



# SCHLARMAN

---

## A C A D E M Y

---

### Schlarman Academy

### North Campus

### 2025-2026 Parent/Student Handbook

#### General Information

<b>Address:</b>	<u>South Campus</u> (Grades Pre-K - 6) Schlarman Academy 1307 North Walnut Street Danville, IL 61832	<u>North Campus</u> (Grades 7-12) Schlarman Academy 2112 North Vermilion Street Danville, IL 61832
<b>Office Hours:</b>	8:30 am - 3:30 pm	7:30 am - 3:00 pm
<b>Telephone:</b>	217.442.3880	217.442.2725
<b>Fax:</b>	217.442.5852	217.442.0293
<b>E-mail:</b>	info@schlarman.com	info@schlarman.com
<b>Website:</b>	www.schlarman.com	www.schlarman.com

# Table of Contents

---

Table of Contents	2
Chaplain's Team and Advisory Committee	6
Hierarchy of the Organization	7
Faculty & Staff	8
School Calendar	9
Prayers	10
<b>SCHOOL INFORMATION AND PROCEDURES</b>	<b>11</b>
Catholic School Statement of Purpose	11
Our Mission & Philosophy	11
Illinois School Code	12
Accreditation/Recognition	12
Schlarman Academy Organization	12
Curriculum	13
Spiritual Life/Faith Development	13
Sacramental Programs	13
Parental Participation	14
Admission Policy	15
Students with Learning Disabilities	16
Entrance Requirements	17
Health Examination and Immunizations	17
Re-Admission	18
Student Admission From Another School	19
Non-Discrimination in Admission Policies	19
Admission Age	19
Secondary Campus (Grades 7-12) Bell Schedules	20
Fire and Disaster Drill Policy	20
Student Accident Insurance	20
Lost and Found	20
Fundraising	21
School Pictures	21
Background Checks/Staff Training	21
Visitors/Volunteers/Security	21
Roles and Expectation of Chaperone(s)	21
Custodial and Non-Custodial Parents	22
Asbestos	22
Safety of the Educational Facility	22
<b>ACADEMIC INFORMATION</b>	<b>23</b>
Schlarman Academy Grading Scales	23
Parent-Teacher Conferences	23
Grading	23
Extra Credit	24

Homework	24
Incomplete/Inadequate School Work	24
Academic Eligibility	25
Promotion/Non-Promotion Policies for Grades 7-8	25
Report Cards	26
Honor Roll for Grades 7-12	26
Minimum Requirements for Graduation (9-12)	27
Promotion/Graduation Policy	27
Selecting Courses	28
Academic Integrity	28
Calculating Grade Point Average and Class Rank (9-12)	28
Final Examination/Assessments	29
Schedule Changes	29
Dual Enrollment from Danville Area Community College or Parkland College	30
Definition of Credit	30
Credit from Other Institutions (Illinois Virtual School, etc.)	31
Placement of High Level Classes In Jr. High	31
Required Course Load and Full-Time Student	31
Academic Good Standing	31
Academic Honors	32
Schlarman Academy Scholars: Grades 9 - 12	32
Honor Graduates	32
Highest Honor Graduates	32
Achievement Level of Courses	32
Advanced Placement Classes	32
Pass/No Credit (P/NC)	32
Repeating a Course	32
Transfer Courses	33
Selection of Valedictorian and Salutatorian	33
Student Records	33
Transfer of Student Records	34
Flagging of Missing/Runaway Students Files	34
<b>SCHOOL POLICIES AND REGULATIONS</b>	<b>35</b>
Assemblies	35
Attendance	35
Determining an Absence (7-12)	35
Student Illness	36
Medical/Dental Appointments	36
Non-Medical/Vacation Policy	36
College Days/School Sponsored Activities	36
Tardiness (7-12)	36
Unexcused Absences (7-12)	37
<b>GENERAL PROCEDURES AND POLICIES</b>	<b>38</b>
School Hours	38

Arriving or Leaving School Grounds During the School Day	38
Animals in the Classroom	38
Classroom Policies	38
Cell Phones, Wireless Devices, and Other Electronic Equipment in the Classroom	38
Field Trip Procedures	39
Fire and Emergency Drills	39
Pep Assemblies	40
Dances (9-12)	40
Court Selection	41
Cars and Parking	41
Medicines	41
Wellness Plan	43
Food and Drink	44
Telephones and Messages	44
Emergency School Closings	44
Protocol When Dealing With Concern	44
Procedure for the Resolution of Conflicts	44
Appeal and Review	45
Financial Policy	45
General Dress Code for All Students	46
<b>BEHAVIOR WITHIN THE SCHLARMAN ACADEMY COMMUNITY</b>	<b>48</b>
Reciprocal Reporting of Criminal Activity	49
Discipline at Schlarman Academy	50
Corporal Punishment	51
North Casmpus (Grades 7-12) Discipline Procedure	51
Harassment	52
Bullying Prevention	53
Property Damage	54
School Property Protection	54
Search and Seizure	54
Weapons	55
Tobacco, Alcohol and Illegal Drug Use	55
Policy on Screening for Drug Usage	58
Right to Life	60
Authorization for Electronic Network Access	60
Chromebook Parent and Student Responsibilities	64
Faith Alive Program	65
General Faith Alive Guidelines	65
<b>CO-CURRICULAR ACTIVITIES</b>	<b>66</b>
Philosophy and Purpose	66
Co-Curricular Eligibility (Grades 5-12)	67
Student Responsibilities and Expectations	67
Grievance Procedure	68
Dual Participation	68

Non-Practice/Game Days/Open Gyms	69
Additional Requirements For Grades 5-8	69
Frequency of Participation	69
Practice, Games, and Tournament Exclusions	69
Playing Up	69
Sports and Activities	69
Athletics	69
Baseball - Boys Basketball - Boys/Girls Cheerleading Cross Country Archery	69
Football Golf Soccer Softball Track	69
Track Volleyball E-Sports	69
Music	70
Faith Development	70
Extraordinary Ministers of Holy Communion	70
Schlarman Academy Retreat Program	70
Publications	70
Student Honors	71

# Chaplain's Team and Advisory Committee

---

## The Chaplain's Team

**Rev. John Cyr (Chair)**

**Msgr. James Kruse**

**Tracy Cherry**

*Interim Principal of Schlarman*

**Robert Lehmann**

*Director of Student Services*

**Consultative Board**

**TBD**

**Rev John Cyr**

*Catholic Identity Chair*

**Ex-Officio**

**Most Rev. Louis Tylka**

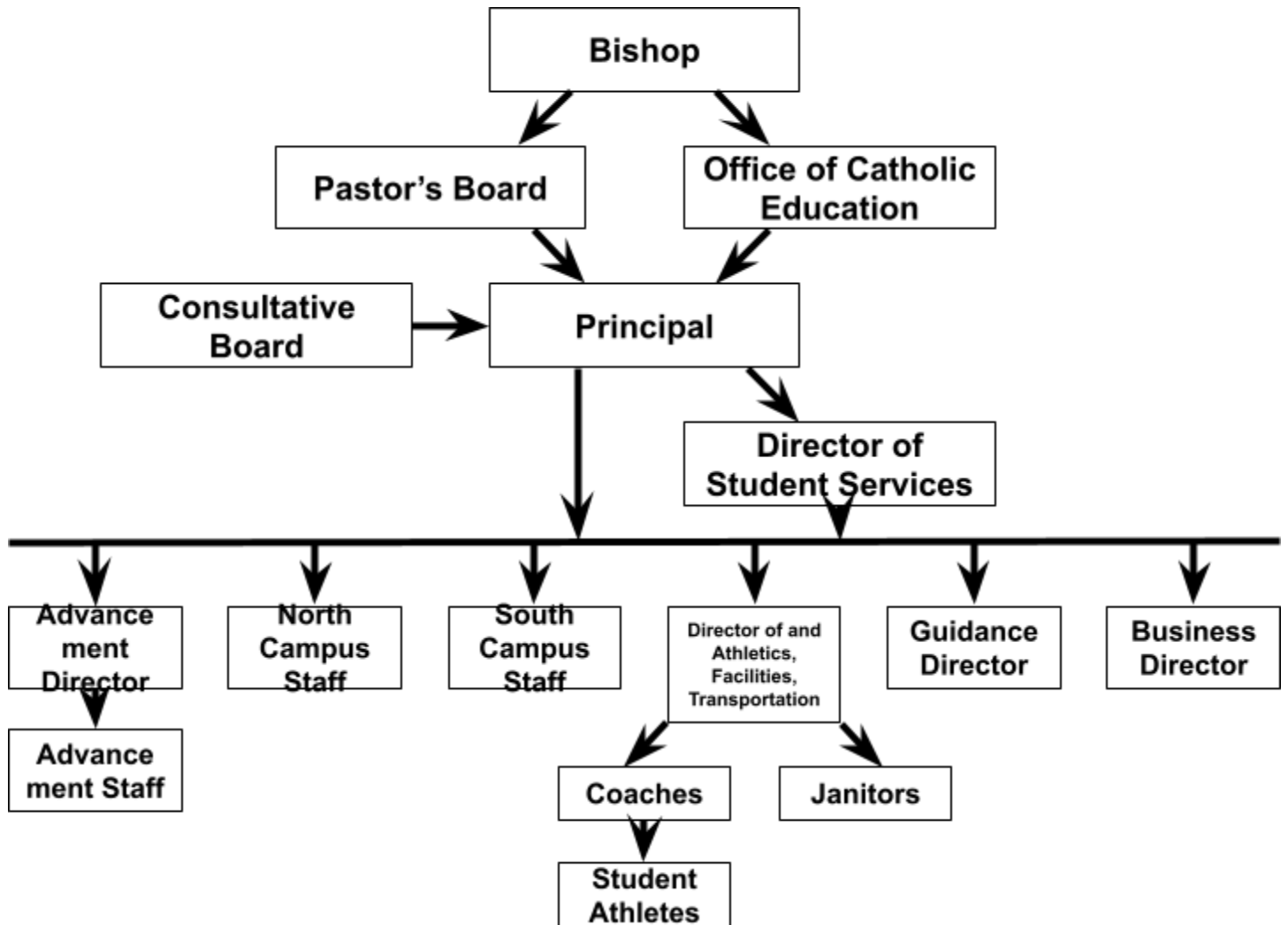
*Bishop of Peoria*

**Dr. Jerry Sanderson**

*Superintendent of Schools*

Circumstances may arise in which Schlarman Academy determines that changes are required in these guidelines and procedures. For this reason, Schlarman Academy reserves the right, at any time, to modify, terminate, rescind, or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

# Hierarchy of the Organization



## Faculty & Staff

If you would like to contact a faculty or staff member, please dial 217-442-2725 (North Campus) or 217-442-3880 (South Campus) and the extension.

<b>NORTH CAMPUS</b>					
<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Room</b>	<b>E-mail</b>
Karla	Andrew	JH Religion and Science Teacher	138	21	<a href="mailto:kmandrew@schlarman.com">kmandrew@schlarman.com</a>
Kristopher	Andrew	HS Math and Science Teacher	118	18	<a href="mailto:kandrew@schlarman.com">kandrew@schlarman.com</a>
Kara	Billings	Fine Arts	119	27	<a href="mailto:kbillings@schlarman.com">kbillings@schlarman.com</a>
David	Calkins	JH/HS Business/Computers Teacher/Academy IT	116	16	<a href="mailto:dcalkins@schlarman.com">dcalkins@schlarman.com</a>
Tracy	Cherry	Academy Interim Principal	133	10C	<a href="mailto:tcherry@schlarman.com">tcherry@schlarman.com</a>
Jennifer	Cresswell	Academy Music Teacher	114	BAND	<a href="mailto:jcresswell@schlarman.com">jcresswell@schlarman.com</a>
Joan	Dale	HS Religion	134	M12	<a href="mailto:jdale@schlarman.com">jdale@schlarman.com</a>
Ashley	Drake	Business Manager	130	M24	<a href="mailto:adrake@schlarman.com">adrake@schlarman.com</a>
Erin	Forsyth	Director of Athletics/Activities, Facilities, and Transportation	104	10D	<a href="mailto:eforsyth@schlarman.com">eforsyth@schlarman.com</a>
Dee	Freed	NC Administrative Assistant	100	10A	<a href="mailto:dfreed@schlarman.com">dfreed@schlarman.com</a>
Lisa	Kiddoo	Advancement Associate	129	M23	<a href="mailto:lkiddoo@schlarman.com">lkiddoo@schlarman.com</a>
Robert	Lehmann	Director of Student Services	102	10B	<a href="mailto:rlehmann@schlarman.com">rlehmann@schlarman.com</a>
Zhanna	Lehmann	Music Dual Enrollment/Singing Toppers	126	20	<a href="mailto:zlehmann@schlarman.com">zlehmann@schlarman.com</a>
Desiree	Martin	HS English Teacher	120	26	<a href="mailto:dmartin@schlarman.com">dmartin@schlarman.com</a>
Rena	McMahon	JH/HS Science Teacher	117	17	<a href="mailto:rmcmahon@schlarman.com">rmcmahon@schlarman.com</a>
Kassidy	Muehl	Advancement Associate	127	M21	<a href="mailto:kmuehl@schlarman.com">kmuehl@schlarman.com</a>
Carol	Nichols	JH Social Studies/HS Publications Teacher	106	31	<a href="mailto:cnichols@schlarman.com">cnichols@schlarman.com</a>
Jennifer	O'Brien	Advancement Team Lead	128	M22	<a href="mailto:jobrien@schlarman.com">jobrien@schlarman.com</a>
Nathan	Patterson	NC Custodian	111	STAGE	<a href="mailto:npatterson@schlarman.com">npatterson@schlarman.com</a>
Justin	Richards	Maintenance & Facilities Manager	111	STAGE	<a href="mailto:jrichards@schlarman.com">jrichards@schlarman.com</a>
Joan	Serrano	HS Spanish Teacher	122	24	<a href="mailto:jserrano@schlarman.com">jserrano@schlarman.com</a>
Grace	Spicer	HS English Teacher	107	30	<a href="mailto:gspicer@schlarman.com">gspicer@schlarman.com</a>
Brett	Springer	HS Math Teacher	124	22	<a href="mailto:bspringer@schlarman.com">bspringer@schlarman.com</a>
Spencer	Tolson	NC PE/Health & SC Computer Teacher	110	GYM	<a href="mailto:stolson@schlarman.com">stolson@schlarman.com</a>
Amber	Wallen	JH English Teacher	121	25	<a href="mailto:awallen@schlarman.com">awallen@schlarman.com</a>
Dawn	White	Food Service	113	CAFE	<a href="mailto:dwhite@schlarman.com">dwhite@schlarman.com</a>

