of administrators, employees, students, parents, parishioners or any other person without specific permission
- Establishing network or Internet connections to live communications, including voice, instant messaging, video, and/or chat, without specific permission from the Principal.
- Using the network to identify, imply or infer any gang activity.
- Any attempt to bypass the school's monitoring software, which may include alternate connections to the internet, masking one's internet location with VPN software, accessing remote terminals not controlled by the school, or any other method not listed is prohibited and may be subject to disciplinary action.

### **System Security and Reliability**

In order to maintain the school's security and reliability of the school's network, the following are prohibited:

- Wastefully using technology resources, such as file space
- Hacking-unauthorized access to system resources from outside the network
- Interceptions-monitoring data or traffic on any network, system or server
- Deliberate attempts to overload the system or cause damage.
- The creation, circulation, and/or use of computer viruses
- Using the network in any way that would disrupt its use by other users or be dangerous to the integrity of the local area network.

Students must notify the Network Administrator of any security risk or abuse of the system. Do not demonstrate the problem to another student. Any student identified as a security risk may be denied access to the network.

### **Web sites**

- Using, transmitting or posting images of employees, students, parents or parishioners without specific permission is prohibited.
- Any web site created by a student using the technology system must be part of a school-sponsored activity, or otherwise be authorized by the Principal
- All content, including links, of any web site created by a student using the school's resources must receive prior approval by the Principal.
- All contents of a website created by a student must conform to these Acceptable Use Guidelines.

Access to computers, the Internet, and other electronic devices is important to student learning and achieving the educational goals of the school and Diocese. However, as with all tools, they must be used properly. This policy applies to computers and other electronic resources: personal digital assistants (PDAs), calculators, gaming devices, cell phones, digital cameras, personal computers, and any other electronic device, and provides guidance for acceptable, responsible and ethical use of these resources. The use of computers and other electronic resources is a privilege not a right, and any attempt to violate the provisions of this agreement could result in revocation of the student's privileges, regardless of the success or failure of the attempt.

A student who violates this Policy is subject to additional school disciplinary action, up to and including suspension and/or expulsion. The decision of the school regarding inappropriate use of the technology or telecommunication resources is final. Reimbursement may be sought for damage requiring repair or replacement of equipment where St. Edward Central Catholic High School, in its sole discretion, determines the damage was caused intentionally or with recklessness.

## **ST. EDWARD CENTRAL CATHOLIC HIGH SCHOOL**

### **Surface Pro Acceptable Use Procedures**

The focus of the Surface Pro program at St. Edward Central Catholic High School is to provide tools and resources for our students who are 21st century learners. Increasing access to technology is essential for the future of our students and the use of Surface Pros is a way to help them apply technology in high school, college, the workplace, and beyond.

The Surface Pro will be used in place of some student textbooks, for organization of notes and files, for accessing the Internet and the school network, and for a myriad of instructional applications. As a tool with such a prominent role in the daily educational process, it is imperative to establish procedures and guidelines for the appropriate use of this device. The policies, procedures and information within this document apply to all Surface Pro devices Surface Pro used at School, including any other device (ie. Devices supplied for other purposes such as Graphic Design courses) considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

### **RECEIVING YOUR Surface Pro Surface Pro CHECK-IN**

#### **1.1 Receiving your Surface Pro**

Surface Pro Surface Pro devices will be distributed each fall during Back to School Days. Parents & students must sign and return the following forms before the Surface Pro can be issued to their child:

- St. Edward CCHS Parent/Student Surface Pro Agreement Form
- St. Edward CCHS Surface Pro Acceptable Use Procedures
- St. Edward CCHS/Rockford Diocese Acceptable Use Policy for Technology

#### **1.3 Check-In Fines**

Individual school Surface Pro s and accessories must be returned to the St. Edward Central Catholic High School technology department at the end of each school year. Students who graduate early, transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at St. Edward Central Catholic High School for any other reason must return their individual school Surface Pro on the date of termination. If a student fails to return the Surface Pro at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Surface Pro. Furthermore, the student will be responsible for any damage to the Surface Pro, consistent with the schools Surface Pro Acceptable Use Agreement, and must return the Surface Pro and accessories to the St. Edward Central Catholic High School Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Surface Pro.

### **TAKING CARE OF YOUR Surface Pro**

Students are responsible for the general care of the Surface Pro they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

#### **2.1 General Precautions**

- Students are responsible for keeping their Surface Pro's battery charged for school each day.
- Students are required to keep the Surface Pro in the case provided by the school.
- The Surface Pro is school property and all users will follow this agreement and

- the St. Edward CCHS/Diocese of Rockford Acceptable Use Policy.  
Only use a clean, soft cloth to clean the screen—don't use cleansers of any type.



- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of St. Edward Central Catholic High School. Why do we offer the “tattoos?”
- Students are responsible for keeping their Surface Pro secured at all times.
- Students are responsible for their devices both in and out of school, including extracurricular events. The costs associated with a lost, stolen or damaged Surface Pro as stated in this Agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the Surface Pro during extracurricular activities.
- Students are not allowed to jailbreak devices or unenroll them from the school management system.
- Students must not remove any St. Edward Central Catholic High School labels

## 2.2 Carrying Surface Pro

The protective case provided with the Surface Pro has sufficient padding to protect the Surface Pro from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Surface Pro should always be within the protective case when carried.
- Books, folders, pens, pencils and other items should be kept away from the Surface Pro to avoid placing too much pressure and weight on the Surface Pro screen.

## 2.3 Screen Care

The Surface Pro screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Surface Pro.
- Do not place anything near the Surface Pro that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Surface Pro against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **USING YOUR Surface Pro**

Surface Pros are intended for use at school each day. In addition to teacher expectations for Surface Pro use, school messages, announcements, calendars and schedules may be accessed using the Surface Pro. Students must be responsible to bring their Surface Pro to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Surface Pro Left at Home

If students leave their Surface Pro at home, they are responsible for getting the course work completed as if they had their Surface Pro present.

### 3.2 Surface Pro Undergoing Repair

Loaner devices may be issued to students when they leave their device for repair in the Technology Department. There may be a delay in getting an Surface Pro should the school not have enough to loan.

### 3.3 Charging Your Surface Pro's Battery

Surface Pro must be brought to school each day in a fully charged condition. Students need to charge their Surface Pro each evening.

### 3.4 Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### 3.5 Sound, Music, Games, or Programs

- Sound must be muted, or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the Surface Pro during class time or study hall.
- Installation of any apps will be controlled by St. Edward CCHS.

### 3.6 Photos/Video Taken with Surface Pro

Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the Surface Pro may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and video taken with the Surface Pro are for educational purposes only. Surface Pros are not allowed in bathrooms or locker rooms.

### 3.8 Printing

Printing procedures at school will be outlined upon student receipt of the Surface Pro. Generally all students are encouraged to avoid excessive printing and turn in assignments digitally.

### 3.9 Home Internet Access

Students are allowed to set up wireless networks on their Surface Pros. This will assist them with Surface Pro use at home.

### 3.10 Syncing

Students must not sync the Surface Pro with any computer.

## **MANAGING YOUR FILES & SAVING YOUR WORK**

### 4.1 Saving Documents

Students may save work on the Surface Pro in multiple ways (i.e., OneDrive, Google Drive, , Microsoft accounts). It is recommended students also e-mail documents to themselves and save to the school server.

Limited storage space will be available on the Surface Pro—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Surface Pro malfunction is not an acceptable excuse for work not being submitted.

### 4.2 Network Connectivity

ST. EDWARD CCHS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## **SOFTWARE ON SURFACE PRO S**

### 5.1 Originally Installed Apps

The apps originally installed by St. Edward Central Catholic High School must remain on the Surface Pro in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course.

### 5.2 Additional Apps

The student may download additional educational apps in keeping with the guidelines in the Acceptable Use Agreement. All school approved apps will be added to the student's Clever account app library for access, and may be changed from time to time. Any charges associated with a non-school issued app must be paid for by the student. St. Edward Central Catholic High School reserves the right to

remove any non- school related material (apps, music, pictures) if the space requirements needed for school activities are not available.

### 5.3 Inspection

Student Surface Pros may be checked at random for inspection.

### 5.4 Procedure for Re-Loading Apps

If technical difficulties occur, the Surface Pro will be restored from backup. The school does not accept responsibility for the loss of apps or documents deleted due to a reformat and re- image, and any costs associated with reimaging a Surface Pro will be assessed to the student.

### 5.5 Software Upgrades

Upgraded versions of apps are available from time to time. Students may be required to check in their Surface Pro for periodic updates and syncing.

### 5.6 Find My Surface Pro

Surface Pros must be set to Find My Surface Pro. St. Edward CCHS will provide training on the use of this mandatory feature.

## **ACCEPTABLE USE**

The use of the ST. EDWARD CCHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the ST. EDWARD CCHS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at ST. EDWARD CCHS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### 6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, cellphones, movies, and radio.
- Should you want your student to opt out of taking a Surface Pro home, you will need to indicate this on the AUP form and understand that your student is still responsible for meeting the course requirements.

### 6.2 School Responsibilities

- Provide the Internet to its students at school.
- Provide Internet blocking of inappropriate materials at school.
- Provide guidance to aid students in doing research/projects and help assure student compliance of the acceptable use policy.
- Provide guidance to aid students in using discernment with technology and develop good digital citizenship.