Lori	Woods	JH Math / HS Social Studies & Seminar	112	32	<a href="mailto:lwoods@schlarman.com">lwoods@schlarman.com</a>
Jason	Woodworth	HS History Teacher	126	20	<a href="mailto:jwoodworth@schlarman.com">jwoodworth@schlarman.com</a>

## SOUTH CAMPUS

First Name	Last Name	Title	Ext.	Room	E-mail Address
Susan	Andrews	2nd Grade	216	106	<a href="mailto:sandrews@schlarman.com">sandrews@schlarman.com</a>
Ashley	Baldwin	4th Grade	238	204	<a href="mailto:abaldwin@schlarman.com">abaldwin@schlarman.com</a>
Madison	Belton	SC Teacher Assistant / Administrative Assistant	200	100	<a href="mailto:mbelton@schlarman.com">mbelton@schlarman.com</a>
Kara	Billings	Pre-School	202	116	N/A
Sarah	Bogen	Pre-School	203	115	<a href="mailto:sbogen@schlarman.com">sbogen@schlarman.com</a>
Tracy	Cherry	Academy Interim Principal	201	100A	<a href="mailto:tcherry@schlarman.com">tcherry@schlarman.com</a>
Megan	Cline	Pre-School Aide	N/A	N/A	<a href="mailto:mcline@schlarman.com">mcline@schlarman.com</a>
Sarah	Colson	Food Services	220	CAFE	<a href="mailto:scolson@schlarman.com">scolson@schlarman.com</a>
Lisa	Cooper	5th Grade	213	205	<a href="mailto:lcooper@schlarman.com">lcooper@schlarman.com</a>
Jennifer	Cresswell	Music Teacher	214	109	<a href="mailto:jcresswell@schlarman.com">jcresswell@schlarman.com</a>
Tamera	Crowder	1st Grade	208	104	<a href="mailto:tcrowder@schlarman.com">tcrowder@schlarman.com</a>
Lauri	Davis	SC Teacher Assistant	218	108	<a href="mailto:ldavis@schlarman.com">ldavis@schlarman.com</a>
Michelle (Shelley)	Erickson	3rd Grade	218	108	<a href="mailto:merickson@schlarman.com">merickson@schlarman.com</a>
Kelly	Hahne	Pre-School	204	113	<a href="mailto:kahne@schlarman.com">kahne@schlarman.com</a>
Vanetta	Harvey	Title Program Teacher	223	110	<a href="mailto:vharvey@schlarman.com">vharvey@schlarman.com</a>
Lisa	Hilleary	SC Administrative Assistant	200	100	<a href="mailto:lhilleary@schlarman.com">lhilleary@schlarman.com</a>
Sally	Kittell	Food Services	220	CAFE	<a href="mailto:skittell@schlarman.com">skittell@schlarman.com</a>
Lisa	Lukas	Kindergarten	206	101	<a href="mailto:llukas@schlarman.com">llukas@schlarman.com</a>
Eva	Lyon	Pre-School / After Care Coordinator	205	118	<a href="mailto:elyon@schlarman.com">elyon@schlarman.com</a>
Nancy	Moore	Title Program Teacher	223	110	<a href="mailto:nmoore@schlarman.com">nmoore@schlarman.com</a>
Ricardo	Perez	SC Custodian	222	111	<a href="mailto:rperez@schlarman.com">rperez@schlarman.com</a>
Ann	Soderstrom	Kindergarten	210	103	<a href="mailto:asoderstrom@schlarman.com">asoderstrom@schlarman.com</a>
Spencer	Tolson	SC Computer Teacher (5-6)	110	GYM	<a href="mailto:stolson@schlarman.com">stolson@schlarman.com</a>
Demetrius	Wade	SC PE (K-6) / Computers (K-4)	224	112	<a href="mailto:dwade@schlarman.com">dwade@schlarman.com</a>
Michele	Winn	6th Grade	215	207	<a href="mailto:mwinn@schlarman.com">mwinn@schlarman.com</a>

### School Calendar

**For a detailed calendar, please see**

**<http://www.schlarman.com/calendar>**

# Prayers

---

## **Morning Offering (Monday)**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops and of all the Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

## **Act of Faith (Tuesday)**

O my God, I firmly believe that You are one God in three persons, Father, Son and Holy Spirit. I believe that Your divine Son became man and died for our sins and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches and believes because you have revealed them, who can neither deceive nor be deceived. Amen.

## **Act of Hope (Wednesday)**

O my God, relying on Your infinite goodness and promise, I hope to obtain the pardon of my sins, the help of Your grace, and life everlasting through the merits of Jesus Christ, my Lord and Redeemer. Amen.

## **Act of Love (Thursday)**

O my God, I love you about all things with my whole heart and soul because You are all good and worthy of all my love. I love my neighbor as myself for the love of You. I forgive all who have offended me and I ask pardon of all whom I have offended. Amen

## **Act of Contrition (Friday)**

My God, I am sorry for my sins with all my heart, for choosing to do wrong and failing to do good. I have

sinned against You, whom I should love above all things. I firmly resolve with the help of Your grace, to do penance, to sin no more and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy.

## **Lord's Prayer (Everyday)**

Our Father, who art in Heaven, hallowed be Thy name, Thy kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen.

## **The Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession, was left unaided. Inspired then with confidence, I fly unto you, O Virgin of virgins, my Mother! To you do I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen

## **Ave Maria**

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen

## **Doxology**

Glory be to the Father, and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be, world without end. Amen

# SCHOOL INFORMATION AND PROCEDURES

---



## Catholic School Statement of Purpose

---

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

*The Religious Dimension of Education in a Catholic School, #25*

Catholic schools in the Catholic Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young of the Diocese. We welcome non-Catholic students into our school who wish to take advantage of the opportunities provided by Catholic education. Every school must have its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual activities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teachings are an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

## Our Mission & Philosophy

---

Schlarman Academy is a faith-based, preschool-through–high-school educational community that promotes spiritual, intellectual, physical, and moral development in a dynamic climate of academic excellence centered on Christian values and the Catholic tradition.

Schlarman Academy is a Christian institution within the Roman Catholic tradition. We believe in each person’s unique worth because God has created and called him or her to a particular end or destiny. The primary obligation for education and Christian formation rests with the parents. We share in this while they entrust the student to the school.

Schlarman seeks to maintain an environment characterized by the Roman Catholic expression of Christian faith, human dignity, and responsible freedom. This requires commitment to the Gospel by all members of the

Schlarman family. We strive for excellence in education, formation, and personal development consistent with our self-identity and Roman Catholic world-view.

**Our goals are to:**

1. Help the development of Christian faith and its Roman Catholic expression.
2. Promote the development of each individual student's abilities and interests
3. Promote lifelong learning, continuing personal development and decision-making based upon the Gospel values and our Roman Catholic world-view.

## **Illinois School Code**

---

Schlarman Academy follows applicable sections of Illinois School Code.

<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1005&ChapterID=17>

## **Accreditation/Recognition**

---

The National Catholic Education Association, AdvancEd and the Illinois State Board of Education according to Policy and Guidelines officially recognize Schlarman Academy for Registration and Recognition of Nonpublic Elementary and Secondary Schools. School Code [105 ILCS 5/2-3.250] requires the State Board of Education to provide for the voluntary registration and recognition of nonpublic elementary and secondary schools, as defined in that Section. Further, School Code [105 ILCS 5/2-3.51.5 and 2-3.155] make State-recognized, nonpublic schools eligible to receive funds under certain block grant programs.

## **Schlarman Academy Organization**

---

### **Pastor's Board**

The Pastors of the Vermilion Vicariate who function as Spiritual leaders of the Academy.

### **Schlarman Consultative Board**

The advisory committee is delegated by the principal to serve as advisors to the strategic plan. Each member is the chair for their sub-committee as related to the strategic plan committee in which they serve.

### **Academy Principal**

The Principal is the educational leader and is responsible for implementing the educational policies, programs and services at Schlarman Academy. The principal supervises the business aspects of the academy and all personnel.

### **Director of Student Services**

The Director of Student Services provides active leadership in implementing all areas of institutional advancement at Schlarman Academy. This includes guidance counseling, discipline, and curriculum. The director assists the principal in the day-to-day operations and school discipline.

### **Teachers**

Teachers follow the curriculum and rules of the Academy to plan, direct, and evaluate learning activities of students

### **Parent and School Association**

The Parent and School Association is composed of Parents/Guardians of enrolled academy students, teachers and community members. This organization helps form a network of support for parents, faculty and the community. This organization may assist the school financially in the purchase of needed equipment and instructional needs.

## **Booster Club**

The Booster Club provides support to clubs, academic activities and athletics of Schlarman Academy. Its main function is to provide volunteers and financial support for these programs.

## **Curriculum**

---

Schlarman Academy offers a quality Catholic Education and Christian formation along with a quality academic program. A core academic program is available for all students. Additional elective programs are offered in foreign languages, business, technology, and the arts. Religion is integrated throughout our curriculum. Refer to the Spiritual Life/Faith Development section below for additional detail.

## **Spiritual Life/Faith Development**

---

At Schlarman Academy, the total development of the student is always foremost in our minds. We strive to help our students in their intellectual, emotional, social, cultural, physical and vocational pursuits. The development of the spiritual life of the student is the foundation upon which we base all our efforts.

Spirituality inspires a profound respect for human freedom that is the indispensable basis for human growth. Schlarman Academy, as a Catholic School, strives to develop mature persons who will integrate their social, physical and intellectual lives with their religious life. The behavioral and attitudinal component is developed in partnership with parents and guardians as the student matures. Campus Ministry at Schlarman Academy is the vehicle by which we realize these goals. The goal of the Campus Ministry program is to complement the family in religious education, to support the local community of faith, and to extend the religious lessons of the classroom to lived faith experiences.

In our curriculum, religion is integrative. Mastery of the informational or factual component is required of all students. Catholic students are expected to participate meaningfully in liturgies and other Catholic worship activities. Non-Catholics are expected to attend these activities when they are scheduled within the school day.

## **Sacramental Programs**

---

We provide full faith formation in the following sacramental programs:

1. First Eucharist
2. First Reconciliation
3. Confirmation

Besides the availability of the sacraments and liturgical program, the Chaplain's Office helps establish meaningful religious experiences through retreats, class liturgies, section liturgies, reconciliation services, service projects, field trips and pilgrimages, faith sharing and opportunities for reflection and recollection for students and faculty alike. A special emphasis is placed on the centrality of the sacraments of the Eucharist and Reconciliation. The Sacrament of Reconciliation is celebrated at least two times during the year, usually during Advent and Lent.

In addition, the Chaplain's Office offers opportunities to help parents in their role as the primary educators of their child.

Participation in and respect for the spiritual life program is central to building a community of faith where students can discover Christ and celebrate His love. Schlarman Academy offers many opportunities for students to pray together, worship and give thanks to God. A certain attitude and climate of participation are necessary and expected of all students, faculty and staff.

## Parental Participation

Parental support of and commitment to school programs is an essential component to the success of Schlarman Academy students. Parents bear the primary responsibility for the education of children.

*Some examples of the parent's responsibilities are:*

1. Provide a diet and balance of sleep and exercise.
2. Provide areas for home study and to encourage completion of assignments.
3. Keep the school informed as to the special needs of your child.
4. Read all communications sent home from school, and respond when appropriate.
5. Attend school meetings, conferences, and request additional times as needed.
6. Make sure the child attends school regularly and arrives at school on time.

Schlarman Academy is an extension of your home. Consequently, Schlarman Academy parents are expected to complete 20 hours of service at Schlarman Academy each year. Volunteers working with students must complete the volunteer requirements (see volunteer/chaperone section).

### **Volunteer Opportunities (Fair Share)**

The volunteer program at Schlarman Academy is referred to as "Fair Share". All parents of K-12 students at Schlarman Academy must participate in the Fair Share program. Fair Share provides opportunities for parents to be involved with your child's school and education. We would like Schlarman Academy to be an extension of your home. Many years of research shows that one of the most effective ways to increase student achievement is for parents to be actively involved in the education of their children. Spend some time at your child's school, see what is happening and be an active participant. Giving your time enables us to work together for your children.

**All parents are required to give 20 hours of volunteer time per school year as part of the Fair Share program. Fair Share hours must be served by adults at the school.** Families who do not fulfill at least 20 hours per year will be billed additional tuition at a rate of \$20/hour for time they are short. (up to \$400)

***For example:** A family volunteers 18 hours during the school year. At the end of the year, they will be billed an additional \$20 to make up for the 2 hours of missing Fair Share time.*

Parents must log their Fair Share hours in either office in order to get credit for them. Hours will be recorded in the school's parent software program. Athletic workers **must** sign the concession stand sheet (not the school sheet). School volunteers **must** sign the sheet on the clipboard in the office. Athletic or Large events needing volunteers can also be viewed at the Schlarman webpage. **YOU MUST STILL SIGN IN AT THE SCHOOL TO GET CREDIT HOURS.**

The school will maintain hours on the school's parent software program account parent hours. This account is viewed through the parent login. Please check this account to make sure your hours are up to date. Payment for any shortage of Fair Share hours is not due until the end of the school year.

The following table on the next page lists possible opportunities to complete your **20 hours** of Fair Share time. A contact name is provided for each opportunity. Each family is responsible for reaching out to arrange Fair Share volunteer hours. Schlarman Academy is open to additional ways to complete each family's commitment of 20 hours. If you would like to propose alternative Fair Share opportunities, please contact either office for more information.

<b>Fair Share Opportunity</b>	<b>Contact for Additional Info</b>	<b>Notes / References</b>
Athletic Event Assistance	Principal, PSA, Athletic Director	
Lunchroom Helpers	Administration, administrative assistant	
Playground / Recess Helpers	Administration, administrative assistant	

Fair Share Opportunity	Contact for Additional Info	Notes / References
Library Assistance	Administration, administrative assistant	
Book Fair	PSA	
Classroom Helper	Administration, administrative assistant	
Grandparent Mass Reception	Administration, administrative assistant	
Summer Rummage	Administration, Sale Coordinator	Completed for the upcoming year
Picture Day Helpers	Administration, administrative assistant	Twice a year
Field Trip Chaperones	Administration or teacher	Trainings need to be completed prior
Classroom Parties	Administrative assistant, room parent	Trainings need to be completed prior
Parent and School Association	President	
Race for Education Help	Coordinator	
Special Events	Events will be announced through the school's parent software program. Contact the Event Organizer	Examples include beginning of the year picnic, spaghetti dinner (Nov), Fall Carnival, Spring Raffle

These volunteer opportunities are examples that parents have done in the past. We are certain that this is not a complete list. Please volunteer when you can. Your children need you!!!

P.S. The students and teachers love to see your face at school!!

## Admission Policy

The primary purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic young people. However, Schlarman Academy admits students of any race, color, national and ethnic origin to the school.

Schlarman Academy admits students regardless of sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to the students in the school. Schlarman also does not limit admissions to immigrant student status (ref. Plyer v. Doe).

Schlarman Academy is dedicated to serving the spiritual and educational needs of Catholic students who demonstrate a commitment to its mission, goals, and religious values, and who best benefit from its academic program. We admit a broad cross section of students with varying academic, leadership, athletic, and artistic abilities. Schlarman Academy seeks a student body, which will benefit from and contribute to academic excellence within a community of faith.

**Priority for Admission:** Families who follow our application procedures and timeline will be admitted on the following priority basis:

- **First priority** for admission is given to children with siblings already attending Schlarman Academy who are in good standing with the school.
- **Second priority** will be given to children of registered and participating members of St. Isaac Jogues, St. Mary, Holy Family, St. Paul, and St. Anthony churches in our Vicariate.
- **Third priority** will be given to children of registered and participating members of other Catholic parishes.

- **Fourth priority** will be given to children of families who are non-registered/non-practicing Catholics.
- **Fifth priority** will be given to children of families from other religious denominations or faith backgrounds.

### **Required at Time of Application**

- Current report card
- Current standardized test scores
- Current behavior report
- Attendance record
- Possible grade level testing

### **Required at Time of Admission**

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Church Verification form for Catholic rate
- Previous school transcript(s) and copy of standardized test scores including behavior report (if transferring from another school)
- Proof of medical exam and record of immunizations must be submitted by all new students before school begins. Additional medical/dental/vision exam requirements apply for certain grade levels.

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of Schlarman Academy through support of the policies outlined in the parent-student handbook. Students transferring to Schlarman Academy from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with Schlarman Academy's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions or multitude of minor infractions of school rules). In addition, if the information gathered indicates that Schlarman Academy does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission.

Students transferring to Schlarman Academy from other high schools will undergo a screening process to assure that the student's former school record and reason for transfer are consistent with Schlarman Academy's mission and goals. Placement tests may be required of transfer students. All students entering and seeking admission to Schlarman Academy grade 9 to 12 must also pass the drug screening test as set forth in the Policy for Screening for Drug Usage. When a student is accepted, school transcripts are used to plan the student's academic program at Schlarman Academy.

Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God. Schlarman Academy offers a tuition discount to members of St. Isaac Jogues, St. Mary, Holy Family, St. Paul, and St. Anthony churches in our Vicariate who are active participants. Because the parish makes this tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted "parish member" rate, families must observe the following requirements:

- Be a registered parishioner
- Participate in the celebration of Mass on Sunday and Holy Day.
- Obtain a signed Verification form by the parish priest

Parishioner status will be monitored each December and June. Families who fail to maintain active parish membership at their registered church will be charged the standard (non-parishioner) tuition rate beginning the next semester.

## **Students with Learning Disabilities**

It may be necessary for further diagnostic assessment when screening indicates special services may be needed, or to see if Schlarman Academy can meet the needs of an individual student. These services are supplied by Danville School District #118 and Vermilion Association of Special Education. The results of the

testing may determine that the disability is severe enough that the Schlarman Academy staff cannot meet the needs of the student. If that is the case, the parents will meet with the principal to advise the best placement of the student.

[Diocesan Policy: D-105 P-CDOP](#)

## **Entrance Requirements**

---

Ages for Preschool are 3 and 4 on or before September 1 for the respective programs.

State law requires every child entering school to have a physical exam as well as various immunizations. The complete immunization record must be on file for each student in school. Students must have a completed physical on file in the school office by the first day of school or they will not be allowed to start.

All students beginning school for the first time will be required to have a certified copy of their birth certificate on file in the school office by the first day of school.

## **Health Examination and Immunizations**

---

### **Required Examinations and Immunizations**

#### **Dental Health Exam**

All students in kindergarten, Grade 2, Grade 6 and Grade 9, are required to have an oral health examination. Examinations must be performed by a licensed dentist. Each school must give notice of the dental examination requirement to the parents or guardians of the students at least 60 days prior to May 15 of each school year. If a child fails to present proof of the required dental examination, the school may hold the child's report card.

#### **Vision Exam**

All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. If a child fails to present proof of the required eye examination, the school may withhold the child's report card.

#### **Health Exam**

Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student's grade level.

#### **Immunizations**

Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied. Proof of Health Exam and Immunizations Required. A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the student examined and receive the immunizations, and present proof of the same. Noncompliance with this Policy. Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

## **Objections to Examinations and/or Immunizations**

A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

### **Medical Objection**

Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason(s), and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.

### **Religious Objection**

Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's or legal guardian's understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois Department of Public Health website by [clicking here](#). The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions.

The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected.

### **Determination of Objection to Examination and/or Immunization**

The school is to forward all objections to the Catholic Diocese of Peoria, attention Superintendent of Schools, for determination of whether the required documentation has been presented for an exemption from health examination and/or immunization requirements. The final decision regarding whether a valid exemption exists rests with the Superintendent of Schools.

### **List of Non-Immunized Students**

An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

**[Diocesan Policy: D-152 P-CDOP](#)**

## **Re-Admission**

---

Any student who withdraws from Schlarman Academy will complete a form indicating the reasons for withdrawal to be kept in the student's permanent file. When a student wishes to be readmitted to Schlarman Academy, consideration will be given to the reason for leaving and the stated reasons for re-admission. The principal may consider such things as academic performance at another school or disciplinary actions taken by another school as reasons why re-admission should be approved or denied. The principal may consult the Superintendent for guidance on the readmission of any student. All students seeking re-admission must also successfully pass the drug-screening test as set forth in the Policy for Screening for Drug Usage. Refer to the section entitled "Minimum Requirements For Graduation From Schlarman Academy" for detailed credit requirements for graduation and standard student course load.

## **Student Admission From Another School**

---

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools.

[\*Diocesan Policy: D-110 P-CDOP\*](#)

## **Non-Discrimination in Admission Policies**

---

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and tuition assistance programs and athletic and other school administered programs in accordance to Title IX of the Education Amendments of 1972, and Title VI and VII of the Civil Rights Act of 1964.

[\*Diocesan Policy: D-111 P-CDOP\*](#)

## **Admission Age**

---

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1.

When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year.

Exceptions to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

[\*Diocesan Policy: D-112 P-CDOP\*](#)

## Secondary Campus (Grades 7-12) Bell Schedules

---

### Regular Schedule

7:55 a.m.	First Bell
8:00-8:53	1st Hour
8:56-9:46	2nd Hour
9:49-10:39	3rd Hour
10:42-11:32	4th Hour
11:35-12:00	5 <sup>th</sup> Hour Lunch (A)
12:03-12:28	5 <sup>th</sup> Hour Lunch (B)
12:31-12:56	5 <sup>th</sup> Hour Lunch (C)
12:59-1:49	6th Hour
1:52-2:42	7th Hour
2:45-3:15	Tutoring

### Noon Early Dismissal Schedule

7:55 a.m.	First Bell
8:00-8:31	1st Hour
8:34-9:05	2nd Hour
9:08-9:39	3rd Hour
9:42-10:12	4th Hour
10:15-10:45	5th Hour
10:48-11:18	6th Hour
11:21-11:52	7 <sup>th</sup> Hour

**No Lunch Served**

### Early Dismissal Schedule (1:15 pm)

7:55 a.m.	First Bell
8:00-8:38	1st Hour
8:41-9:17	2nd Hour
9:20-9:56	3rd Hour
9:59-10:35	4th Hour
10:38-11:14	6th Hour
11:17-11:53	7th Hour
11:56-12:21	5 <sup>th</sup> Hour Lunch (A)
12:24-12:49	5 <sup>th</sup> Hour Lunch (B)
12:50-1:15	5 <sup>th</sup> Hour Lunch (C)
12:35-1:00	5 <sup>th</sup> Hour Lunch (C)

**No Tutoring on Early Dismissal Days**

## Fire and Disaster Drill Policy

---

All schools are required by law to conduct drills regularly. The object of each drill is to see how quickly and orderly the students can be sent to the appropriate area. Students should be alert at all times for exits, which may be blocked so that other exits may be used. At the sound of the alarm pupils will clear the area according to the drill plan. Each room will have a posted chart indicating the exit directions for the class using the room. Students are to walk at a rapid pace, but are not to push. All students should conduct themselves in a responsible manner during drills.

## Student Accident Insurance

---

The parish, school or diocese will not cover any cost associated with student accidents on the playground, in the classroom, on field trips, at athletic competition or practices. This policy applies to any accidents within the school building, or on school property or at school sponsored functions. The students all have Accidental Insurance and are billed through the Finance Recovery System. Accident related costs are to be covered under parents' health insurance policies.

## Lost and Found

---

A lost and found will be maintained in the front office. All items unclaimed at the end of the school year will be donated to charity. It is the student's responsibility to check the lost and found.

## **Fundraising**

---

All fundraising for any organization of Schlarman Academy must be approved by both administration and the Development office. Fundraisers are designed to not overburden the parents, alumni, and friends of Schlarman Academy. No other fundraisers will occur during the same time as the Schlarman Raffle. All other approvals for fundraisers are based on the number of fundraisers during the time period and overall fundraisers for the year.

## **School Pictures**

---

School pictures are usually scheduled near the beginning of the school year. Announcements are sent home to parents informing them of the date and cost. Based on the photographer's policy, pictures must be prepaid the day pictures are taken. Retakes may be scheduled to insure parent satisfaction.