### 6.3 Student Responsibilities

- Using Surface Pro in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Surface Pro/computer use.
- Using all technology resources in an appropriate manner to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-delivery, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via ST. EDWARD CCHS designated Internet system is at

your own risk.

- ST. EDWARD CCHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping ST. EDWARD CCHS protects our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitoring all activity on their account(s).
- When finished with the Surface Pro, turning off and securing the Surface Pro to protect homework and the device.
- If an email or other communication is received containing inappropriate or abusive language, or if the subject matter is questionable, reporting it to a staff person immediately.
- Returning the Surface Pro and accessories to the Technology Department at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at ST. EDWARD CCHS for any other reason must return the Surface Pro and accessories on the date of termination.
- Avoiding any distracting or non-educational content, apps, software and games during instruction time.

#### 6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work.
- Messaging services or apps that allow Direct Messaging (DM)
- Internet games except those authorized by staff
- Use of outside data disks or external attachments without prior approval from tech support.
- Changing of Surface Pro settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails.
- Gaining access to other student accounts, files, and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms/messaging, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the ST. EDWARD CCHS web filter through a web proxy, VPN, or alternate internet provider.
- Taking photos or video of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the Surface Pro are for educational purposes only.
- Any other action or behavior relating to Surface Pro use/misuse that the Administration judges to be unacceptable.

#### 6.5 Surface Pro Care

Students will be held responsible for maintaining their individual Surface Pro and keeping them in good working order.



- Surface Pro batteries must be charged and ready for school each day.
- Only labels or stickers approved by ST. EDWARD CCHS may be applied to the Surface Pro.
- Surface Pro cases furnished by ST. EDWARD CCHS must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Surface Pros that malfunction or are damaged must be reported to tech support as soon as possible. The school will be responsible for repairing Surface Pro s that malfunction. See Section 8 of this Agreement for costs to students and parents for damaged Surface Pro s.
- Surface Pros that are stolen must be reported immediately to the ST. EDWARD CCHS Office.

#### 6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Any use of AI software to create content will be considered plagiarism.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by ST. EDWARD CCHS.

#### 6.7 Student Discipline

The following are considered misuse of the Surface Pro and will be a first offense:

- not having Surface Pro at school
- not having Surface Pro charged for class.
- leaving Surface Pro anywhere in school
- using the Surface Pro for non-academic uses during class
- The prohibited items listed in 6.4 are considered abuse of the Surface Pro and will be a second offense:
- If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:
  - o 1st Offense – Surface Pro is confiscated and must be picked up in the Student Services office at the end of the day. A \$25 fine is assessed.
  - o 2nd Offense – Surface Pro is confiscated and must be picked up in the Student Services office by a parent. A \$25 fee is assessed.
  - o Any other disciplinary action deemed necessary by the Administration.

### **INVESTIGATIONS REGARDING STUDENTS SOCIAL NETWORKING**

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may investigate and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.



## **PROTECTING & STORING YOUR Surface Pro**

### **7.1 Surface Pro Identification**

Student Surface Pros will be labeled in the manner specified by the school. Surface Pros can be identified in the following ways:

- Record of serial number
- ST. EDWARD CCHS label

### **7.2 Storing Your Surface Pro**

When students are not using their Surface Pro, they should be stored securely. Nothing should be placed on top of the Surface Pro when stored in the locker. Students are encouraged to take their Surface Pro home every day after school, regardless of whether or not they are needed. Surface Pro s should not be stored in a student's vehicle at school or at home.

If a student needs a secure place to store his/her Surface Pro, he/she may check it in for storage at the ST. EDWARD CCHS Technology Department.

### **7.3 Surface Pros Left in Unsupervised Areas**

Under no circumstances should Surface Pros be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, gym, library, unlocked classrooms, dressing rooms and hallways. Any Surface Pro left in these areas is in danger of being stolen. If an Surface Pro is found in an unsupervised area, it will be taken to the Student Services Office. Students need to retrieve their Surface Pro from the Student Services Office and will be subject to the disciplinary steps as outlined in 6.7.

## **COST OF REPAIRS**

### **8.1 Costs for Damaged, Lost or Stolen Surface Pro s**

Students will be held responsible for ALL damage to their Surface Pro and accessories not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc. In the event of accidental damage, the Student and Parent will be billed a fee according to the following schedule:

- o First incident – up to \$100
- o Second incident – up to \$200
- o Third incident – up to full cost of repair or replacement

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the Surface Pro, setting heavy items on top of the Surface Pro, stepping on theSurface Pro, leaving the Surface Pro in extreme heat or cold temperatures, abusing apps, etc. In the event the Surface Pro, cover, or cables are lost or stolen, the Student and Parent will be billed the full cost of replacement as determined by the Administration.