## **Background Checks/Staff Training**

---

All employees are required to be fingerprinted, submit to a background check through the Department of Children and Family Services (CANTS) and to attend the Safe Environment Program sponsored by the Diocese of Peoria.

## **Visitors/Volunteers/Security**

---

Parents and visitors are welcome at Schlarman Academy. All visitors are asked to use the front entryway across from the school office. As school security becomes an increasingly important issue, entryways will be locked and /or monitored during the school day. After entering the school, please proceed to the main office to register. Volunteers are required to have the following documents on file and on file with the Diocese of Peoria before work can begin (C-122):

1. State of Illinois Fingerprint Criminal Background check
2. Department of Children and Family Services CANTS Background check
3. Successfully completed the Diocesan "Safe Environment Training" Program
4. Successfully completed the Defensive Driving course C-408, CDOP

At the beginning of each school year, Schlarman Academy will hold a volunteer training session. All requirements can be fulfilled at this training event.

## **Roles and Expectation of Chaperone(s)**

---

Before any person can act as a chaperone or volunteer within or for Schlarman Academy, they must have completed the previously stated documentation in the volunteer section. Driving chaperones must also have the following on file:

1. Safe driving certificate of completion through the Diocese

Chaperones shall be given, at a minimum, the following information before they commit to chaperone and event:

1. A description of the event
2. The expected number of minors to be present
3. The hours the chaperone will commit to be present and act as chaperone
4. The responsibilities and expectations of a chaperone at the event
5. The expected number of other chaperones

If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible.

Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties, and shall visit with the chaperones occasionally during the event to provide temporary breaks, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:

1. Where and to whom to report any problems or concerns.
2. Any anticipated problems relating to their post or the event.

Chaperones are expected to promptly report any unusual incident or behavior and, using their best judgment, to exercise authority to stop or prevent any inappropriate behavior or immoral activity involving a minor or in the vicinity of a minor. If any unusual incident, behavior or activity occurs where there is the potential for further inquiry (i.e. an injury), the chaperone(s) with information about the incident shall complete a report documenting the matter. This report shall be completed by the chaperone(s) as soon as practical.

Where an event is of sufficient length to require different “shifts” of chaperones, the sponsor shall provide for the foregoing steps for each new “shift” of chaperones. If the “shift” of a chaperone is an overnight shift, the responsibility of the chaperone is to remain awake at all times during his or her “shift.”

The school shall keep a record of the names of the chaperones for each event for a period of four (4) years.

## **Custodial and Non-Custodial Parents**

---

If there are limitations regarding visitation rights, it is the responsibility of the custodial parent to provide the academy with an official copy of any court orders. Schlarman Academy will follow the appropriate laws for the state of Illinois and the terms established by the court’s decision if a copy is on file.

Non-custodial parents wishing to receive information (newsletter, report cards, etc.) from the school are to leave self-stamped, self-addressed envelopes with the school secretary and/or the teacher.

## **Asbestos**

---

Asbestos containing building materials (ACBM) is present in our school. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner has completed a review of the locations, quantities and friability of asbestos-containing materials in Schlarman Academy and has prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the Asbestos Management Plan are located in the principal's office. The plan is available for inspection without cost or restriction within five working days after receiving a written request for inspection.

## **Safety of the Educational Facility**

---

Schools shall have safe access, free from traffic hazards and shall be clean and in good repair. Proper precautions shall be taken to protect pupils and employees from health hazards and injuries. In-services on proper safety and supervision requirements shall be provided for all employees and volunteers.

**[Diocesan Policy: D-142 P-CDOP](#)**

# ACADEMIC INFORMATION

---

Schlarman Academy strives to achieve an atmosphere of academic excellence. Our expectations for academic achievement are consistent with abilities. Everyone has different capabilities; therefore, everyone will not achieve the same mastery of information and skills. However, each person can work to the extent of his or her capabilities. We encourage courses that are consistent with abilities and which are a challenge to the student. Grades are given each semester. The semester grade is the permanent one and is used to compute rank in class.

The staff is willing to help each student meet academic success. Students are expected to work to the best of their ability, to maintain standards of academic honesty and to help maintain an atmosphere conducive to learning. Assignments are given to assist the student's learning process in each subject area. Students are expected to develop a pattern of responsible behavior and to complete assignments on time. If a student fails to turn in an assignment, the teacher may schedule a required session after school with 24 hours' notice to the parent for the student to complete the work and/or penalize the grade. Parents are notified if a student's grades are below average in any course.

## Schlarman Academy Grading Scales

---

### Grades 7-12

A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D	69-65

F 64 or below

## Parent-Teacher Conferences

---

Parent-teacher conferences are held at the end of the first quarterly grading period (mid-semester for grades 9-12). The conferences give the parents and teachers an opportunity to discuss the individual child and the school program. All parents are asked and encouraged to attend.

Additional conferences can be arranged at any time during the school year if the parent or teacher feels it is necessary.

[Diocesan Policy: D-121 P-CDOP](#)

## Grading

---

Assignments, quizzes, tests, and homework will be graded **only** by teachers. Grading may take the form of a letter grade, percentile, number correct/missed, check mark, plus or minus or other method appropriate to the task completed.

Grades shall not be limited to only a particular area or discipline. For example, if an English composition includes a math error, the math error will also be incorporated into the grade for the composition.

Teachers will record grades in the school's parent software program by Sunday night of each week in order that parents are informed and mid-terms and quarter grades can be generated. Academic Eligibility is generated and emailed to parents on Monday. (See eligibility section)

It is our goal at Schlarman Academy to maintain high standards of achievement. Summative assessments show the highest level of learning of the student. In grades 7-12, summative learning consists of 60% of the grade. Formative learning shows the student's progress toward the final assessment of learning. This model is outlined in the chart below. In grades 7-12, formative learning consists of 40% of the grade. In grades 7-12, the final semester grade will then be calculated with the final test grade averaging at 20% of the final semester grade.

<b>Grades 7-12</b>		
<b>60 percent of grades are Summative</b>	<b>40 percent of grades are Formative</b>	<b>20 percent of grades are Final Exams</b>
Tests	Homework	Review of entire semester
Quizzes	In class work	Comes from previous tests
Projects	Worksheets	Written in nature
Research papers	Observations	

## **Extra Credit**

---

"Extra credit" is defined as going above and beyond every day assignments. Extra effort must be tied to knowledge of demonstrated skills of current learning. There must be a harder skill set in order to be eligible for extra credit. Extra credit must be offered to all students, not limited to individuals. Extra credit cannot be more than 5% of the semester grade. Extra credit will not be given if there is missing work the last two weeks of the grading period.

## **Homework**

---

All homework should be meaningful and well-planned

Make-Up Work: Illness--Teachers will give students returning to school after illness one day to make up work for each day missed. This includes work that is assigned via Google Classroom during the illness.

Vacation, Funeral, etc.--For an excused absence other than an illness, the student must complete a pre-arranged absence sheet (obtained in the office) at least two days prior to absence. Students will have the teacher record the work missed as well as the student's current grade. Administration will approve/not approve based on the current grades in the student's classes. Administration will provide a copy to the student. Work received before a student leaves for a pre-arranged absence is due upon the student's return. Any work that is taken on vacation and not turned in upon return will be considered late and deductions will be made.

## **Incomplete/Inadequate School Work**

---

Homework may be assigned nightly for students. Students are expected to be accountable for their homework. ALL homework (daily written and unwritten assignments, projects, research, etc.) must be turned in at the beginning of the day in the student's homeroom for grades 4-8.

Any assignment that is not turned in at the beginning of the day is considered to be LATE. Work will be recorded in RenWeb as a “M” which has the value of a “0”. The “M” will remain until the work is turned in and a calculated grade based on the number of days late. The student will receive a 10% reduction if the assignment is not turned in the day it is due. The second day if not turned in will result in a 20% reduction. If not turned in on the third day, detention will be issued and **loss of activity will occur** and a 50% reduction will be made. Detention time will be used to complete the assignment. **ALL WORK MUST STILL BE COMPLETED for a 50% deduction. A zero will not be given as a permanent grade.** Each student will have a fresh start at the beginning of each grading period.

Teachers may assign detentions for incomplete or inadequate assignments as deemed necessary. Detentions will be recorded in the school’s parent software program under behavior and emailed to the parent.

## Academic Eligibility

---

Eligibility is not pulled until after the second week of each semester (Monday of Week 4). Eligibility ends at the end of each grading period. Eligibility is not pulled over breaks or holidays. It is pulled the day school resumes.

Students participating in any extracurricular activity may not represent Schlarman Academy in any public activity while they are in danger of failing one or more courses or while they are on suspension or disciplinary probation. **Each week teachers update grades (RenWeb) by Thursday noon (12:00 PM). Students who are marked failing one or more classes or having two or more D’s, at the time the report is run, will be ineligible for the entire following week (Sunday through Sunday) even if that week falls over a school break.** The student and the coach will be notified, Ineligible students may not participate in any extracurricular event or other performances, nor may they or their individual work represent the school or any school organization in a public place. They may, however, continue to practice or rehearse at the coach or sponsor’s discretion, and they may take part in club meetings or work sessions. The student will be eligible to compete/perform after the period of ineligibility expires if the next Thursday check indicates that the student is no longer failing.

Grades that are reported are cumulative from the beginning of each grading period. Grades start again at the beginning of each new grading period.

A student who has not passed five classes the previous semester, including summer school will not be eligible to practice or compete in any IHSA athletic sport the following semester.

Any senior who has not completed at least eighty-percent of the Faith Alive graduation requirement by the first day of the third quarter of their senior year will forfeit the right to participate in all extracurricular activities. A student may resume extracurricular activities when: eighty percent of the Faith Alive graduation requirement has been completed; the student has submitted and received approval of a contract detailing how the remaining requirements will be satisfied by May 1. The student will not participate in graduation ceremonies or receive a diploma unless the Faith Alive requirement has been satisfied.

## Promotion/Non-Promotion Policies for Grades 7-8

---

In keeping with our belief that all students should work to attain their God-given potential, social promotion is NOT an option. The following criteria will be utilized when making the promotion decision. (Please note: as each individual student’s case is determined alternate factors may be considered.) Promotion decisions will be discussed with the parent as an on-going student/child learning issue throughout the school year.

- a cumulative failing grade in two or more major core subjects (Core subjects are defined as Reading/Literature or Mathematics)
- utilizing standardized test scores, a serious/significant difference (six months or more difference between score and current grade level) between the attained grade level and the grade level the student is currently assigned

- excessive absences or tardiness, either excused or unexcused, which results in regularly missing teacher instruction

In response to a student failing, academic tutoring may be available on most days, Monday through Thursday, from 2:20-3:00 (for students at the North Campus) and from 3:30-4:00 (for students at the South Campus) in each classroom. Teachers are available, after dismissing their homeroom students, to answer questions. Often special help can be given by the teacher or by other students (peer tutors). If more specific help is needed, arrangements may be available through a meeting with the teacher.

Students whose achievement is not at grade level, but who are making their best effort, may be “placed” in the next grade. Students with continual placement and below grade level achievement receive a certificate rather than a diploma upon completion of the eighth grade.

### **Non-Promotion Grades 7-8**

When the quality of a student's work is failing (GPA 68%) in two or more core subjects the student will be considered for non-promotion. The quality of said student's work will be according to the teacher/teachers' evaluation of the student's performance, attendance, and ability to maintain his/her individual level of achievement.

The teacher will have documented:

- Progress report sent to parents.
- Parent conferences.
- Conferences held, with teacher/teachers, principal, and parents before the close of the first semester. If the quality of a student's work becomes a concern during the second semester, steps a. and b. (above) will be followed.
- Other conferences held as deemed necessary, called by any party, and coordinated with the principal.

Final decision on non-promotion lies with the Principal.

[\*\*\*Diocesan Policy: D-122 P-CDOP\*\*\*](#)

## **Report Cards**

---

Report cards are issued quarterly (four times during the school year) for students in K-6. Students in grades 7-12 receive a report card each semester (twice during the school year).

## **Honor Roll for Grades 7-12**

---

The Honor Roll is published at the end of each semester. There are two groups:

- First Honors: a student must attain a GPA of at least 3.5 and no grade lower than a C.
- Second Honors: a student must attain a GPA of at least 3.0 and no grade lower than a C.

Class rank will be based on all semester grades earned during high school enrollment. Grades assigned in each course are intended to reflect achievement relative to a definite level of competence. The high school grading scale will be used to calculate class rank. Please see the section calculating class rank.

Honors classes will include: Honors English, II, III, Pre-Calculus, Biology II, Biology III, Chemistry II, Physics, Spanish III (second semester), and French III. Advanced Placement classes will include: Senior AP English, Calculus, Spanish IV, and French IV (if offered). In order for the student to earn credit for Honors and AP credit, students must earn grades based on the designated syllabus approved by administration.

A grade of "E" may be given to a student who has demonstrated to the classroom teacher a sincere and consistent effort in the class but is academically incapable of achieving a passing grade.

- An "E" on the report card indicates credit given for the class.
- The credit is counted towards graduation requirements.

- C. An "E" grade is determined at the discretion of the classroom teacher.
- D. In determining overall GPA, an "E" grade will have the same value as an "F" grade.

If a student has a question about a grade received on the report card, the student should contact the classroom teacher for a conference outside of class time. The classroom teacher will then follow the procedure as outlined in the Teacher Handbook.

### Minimum Requirements for Graduation (9-12)

Course	Semesters	Credits	Course	Semesters	Credits
English	8	4.0	Consumer Education	1	0.5
Religion	8	4.0	Physical Education	3	1.5
Mathematics	6	3.0	Health	1	0.5
Science	6	3.0	Computer Literacy	1	0.5
World History	2	1.0	Humanities Electives	4	2.0
American History	2	1.0	Electives	7	3.5
Government/Civics	1	0.5	<b>TOTAL</b>		<b>26.0</b>
Social Science Elective	1	0.5			
Business Elective	1	0.5			

- In addition to the academic requirements listed above, all students must also fulfill the following requirements:
1. Mandatory attendance of a religious retreat each year. All students **must participate** in a retreat every year, previously approved by the chaplain and principal.
  2. Faith Alive - 100 hours of community service by graduation (a recommended minimum of 25 hours should be completed by the end of each academic year).

Graduation requirements from Schlarman Academy Secondary Campus (Grades 9-12) exceed the minimum requirements set by the State of Illinois for high school graduates. The requirements listed above meet the basic admission requirements for a student entering the colleges and universities in the state of Illinois and a variety of colleges and universities in other states. All students enrolled at Schlarman Academy will participate in Faith Alive, a service program, and complete 100 service hours by graduation date.

Successful completion of the Faith Alive program is a graduation requirement of the Secondary Campus. A student's diploma will be held until the Faith Alive director has verified successful completion of the Faith Alive program. **Any senior who has not completed at least eighty percent (80%) of the Faith Alive graduation requirement by the first day of the third quarter of their senior year will forfeit the right to participate in all extracurricular activities.** A student may resume extracurricular activities when eighty percent of the Faith Alive graduation requirement has been completed.

The school will arrange graduation exercises. The exercises include the Honors and Awards Ceremony and Commencement Mass. Both require mandatory attendance, and failure to attend will exclude the student from other graduation activities. A fee will be charged for graduation expenses such as cap and gown rental.

For all graduation activities, men are required to wear a white shirt, tie, dress pants, dark socks and dress shoes. Women are required to wear a dress (no spaghetti straps), hose and dress shoes that comply with the Schlarman Academy Dress Code Policy.

### Promotion/Graduation Policy

#### Grade 7-8

We require the Jr. High students to complete a number of Service hours before Promotion.

#### Required cumulative hours:

Students must have completed 25 total service hours to be promoted to the 9th grade.

If a student enters Schlarman Academy in 7<sup>th</sup> grade, they must have 16 hours by promotion.  
If a student enters Schlarman Academy in 8<sup>th</sup> grade, they must have 9 hours by the end of spring break.  
Students will be required to write a paper prior to promotion about their service experience.

### **Grade 9–12**

To ensure graduation, all seniors' make-up work must be completed and turned in to the appropriate teacher and all previously issued detentions must be served by the date announced by the principal. Failure to do so will exclude the senior from participation in honor and graduation ceremonies. Students who fail a required course or who lack the prerequisite credits for graduation will not take part in honor or graduation ceremonies. Students who have not successfully completed the Faith Alive program by the graduation ceremony may not participate in the ceremony.

## **Selecting Courses**

---

Course selection is as much a commitment by the student as the school. It is recommended that every incoming freshman and new student set up an appointment with the guidance counselor. The counselor will guide students through the process of selecting courses as well as design a four year plan. At the end of each academic year, students are given a course selection sheet as well as their four year plan. They are asked to make selections and obtain a parent signature on their course sheet. Students should ask teachers and the counselor for help in selecting courses and discuss their plans, decisions and choices with their parents/guardians. Freshman and sophomore year do not have many electives as the required courses compose most of their schedule.

Requesting a course does not guarantee that the course will be taught. Sometimes it is necessary to cancel courses due to insufficient enrollment or other factors. Irresolvable scheduling conflicts may also occur.

Students should have alternative course selections and backup plans ready in the event of such situations.

Students are required to be in a supervised class at all times. This may mean a student is assigned to a course not on a request sheet. Students are not allowed to have a "free period". Students are encouraged, but not required, to take dual enrollment classes after their sophomore year. If scheduling allows, a DACC online section in the day will be offered. There is no guarantee students' schedules will accommodate this section in the day. Every attempt is made to accommodate student requests for courses.

In the rare case a course does not fit into a student's schedule, the student may request an ***Independent Study*** section of the course. ***All Independent Study courses must have prior authorization of administration for approval. Courses must occur during the normal course of the school year.***

## **Academic Integrity**

---

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to strive to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic misconduct is subject to disciplinary action. Schlarman Academy does not tolerate plagiarism. Any form of plagiarism will result in an automatic 0 for assignment and possible detention/suspension. Any work that receives a 50% or higher AI generated report will be allowed to redo the assignment with a 10% deduction. Any further AI generated work after the first one will result in a 0.

## **Calculating Grade Point Average and Class Rank (9-12)**

---

Class rank will be based on all semester grades earned during high school enrollment.

Grades assigned in each course are intended to reflect achievement relative to a definite level of competence. The high school grading scale will be used to calculate class rank.

Letter grades are printed on report cards and the transcripts.

Grade point averages are derived from each semester's final letter grade.

Cumulative grade point averages and class ranks are obtained by dividing the total number of grade points for each semester by the total number of attempted credits for each semester. *Grade point averages are rounded to the nearest thousandth of a point to determine ranking.* Ranks are assigned accordingly.

If you are interested in seeing the Grade Point Average Scale, please contact the High School Guidance Office.

## Final Examination/Assessments

---

In grades 7-12, final examinations are given in every class and comprise 20% of the final grade. Teachers may exempt second semester final exams for seniors if that senior has a 93% average or above in the class by final exam week. **All students are required to take final exams. No absences will be allowed the weeks of FINALS without a Doctor's note.** In the event of medical waivers or exclusions, Schlarman Academy requires documentation from a licensed Doctor/Psychologist/Psychiatrist for medical issues. The documentation must include why the student is unable to complete a final exam in a conventional manner. When such documents are provided, Schlarman Academy, through the administration/guidance may provide additional time to complete the exam, or may allow the student to complete the exam alone (with a proctor present) or if necessary, allow an alternative assessment to demonstrate that the student has attained the required level of subject mastery. The administration reserves the right to make any determinations on a case by case situation, as needed.

## Schedule Changes

---

Course selection for each school year is done prior to the beginning of school in August. The number of course sections and teacher assignments are arranged to accommodate a student's initial choice. Both the parent(s) and/or guardian of the student and the Director of Guidance must approve the initial selection of course work. Requesting a course does not guarantee that the course will be taught. Sometimes it is necessary to cancel courses due to insufficient enrollment or other factors. Irresolvable scheduling conflicts may also occur.

Students should have alternative course selections and backup plans ready in the event of such situations.

### **Adding a Course**

Students may add a class DURING THE FIRST TEN DAYS of the semester **if** the request falls within the following criteria:

1. Course to be added is necessary to meet a graduation requirement.
2. Course to be added will repeat a course previously failed.
3. Course to be added has space available.
4. Course to be added does not replace a graduation requirement.

### **Dropping a Course**

Due to the limited number of staff, dropping a course will not be allowed unless the teacher or administration deems necessary. Students may not drop a course after the FIRST TEN DAYS of the semester. This includes Dual Enrollment classes. No changes in course requests can be accepted for any of the following reasons:

1. To prevent a failing grade in a course.
2. To accommodate a job schedule.
3. To change teachers.
4. To lessen the homework load.

### Students requesting to add/drop a course must:

1. Meet with Guidance and Administration.
2. Obtain a drop/add form from the Guidance Office.
3. Complete the form, signed by the affected teachers, parents, and counselor.
4. Return the form to the Guidance Office.
5. Follow the original schedule until the change is approved.

Note: All add/drop/audit requests must be approved by **ALL** of the above-stated people. Failure to obtain all signatures will result in no schedule change. All decisions regarding add/drop(s)/audit(s) are ultimately subject to the discretion of the Guidance Counselor and the Principal. Students will not be permitted to drop a class unless another class fits in their schedule.

## **Dual Enrollment from Danville Area Community College or Parkland College**

---

Since the fall of 1998, Schlarman and DACC have entered into a Dual Enrollment agreement whereby a high school student may enroll in approved courses from DACC and earn both high school and college credit. Students must meet the enrollment criteria as set by DACC, maintain a Schlarman GPA of 3.0, not be failing any Schlarman courses and have the permission of the Director of Guidance to enroll in the course. DACC staff will be coming to Schlarman to teach many of these courses on site and online. Students cannot take a DACC course if the same course is offered on campus and fits into the student's schedule. If a student fails a DACC course, the student will not be allowed to utilize Schlarman school time to take another DACC course. The tuition fee is waived for this student, but any course/lab fees and textbook fees are to be paid by the student. Every effort will be made to accommodate time in the day for students to work on dual enrollment courses however with limited staff we cannot guarantee the time will fit into a student's schedule.

When the student is not on DACC's campus taking a class, the student is required to be in attendance at Schlarman. Students must be able to transport themselves to DACC. They are not allowed to transport other students. If caught transporting another student, the student may be required to drop the course at the expense of the parent.

If a student chooses to take a class on DACC campus, the following guidelines are required:

1. Must take class after 1:30 pm
2. Must sign out before class at DACC
3. Students must be in attendance on Schlarman Academy campus when not in DACC campus classroom. On days when DACC class is not in session, students will be expected to be in full day attendance on Schlarman campus.
4. Students will be required to attend specific Schlarman events (ex: retreat, assembly, Mass, etc.) Schlarman still takes precedent.

Classes will also be counted from Parkland College as Dual Enrollment. Parents need to be aware classes taken at Parkland College are not part of the discounted cost of DACC. Parkland College classes are regular Parkland College tuition and are at the expense of the parents. Classes taken online as dual enrollment credit at DACC (or Parkland College) that transfer to Illinois Colleges and Universities will be weighted as Honors Credit. All DACC/Parkland College online classes will be completed on Schlarman Campus in a study hall.

## **Definition of Credit**

---

Academic credit is awarded to students based on a combination of achievement and time spent in class. In general, students earn academic credit by passing regularly scheduled classes. In special cases, students earn credit through independent study, on-line and dual credit courses. Participation in any of these special programs requires prior approval. While a student may repeat a course for a higher grade, a student can generally receive credit for a course only once.

## Credit from Other Institutions (Illinois Virtual School, etc.)

---

1. Any costs incurred for classes taken outside of Schlarman Academy are the responsibility of the student.
2. Classes taken outside of Schlarman Academy must be approved by administration.
3. All credits earned in any accredited high school will be honored for a transfer student.
4. All credits earned in accredited summer school will be honored if they do not duplicate passed classes at Schlarman.
5. Credits earned by special instruction by qualified and certified teachers must be approved before that particular class begins.
6. Correspondence classes may be accepted if approved before the class begins.
7. If a student is involved in any special correspondence or other classes during the school year, he or she must carry 5 units of credit during his regular school year at Schlarman Academy.
8. Selected courses at DACC and approved by Schlarman Academy could be counted as dual credit. Courses taken for college credit may not necessarily be counted as high school credit. Check with the Schlarman Academy Director of Guidance for specifics.
9. Transfer grades will be weighted according to similar classes at Schlarman Academy for GPA purposes according to the Schlarman grading/GPA scale. Honors courses will be weighted as Honors only if offered as an Honors course at Schlarman Academy.

## Placement of High Level Classes In Jr. High

---

Eighth grade students may take their first year of high school level math (Alg 1) and Spanish 1. If students pass the class, the student will be placed in the next level of course work as a freshman at Schlarman Academy. This only allows for advanced level placement. Any record of subjects taken in eighth grade will not be recorded on their high school transcript.

## Required Course Load and Full-Time Student

---

Schlarman Academy expects every student to be enrolled in seven periods. Permission for a student to enroll in fewer than seven periods requires the permission of the school counselor and/or principal.

## Academic Good Standing

---

Academic Good Standing is earned by passing all courses. A student loses good academic standing by failing a required or elective subject in a semester grading period. Students will be evaluated on the basis of grades, standardized tests, written reports of teachers, and a profile submitted by a counselor. After careful consideration of these criteria, the counselor or principal will advise the parents concerning the student's poor achievement. The parents will likewise be informed that the student may incur probationary status. The principal or counselor may recommend probation for the following reasons:

1. Failure to pass two or more subjects in a single semester.
2. Failure to pass a single (but not necessarily the same) subject for two consecutive semesters.
3. Lack of positive response to teacher or counselor's efforts to remedy the issue.

The student will be placed on academic probation for the following semester. His or her parents will then be notified of this action by letter and requested to meet with the principal, the counselor, and teacher(s) involved.

Should a student be placed on academic probation, he or she must earn passing grades for nine consecutive weeks in all course(s) to achieve academic good standing. A student with semester failures must make up the course(s) required for graduation in summer school, credit recovery or by re-taking the course. Probation periods, requirements for tutors, and class material completion may be noted on the transcripts.

If the student fails to meet the above requirements, he or she could be subject to a request by the principal and the Pastors' Board that he or she pursue his or her education elsewhere.

## Academic Honors

---

### **Schlarman Academy Scholars: Grades 9 - 12**

Any student earning a cumulative grade point average of at least a 3.5 upon completing at least two semesters will receive Honors recognition at the end of that academic year. Students receiving this award will be recognized at the annual Honors Program.

### **Honor Graduates**

Students who have earned at least twenty-two and one-half credits at the end of seven semesters and who have a cumulative grade point average of 3.5 and above will be declared Honor Graduates. They will wear gold tassels and gold cords and will be recognized at both the Honors Program and Graduation.

### **Highest Honor Graduates**

Any students who have earned at least twenty-two and one-half credits at the end of seven semesters and have a cumulative grade point average of 4.0 and above will be declared highest honor graduates.

### **Achievement Level of Courses**

Three achievement levels of curriculum are offered to meet the learning needs of students. These levels are regular, honors, and advanced placement.

### **Advanced Placement Classes**

Teachers at Schlarman Academy go through rigorous standards to obtain advanced placement credit for their course work through the College Board. Students will receive credit for AP courses where the teacher has been given AP credit by the College Board. Students may also take the AP tests for other classes not labeled as AP. Students who pass the test will also earn AP credit for the course not labeled AP. Students are responsible for the cost of the test when earning AP credit.

### **Pass/No Credit (P/NC)**

Students may take the Pass/No Credit in lieu of regular grading for elective courses. Students receiving a "P" grade will receive the appropriate course credit. Students are expected to discuss their reasons for taking the pass/no credit option with their parents, counselor, and the teacher of the course. Colleges and universities may or may not accept pass/no credit courses to meet admission requirements. Students receiving an "NC" grade are ineligible for the honor roll.

### **Guidelines**

Students must declare their intent to take the pass/no credit (P/NC) option before the first day of the fourth week of the semester. Students must meet all course prerequisites. The grading standards of the class apply, and students meet the same minimum standards to pass as other students in the class. Either "P" (pass),

"NC" (no credit), is recorded on the student's report card and transcript.

Grades and credit are not used in computing grade point averages. Students must first receive the approval of the Principal, counselor and teacher of the course.

## Repeating a Course

---

### **Repeating a Failed Course**

If a student repeats and passes a previously failed course, the failing grade will be replaced by the new grade and the teacher of record will be recorded in the term that the course is repeated and passed; and the student will receive the appropriate credit and grade points.

## **Repeating a Passed Course for a Higher Grade**

If a student repeats a course (same or alternative) for which a passing grade and credit have been previously earned, the highest grade earned in that course and the teacher giving it are recorded in the term earned. The following guidelines apply:

- The counselor and/or principal will approve all requests to repeat passed courses for a higher grade in advance of enrolling in the course.
- The course must be repeated during the next term in which the course is taught.
- If the course to be repeated is one in a sequence of courses, the course must be repeated prior to enrollment in the next course in sequence. A student may not repeat a course to change a letter grade to P/NC

## **Transfer Courses**

---

Schlarman Academy accepts the earned credit of students who transfer from schools accredited by the State of Illinois, the North Central Association, or comparable accrediting associations. In other cases, the school has the authority to determine whether previously earned grades and academic credits will be accepted.

The student receives grade points for a transferred course as if the student earned the grade in an equivalent Schlarman course. If a student transfers to Schlarman late in the term, the student receives a final Schlarman grade in any course that is a continuation of a course taken at the previous school. The student's performance in the course at the previous school will be taken into consideration in determining the final grade. Faith Alive 100 service hours are prorated to years remaining at Schlarman.

## **Selection of Valedictorian and Salutatorian**

---

The valedictorian and salutatorian of the graduating classes of Schlarman Academy will be named based on the Cumulative Grade Point Average after the seventh semester of high school. The Cumulative Grade Point Average will be carried to the *third decimal* at a 4.200 or above. Beginning with the class of 2016, the following procedure will be followed to determine valedictorian and salutatorian:

1. A student must have completed his or her last four semesters of high school at Schlarman Academy to be named valedictorian or salutatorian. This will not be announced until the beginning of the second semester.
2. The valedictorian shall be defined as the student or students who possess a grade point average of a 4.200 or above.
3. The salutatorian shall be defined as the student or students who possess the highest cumulative Grade Point Average after the Valedictorian in the seventh semester.
4. Class rank will not be displayed until the beginning of the second semester of their senior year on their transcripts.

## **Student Records**

---

A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet.

A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution.

**[Diocesan Policy: D-115 P-CDOP](#)**

## **Transfer of Student Records**

---

When enrolling at Schlarman Academy, we will request your student records from your previous school within 14 days of enrollment. The school will send unofficial records of students transferring to another school within 10 days of the request for records from the new school.

[\*Diocesan Policy: D-116 P-CDOP\*](#)

## **Flagging of Missing/Runaway Students Files**

---

Upon notification by the Illinois state police of a missing or runaway child currently enrolled in the school, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If a request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Illinois State Police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

# SCHOOL POLICIES AND REGULATIONS

---

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

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

Parents are notified at mid-semester if a student's grades are below average in any course.

## Assemblies

---

Students pass to and from the auditorium/gym quietly. All books are to be left in the classroom. Students sit in the assigned area for their class in the gym or auditorium. Students are expected to respect those persons conducting the assembly. Boisterous conduct is unacceptable at school assemblies; hand applause is the only appropriate type of response.

## Attendance

---

Schlarman Academy requires daily attendance of all students. Absence from school for any reason is always detrimental to the progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. Every effort should be made to schedule vacations and appointments to coincide with school vacations. **No absences will be allowed the weeks of FINALS without a Doctor's note.**

**For grades 7 thru 8**, attendance will be checked at the beginning of each school day.

**For grades 9 thru 12** a student who misses more than five nonconsecutive classes in a given subject within a semester may receive a failing grade for the semester. After five non-consecutive absences in any quarter, the student will be apprised and a parent notified of the possibility of failure for semester, if five more absences accrue.

Attendance reports will accompany midterm and quarterly grade reports. Excused absences are made if a student's illness is more than one day and documented by a physician and/or if, in the opinion of the principal in consultation with the parents and teachers, there are justifiable circumstances. Documentation from the physician must give a specific reason, date, and extent of exemption. Parents will be notified after the seventh absence. After the seventh absence students may not, at the discretion of the principal, be excused from school to attend school-sponsored activities (i.e., field trips, athletic events, service projects, or college days.)

### **Determining an Absence (7-12)**

- Arrival before end of the 1st period: Tardy
- One, Two or Three periods missed: Half-Day
- Eight Periods: Full-Day

To be eligible to participate in any athletic event or extracurricular activity, students must be in attendance for a "Full-Day" as stated above, unless absent due to a prearranged and approved appointment with written notice. Absence on a Friday means ineligible on a Saturday unless authorized by administration. School related absences should be kept to a minimum.

## **Student Illness**

*Attendance is key to a student's success!*

In the case of a student illness, a parent or guardian is requested to notify the school office before school hours begin. A student is marked unexcused if the parent does not notify the office by either a phone call or written note. If a student is absent more than three consecutive days, more than 5 in a quarter or more than 10 in a semester, a doctor's note will be required for every absence to be considered excused. Students missing 10 or more days will require a parent meeting with the Principal.

If a student becomes ill during a school day, he or she should get a pass from the classroom teacher and report to the office. The office will notify the parent. A student is not to leave the school without school approval and parent permission. The student must sign out in the main office if leaving for any reason. All assigned work and tests announced prior to a student's absence are made up the day the student returns; ordinarily the number of days for other makeup work equals the number of days absent. It is the responsibility of the student to contact the teacher to arrange for makeup tests and makeup work.

**For grades 7-12** - No child will be permitted to leave the school without verbal or written (which includes email) permission from the secretary/principal. Students must sign out in the office.

## **Medical/Dental Appointments**

Every effort should be made to schedule appointments outside of school time. However, if this cannot be arranged, the school must be notified **in writing at least two school days prior** to the day of the appointment. Verification of the appointment will be expected from the doctor or dentist office.

## **Non-Medical/Vacation Policy**

The school must be notified in writing **at least two** school days prior to an absence for personal reasons. The school must be notified in writing at least five school days prior to a vacation, which exceeds two days. If the school does not receive prior notification of absences for any reason other than sickness or death in the family, the days will be considered unexcused. There is no guarantee that the student's grades will not slip during these absences. The teacher is not obliged to provide makeup work for unexcused absences. For an excused absence other than an illness, the student must complete a pre-arranged absence sheet (obtained in the office) at least two days prior to absence. Students will have the teacher record the work missed as well as the student's current grade. Administration will approve/not approve based on the current grades in the student's classes. Administration will provide a copy to the student. The student will be given one day to make up work for each day missed. **Non-medical/vacation will not be approved during finals week.**

When teachers allow students to make up work, they may require that tests/quizzes be taken and assignments handed in before the student's departure. All long-term assignments (term papers, group projects, classroom presentations or other various projects) must be handed in prior to the student's departure.

## **College Days/School Sponsored Activities**

Seniors who must visit a college during school time may be allowed two college days at the discretion of the guidance counselor and/or principal. A half-day is allowed for visiting Danville Area Community College. Verification of all visits is required. Unless approved by the principal, colleges must be visited before April 15.

## **Tardiness (7-12)**

Students are expected to be seated at their desks ready for work when the second bell rings for each class period. Students late for the first period are to report to the office. Excessive tardies will have the following consequences:

1. 1 unexcused tardy – warning email
2. 3 unexcused tardies – detention recorded in RenWeb email
3. 4-6 unexcused tardies 2-hour detention recorded in RenWeb email.
4. 7-9 unexcused tardies 4-hour Saturday School recorded in RenWeb email.
5. Parents will be notified via phone call or email when needed.

### **Unexcused Absences (7-12)**

When an absence is unexcused, students do not have the right to make up work missed and therefore accept the academic consequences. *If the student is truant, he will have detentions for every period missed. On the second offense, he will serve an out-of-school suspension. Additional offenses could result in dismissal from school.*

Examples (but not limited to) of non-excused tardiness and absences include:

- A.** Trips without previous arrangements being made or absence without notification.
- B.** Working, home tasks or seeking employment.

\*Students who miss more than 20 days (with exceptions) must meet with the principal to discuss the possibility of non-promotion.\*

Illinois School Code states that a child that is absent without valid cause for 18 days, may lose credit for the class/year.

# GENERAL PROCEDURES AND POLICIES

---

## School Hours

---

### **Grades 7 thru 12**

The school day consists of seven class periods and a Morning Prayer service beginning at 8:00 a.m. and ending at 2:42 p.m.

## Arriving or Leaving School Grounds During the School Day

---

If a student should become ill during the school day, he or she should report to the main office. A student is not to leave the school without school approval and parent's permission. The student must sign out in the main office before leaving for any reason. When entering school for any reason during the school day, a student must sign in at the main office. This applies to both the North and South Campus.

**\*These procedures are in place to ensure the safety of all students. Please adhere to these guidelines.**

### **Grades 7 - 12**

Students should be dropped off and picked up in the front gym area. Students should not be dropped off at the back of the building.

The front parking lot is for visitors and faculty use only. Students are to park in the designated student parking lot behind the gym. Students are not free to roam the building prior to the start of the day.

**No student should be in any part of the Schlarman Academy buildings after normal school hours unless under direct supervision of a faculty member, coach, or sponsor. Students are to be picked up no later than 3:00 p.m. unless with a teacher for tutoring.**

## Animals in the Classroom

---

The education and therapeutic value of animals in the school setting is widely recognized. However, to ensure the safety and well-being of students, staff, and animals, schools must follow the regulations set forth for this purpose by the Office of Catholic Schools.

[\*\*\*Diocesan Policy: E-143 P-CDOP\*\*\*](#)

## Classroom Policies

---

In each classroom, teachers create a safe environment for students. Teachers create classroom procedures to ensure the individual safe needs of the students in their classroom. These procedures may vary from year to year based on individual student needs. These procedures are expected to be followed by parents of the students in each room.

## Cell Phones, Wireless Devices, and Other Electronic Equipment in the Classroom

---

**Cell phones at SA are a privilege not a right.**

North Campus students who choose to carry their devices must put them in a specified location in the classroom. Earbuds are not to be in ears during class time. They will be treated like cell phones. Phones are

encouraged to be left in locked lockers. South Campus cell phones are not allowed in precare or aftercare and not to be taken out unless given permission by staff.

If the device is out for any reason, it will be confiscated and taken to the office to be picked up at the end of the day with an e-mail sent to parents/guardians. On the second offense, it will be confiscated and taken to the office to be picked up at the end of the day by a parent/guardian. On a third offense, the device will be confiscated, taken to the office to be picked up by a parent/guardian and a detention will be given. Any further offenses will result in an in-school suspension being given. Offenses are cumulative and not limited to only in one class. Any student who refuses to put their cell phone in the specified location or remove earbuds will be sent to the office pending a detention or in school suspension determined by the Director of Student Services or principal.

The school will not be responsible for lost or stolen items.

## **Field Trip Procedures**

---

Periodically, teachers/sponsors may plan field trips that are of value to the learning experiences for the class or organization. All field trips will follow the Diocesan Guidelines (below) and support objectives being taught.

### **School Trips**

All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the school office.

1. All field trips in personal vehicles for students 8 years or less will require the use of a child restraint system as state law requires. If the family fails to provide the child restraint, then the student will not be able to attend.
2. If parent automobiles are used for transportation, each parent must provide the certificate of insurance requested by the school. Sponsors will see to it that this is done one week prior to the date of field trip.
3. Adult supervision shall be one to eight students for students in grades K – 8. Please refer to the chaperone policy previously stated.

[\*Diocesan Policy: D-131 P-CDOP\*](#)

### **Transportation**

If a school owns and operates its own transportation system, it must comply with all state regulations regarding the health and safety of students. All vehicles owned by schools must be insured through the Diocese. All drivers shall be appropriately licensed, submit to a criminal history check and drug screening, and complete the diocesan safe environment training program.

Passenger or cargo vans designed to carry eleven to fifteen passengers shall not be used to transport students as prohibited by Illinois state law. Vehicles (cars, minivans) designed to carry ten passengers or less may be used as long as properly insured and the driver licensed.

All students who are transported by bus shall have bus evacuation training per state requirements.

[\*Diocesan Policy: D-140 P-CDOP\*](#)

## **Fire and Emergency Drills**

---

Emergency evacuation and shelter procedures shall be explained to the students and be posted in a conspicuous place in the school classroom.

A sufficient number of drills shall be conducted and recorded annually to insure the safety of the students and to fulfill the requirements of State law.

[Diocesan Policy: D-143 P-CDOP](#)

Each school of the Catholic Diocese of Peoria shall prepare an emergency preparedness plan and will review the plan on an annual basis.

[Diocesan Policy: D-144 P-CDOP](#)

## **Pep Assemblies**

---

Various classes or groups in the school will sponsor pep assemblies. When sponsoring an assembly, one copy of the program must be presented to each of the following:

1. Principal
2. Cheerleading Sponsor
3. Athletic Director

## **Dances (9-12)**

---

The following rules and procedures apply to all dances sponsored by any Schlarman Academy group or organization.

1. Only current Schlarman Academy students and their guests will be admitted to the dance. The guest from another school must have pre-authorization 2 weeks prior to the event.
2. The sponsoring organization must arrange for chaperones and a list supplied to the principal prior to the dance.
3. Tickets will be sold prior to the dance during lunch periods and at the door the evening of the dance. Members of the sponsoring organization selling tickets are responsible for having a printed list of all guests.
4. **Each student bringing an outside guest must sign up the guest in advance.** Your signature indicates that you understand the rules and will see that they are followed. The guest must be verified by the principal of their school. Guests must be approved 2 weeks prior to the event.
5. Each student is responsible for his/her guest's conduct and must assume the responsibility to see to it that the guest understands the rules of the school.
6. No students will be permitted to leave and re-enter the dance unless accompanied by a chaperone. If the student leaves the property, they will not be readmitted to the dance.
7. Dress at dances must adhere to the dress guidelines and reflect the mission of the school.
8. Students may be required to blow into a breathalyzer to determine if they have used alcohol.
9. Junior and Senior Prom is designated as a Junior and Senior event. Students not of Junior or Senior status may not attend unless pre-authorized as a date of another student following the Catholic definitions.
10. Students may only buy couple tickets for couples defined by the Catholic Church. A person and their guest (if not a couple) must buy two single tickets.

## **Homecoming, Prom, Dance and Special Event Dress Code**

Schlarman Academy wants students to make good choices, fostering respect, responsibility and integrity. These events should be fun and memorable but we also want everyone to be comfortable, safe and show Topper pride.

With modesty and safety in mind, the following dress code guidelines will be enforced:

### **Girls must wear dresses or slacks/blouse as outlined below:**

1. Dresses may not be cut below the bust line. Excessive cleavage is not allowed.
2. Dresses may be backless as long as it is not cut below the navel.
3. Midriffs may not be exposed. This includes the front and back of the dress.

4. Dress, skirt or short length must be no shorter than 5 inches from the back crack of the knee.
5. Dresses must not have a slit that exceeds mid-thigh (fingertip length).
6. No outfit may be skin tight, hugging the body or made of sheer material.
7. No part of the dress may be made of sheer material if without the sheer material, the dress would be out of dress code.
8. No pinning will be allowed as an alteration for a dress if without the pinning the dress does not meet dress code.
9. If worn, shirts must be buttoned up to the second button from the collar.
10. If worn, slacks should fit properly on the hip and not be skin tight.

**Boys must wear slacks/dress shirt or tuxedo as outlined below:**

1. Shirts must be buttoned up to the second button from the collar.
2. Slacks should fit properly on the hip and not sag below the waistline.
3. Neck tie / bow tie may be worn.

As you begin shopping for a dress/suit, please keep these guidelines in mind. While we will be reasonable in the interpretation of the guidelines, we want you to know that you will not be allowed to participate in Homecoming, Prom or any other dance if you are not dressed appropriately. You will be sent home. If you have specific questions about the Dress Code, please see the Principal for clarification before the dance/event.

## Court Selection

---

Any student previously selected to Homecoming Court during their freshman through junior years are not eligible to be on court again until their senior year. Further, a student may only be selected Queen or King once during their high school career.

Example: The Prom King and Queen\* (chosen during their junior year) are not eligible for Homecoming King and Queen (chosen during their senior year). *Prom court selections will continue to be open to all high school juniors, regardless of previous court selections.*

## Cars and Parking

---

All cars driven to school at any time must be registered with the school office. Students may park in any parking space behind the school except those immediately adjacent to the gym or those designated for employees by the back entrance of the school. No parking is allowed on the grass or in designated yellow areas at any time. Failure to comply with the registration or parking rules will result in loss of parking privileges. Cars parked on school property are subject to search up to reasonable suspicion without notice, consent, or warrant. Reckless driving on school premises will result in a loss of parking privileges and/or suspension from school. Students arriving at school early are not allowed to remain in the cars or in the parking lot. Students parking at school do so at their own accord. Schlarman Academy is not responsible for damage to cars or theft of materials in cars. Seniors may choose to paint a parking spot for their use. Artwork must be free from vulgar, inappropriate images and should not make others uncomfortable. Designs are to be approved by either the Director of Student Services or Principal. Students are to provide their own supplies. No student will be allowed to park in the front parking lot designated for faculty and visitors.

## Medicines

---

### Administration of Medication

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication.

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.
11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

If a student must take medication during the school day, the following guidelines should be observed:

Written orders must be provided to the school from the doctor giving the name of the medication, the dosage, and the times it is to be taken, in order to assure safe administration of any medication.

1. A separate Medication Authorization Form is required for each medication (prescription or non-prescription) no matter how long or short a period of time the medication is to be given.
2. Renewed medications must be accompanied by a new Medication Authorization Form.
3. Each prescription medication must be a prescription bottle.
4. Each non-prescription medication must be in a separate container, clearly labeled with:
  - Child's Name and Grade
  - Dose to be given
  - Time or Frequency of Dose(s)
  - Unpackaged tablets, capsules, etc. SHOULD NOT be sent to school in envelopes.
  - Liquid medications (i.e. non-prescription cough syrups, liquid Tylenol, etc.) should be in containers with tight sealing lids.
  - Cough Drops are considered medication and will only be dispensed from the school office.

5. Only one week's dosage of medicine should be sent to school at a time. The container is to be taken home at the end of the school week.
6. **For Grades K – 8** The medication will be administered from the school office by school personnel at the prescribed time. (EXCEPTION: With appropriate notification from the parents to the school, a child suffering with severe asthma or allergies, MAY keep his/her inhaler/epi pen on said person. The child and parent are then taking full responsibility for said inhaler/epi pen.
7. **For Grades 9 – 12** It is the student's responsibility to take his or her medication at the appropriate time. With appropriate notification from the parents to the school, a child suffering with severe asthma or allergies, MAY keep his/her inhaler/epi pen on said person. The child and parent are then taking full responsibility for said inhaler/epi pen.
8. All expired medications will be disposed of unless the parent picks up the medication within one week of the expiration date on the Medication Authorization Form.
9. When a student is on long term medication therapy, it is the parent's responsibility to assure that there is an adequate supply of the medication at school.
10. Office personnel, staff or faculty members cannot distribute medication, Aspirin, Tylenol, etc. and other over-the counter medication to students without a completed medical authorization form.

**NOTE:** MEDICATION AUTHORIZATION FORMS MAY BE OBTAINED AT THE SCHOOL OFFICE DURING SCHOOL HOURS OR FOUND ON THE WEBSITE UNDER PARENTS/FILE DIRECTORY.

[Diocesan Policy: D-153 P-CDOP](#)

## Wellness Plan

---

All elementary and secondary schools of the Catholic Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Catholic Diocese of Peoria that:

1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in early childhood programs and grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. To the extent practical, the schools in the Diocese will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
6. Each school will engage students, parents, teachers, staff, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

[Diocesan Policy: D-151 P-CDOP](#)

## Food and Drink

---

**Food and/or beverages are allowed only in the cafeteria and only during lunch hours.** There are strict regulations with the Federal Government concerning food items in schools. Outside food is only permitted on the premises if it is transported to school at the beginning of the day in a lunch box.

**NO FOOD OR DRINKS IN CLASSROOMS. This will result in a detention or further punishment. This includes coffee, tea and energy drinks.**

**Students are also not to use the pop machines during school hours except lunch. Drinks are not allowed out of the lunch room.**

**NO SHARING OF FOOD between cold and hot lunch.**

**Door Dash is not allowed at the North Campus by students.** Teachers are not permitted to order Door Dash for students and will be reprimanded if found out. Any food that is ordered and delivered to the school, will be confiscated and a behavior log sent to parents.

**Detentions will be given for those that do not comply. Multiple infractions will result in in and out of school suspensions.**

## Telephones and Messages

---

The school cannot be expected to relay messages from home or place of work to individual students except in the case of extreme emergencies. The school cannot guarantee that any message left at the office will be given to the student before the end of the school day. Students should ask to use the phone in the outer office.

## Emergency School Closings

---

The principal will announce school closings over local radio stations: WITY, WDNL, WDAN. Families may also check the Schlarman Academy website at [www.schlarman.com](http://www.schlarman.com) or the Schlarman Academy Facebook page to receive school closing information. When school is closed due to weather, all activities and practices are also canceled. We will also send an alert through the school's parent software program parent email. A complete Schlarman Academy Emergency Procedures Manual may be found on our website [www.schlarman.com](http://www.schlarman.com).

## Protocol When Dealing With Concern

---

The teacher should first address parent concerns. Parent(s) contact the teacher either in writing or by telephone, stating the concern.

The teacher will address the concern and reply either in writing or by telephone. If the concern is not resolved you may contact the administrative staff person (assistant principal or principal present on campus).

The administrator will arrange a time convenient to all parties to resolve the concern.

Any unresolved concerns can be referred to the Pastoral Board. The President of this Board will determine if a meeting is in order. The decision of the Pastoral Board, in most cases, is final.

Appeal can be requested please refer to "Procedure For The Resolution Of Conflict" section.

### **Procedure for the Resolution of Conflicts**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with the applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law. It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

### **Appeal and Review**

The individual or group desiring the appeal or the review of a decision must make that request known to the Pastors' Board responsible for the school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.

The Pastors' Board, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular school and to the Superintendent of Schools.

In most cases, the decision of the Pastors' Board is final. However, those who have requested the appeal or review may further appeal the decision of the pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Offices of Catholic Schools. The Vicar General shall make the final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.

### **Financial Policy**

Enrollment of a student at Schlarman Academy includes a financial obligation for tuition as agreed upon. When a student is registered at Schlarman Academy, the August payment is the first of eleven monthly payments. In order to be registered and attend Schlarman, the parents must have a Tuition Agreement on file and be registered with FACTS if paying monthly. A late charge will be assessed for late payments. All fees must be paid at the time of registration or students will not be able to attend classes.

For parents who are two months in arrears in the payment of tuition and fees, payment for those 2 months plus the current month will be due on the 5th of the current month. If by the end of the quarter/semester payment is more than 2 months behind, students will receive incompletes for their report card until payment is brought in. In addition, all remaining payments must be made on time or the student will be asked to withdraw.

If the Tuition Agreement is not honored and is in default, Schlarman Academy has the right to:

1. Deny the student the right to attend classes or take finals.
2. Refuse to accept the registration of the student for courses.
3. Deny the student the right to participate in any type of co-curricular activity.
4. Issue incompletes on student's report card until payments are brought in.

Graduating seniors must have all tuition and fees paid up before **May 1** of their Senior year. Schlarman has the right to deny the student the right to receive a cap and gown, participate in graduation ceremonies, and to

receive a diploma or official transcripts. **A more detailed explanation of the financial policy may be found in the online handbook.**

## **General Dress Code for All Students**

---

**Rationale: Students are encouraged to take pride in their appearance. Dress code in a Catholic school setting serves 4 primary purposes and should be enforced by all teachers.**

- Reinforce Catholic Values
- Minimize social pressures on students
- Minimize financial pressures on our families; and
- Maximize the time available for teachers and instruct students

Our Catholic teachings try to help students understand that the real value of a person has nothing to do with the expense or brand of clothes they wear. A person's worth becomes less defined by what surrounds him/her and more by the qualities he/she possesses as an individual.

**CODE:** The dress code will be in effect for all regular school days, examination days and official school functions.

**GENERAL PRINCIPLE:** Any attire deemed inappropriate, extraordinary and distracted by the administration is in violation of Dress Code.

### **REGULAR SCHOOL DRESS DAYS**

#### **CLOTHING:**

As a general rule acceptable dress for both campuses includes a plain polo shirt in blue, black, white or gold/yellow. Polo's with the Schlarman Academy logo are encouraged but not required.

Khaki's or dockers style pants in a solid color is required for boys. Girls may wear the pants or a skirt that is knee length.

During cooler months (2nd and 3rd Quarters) SA sweatshirts and hoodies may be worn over the student's polo shirt. Students will not be allowed to have the hood up while in the building. Absence a SA sweatshirt or hoodie, students may elect to wear a sweatshirt or hoodie of a solid color without any image or wording. The colors may be blue, black, or white. Coats or jackets are not to be worn in the classroom during the school day and must be kept in the student's locker.

Dress shorts and Cargo shorts may be worn during warm weather (1st and 4th Quarters) as long as they are neat looking (no oversized pockets). Athletic style shorts are not permitted. An appropriate polo is required.

Pants and shorts should fit properly (loose fitting without being baggy)

Girl's skirts and dresses should be knee length.

Dress down days may allow jeans and a SA or school related t-shirt. Jeans may not have any rips or tears even if repaired or patched.

Special dress days will have guidelines announced.

#### **SHOES:**

Shoes must be clean and in good condition Athletic and dress style shoes of any color are permitted. Snow, hiking, rain, and combat boots must be changed upon arrival at school and will not be permitted in the classroom. Grade school students will be allowed to change into appropriate weather boots for recess.

Sandals with a heel strap will be permitted during warm weather dress. **FLIP FLOPS AND SLIDE (ATHLETIC SANDALS) WILL NOT BE PERMITTED AT ANY TIME. UGG STYLE SHOES WITHOUT A FULL BACK ARE NOT PERMITTED.**

### **JEWELRY:**

**Boys:** may not have any visible piercings. NO FACIAL JEWELRY is permitted (this includes nose, tongue, lip, etc.) during the school day or while participating in extracurricular activities.

**GIRLS:** NO FACIAL JEWELRY except for earrings are permitted (this includes nose, tongue, lip etc.) and no other visible piercings are allowed during the school day or participating in extracurricular activities. A clear, stopper piece maybe worn in the place of facial jewelry.

### **HAIR**

- Style must not impair vision
- Groomed at all times
- No facial hair
- No extreme haircuts (mohawks, spikes etc)
- No extreme hair color or colored hair extensions such as blue, orange, green etc. Natural hair colors only.
- Male hair length must be above shirt collar, sideburns no longer than ear lobe, above the eyebrows and clean shaven.

### **MASS DAY**

**South Campus:** Regular Day Dress code attire.

**North Campus:** Boys and Girls: **Solid button** down shirt. V-neck sweater with dress shirt underneath purchased through the Topper Shop. Uniform bottoms. Boys must wear a tie. No sweatshirts/fleece, quarter zips to be worn during Mass.

### **GYM CLOTHING (Grades 7-12)**

PE uniforms can only be purchased through the Topper Shop. Socks: black or white. Shoes: all tennis shoes (non-marking) must tie and be secure on the feet. No platform or slip on shoes.

### **PROHIBITED**

- Wallet chains, heavy necklaces, head coverings, sunglasses, untied shoes
- Clothing or jewelry that suggests behavior or ideas contrary to Catholic Church teachings
- Gang or satanic symbols
- Tattoos may not be visible
- Artificial nails or makeup at South Campus
- Nose piercings, large hoops or excessive dangling earrings, industrial bar piercings
- Piercings on boys (must be removed or covered with a band-aid during school hours)

### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

Reporting of any dress code violations is the responsibility of each classroom teacher. Dress code violations will be taken care of at the beginning of each class period by the teacher. All faculty members are expected to enforce the dress code. Students who are out of dress code will be reported to the administration.

- 1st offense: warning/phone call to parent to bring appropriate attire
- 2nd offense: detention
- 3rd or subsequent offense: parent meeting

# BEHAVIOR WITHIN THE SCHLARMAN ACADEMY COMMUNITY

---

As a Catholic school, Schlarman Academy has a distinctive mission. Schlarman Academy focuses not only on excellence in teaching, learning and scholarship, but also on growth and development of the whole person. Students come to Schlarman Academy to pursue a high school diploma and to hone their God-given talents. From the testimony of successive generations of Schlarman Academy graduates, we know that student life outside the classroom plays a pivotal role in the total educational experience. By building a strong community, by offering opportunities to nurture spiritual growth, and by providing a wide range of student activities, we strive to create a setting in which personal growth can take place, deep friendships can be formed, and leadership can be exercised on behalf of the broader community.

Community lies at the heart of our standards of conduct. Our policies and procedures are intended to contribute to the moral, intellectual, spiritual and social growth of the individuals and groups. We call students to accountability for their actions as a necessary part of our common life.

Properly understood, Schlarman Academy's standards of conduct are designed to promote positive behavior, to contribute to personal growth and to foster the creation of community. As a community committed to moral values, we encourage one another to become mature and responsible participants in our common life, in preparation for life after graduation. With the rules and regulations, which follow, Schlarman describes minimally what behavior we will not tolerate; by our disciplinary procedures, we admit unhappily that some of our members will occasionally engage in unacceptable conduct.

Schlarman Academy's behavioral policies and procedures are under the jurisdiction of the principal who works in conjunction with the Schlarman Academy Board of Trustees and Pastors' Board. There are times when the principal may seek the wisdom and counsel of the Discipline Committee. Unless otherwise noted, these policies and procedures apply to all students, whether the behavior occurs on or off campus.

Some actions are obviously inconsistent with the ideals of this community and raise the question of whether the offender wishes to remain a member of this voluntary society and whether the community wants him or her to remain here. Committing such actions while under the influence of alcohol or other drugs will be considered an aggravating factor.

In keeping with the goals and objectives of Catholic education, Schlarman Academy expressly prohibits sexual misconduct and sexual harassment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes toward respect for others.

Sexual misconduct includes, but is not limited to, sexual intercourse, with or without consent, unwelcome touching or other offensive sexual behavior.

Sexual harassment includes any inappropriate behavior of a sexually implicit, explicit or obscene nature that is intended to or would demean or offend the recipient. Examples include verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds; continuing and unwanted written or oral communication of a sexual nature directed to another; spreading sexual rumors/innuendoes; touching another sexually; and obscene and/or sexually explicit gestures. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, minor incidents are not sufficient to constitute harassment, but may warrant a verbal reprimand, detention or suspension.

Allegations of sexual harassment are to be reported to a teacher, counselor, or the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation of any kind.

The parents of both the offender and the victim are obligated to cooperate in remedying the harassment situation.

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

Intoxication by any student, whether in public or in private, is prohibited. Use of any controlled substance, including, but not limited to, alcohol, marijuana, cocaine, heroin, amphetamines and depressants, is a serious violation. This use is covered by Schlarman Academy's separate policy titled Tobacco, Alcohol and Illegal Drug Use. Students who possess or use such substances shall be subject to disciplinary suspension or permanent dismissal.

Providing for others, by sale or otherwise, marijuana or any other illicit drug, is a serious violation which shall result in disciplinary suspension or permanent dismissal. Possession of drug paraphernalia is a serious violation of Schlarman Academy policy.

All members of the Schlarman Academy community grades 9 through 12 must undergo at least annually screening for drug use. Schlarman Academy's separate policy titled, "Screening for Drug Use", covers this.

**Students are responsible for the lockers assigned them.** Lockers must be locked at all times. Failure to do so will result in a detention. Students are to keep their coats and extra books in their lockers. The school assumes no responsibility for lost or missing items. Lockers are the property of the school, and as such, members of the Administrative teams and designated personnel have access to them at all times. Students may use personal locks but code must be provided to the office or classroom teacher (4-6) Lockers are subject to searches for illegal substances by law enforcement and school personnel. **Bookbags will not be allowed in classrooms.**

Students are required to abide by local, state and federal law. Failure to do so may result in disciplinary action.

The only appropriate manner in which to assimilate members into this community is to welcome them. Initiation-related rites, ceremonies, exercises or activities of any kind jeopardize the self-esteem and safety of students, affect the Schlarman community as a whole and are, therefore, strictly prohibited. Initiation refers to any behavior on or off campus that singles out members of this community or members of a student organization or group in a manner that is unwelcoming. It includes, but is not limited to, acts that demean, deride or humiliate members or that place the personal safety of students in jeopardy. That members may state that they willingly participated in such activities will not negate characterization of the event as an initiation nor relieve those planning, sponsoring or participating in the event of responsibility. If students, student organizations or groups violate this rule, the student, student organization or group may be subject to serious individual or collective sanctions. Individual students, who violate this rule, including those who plan, sponsor, participate, or partake, as subjects of the initiation, will be subject to serious disciplinary action, which may include suspension or permanent dismissal.

## **Reciprocal Reporting of Criminal Activity**

---

Schlarman Academy and the police department of the city and county will verbally report to each other all cases involving controlled substances, vandalism, weapons, gang activities, serious crime or felony, aggravated battery or assault, stalking, threatening and intimidating acts, and any other cases for which reporting may be beneficial. If these acts occur on Schlarman Academy property, the administration will notify police and parents within 48 hours of the incident. The administration will also report incidents through the School Incident Reporting System (SIRS).

## Discipline at Schlarman Academy

---

Discipline of students is a method of reinforcing Christian values and academic expectations that are a daily part of our educational program. It provides an opportunity for a student to learn from a mistake. Since attendance at Schlarman Academy is a privilege and not a right, we believe students and their parents are the foundation of our behavioral code, which enhances the well-being, and the reputation of the school. Discipline, then will be administered in different ways according to the offense committed and the context in which the misbehavior occurred. Discipline is administered in the belief that students must understand that they are responsible for their behavior and must bear consequences for any misbehavior. Discipline, in whatever form, is intended to affect a positive change in the student's behavior. It is imperative that parents work cooperatively with the school so that students are influenced positively to become responsible, self-motivated, thinking and caring individuals. Schlarman Academy does not use any form of corporal punishment.

The purpose of discipline is to:

1. Provide a classroom conducive to teaching and learning
2. Educate students to an appreciation of the importance of developing responsibility and self-control
3. Increase student awareness of respect due to the individual student
4. Strengthen a sense of belonging

Ordinarily disciplinary problems are handled by each teacher/supervisor who is responsible to the principal and to the parents of the student(s) involved. Mutual interest, cooperation and frequent communication between parents and teachers/supervisors are essential to the successful solution of more serious problems.

Teachers strive to:

1. Be consistent in following disciplinary policies, guidelines and classroom rule
2. Develop the attitude of respect, of "belonging and acceptance" in each student
3. Limit disciplinary activities, which involve assignments in subject areas
4. Ordinarily refrain from group discipline
5. Arrange with parents for after-school detention times

### **Behaviors Which Require Disciplinary Action**

- Cheating, copying or plagiarizing any academic work
- Verbal or physical harassment/abuse to a student or staff member: persistent name-calling or ridicule of other students
- Fighting, provoking a fight between other individuals, or participating in activities which result in violence toward any person (INCLUDING PLAY FIGHTING)
- Consistent refusal to obey classroom and school rules; defiance or disrespect to those in authority
- Possession and/or use of any type of weapon or firearm
- Possession and/or use of drugs, alcohol or tobacco
- Vandalism/theft/destruction of academy parish property
- The setting off or ignitions of fused devices or incendiary devices such as fireworks stink bombs, etc.
- Possession and/or drawing of pornographic pictures and literature
- Using the academy's computer network to obtain, copy, and/or, disseminate inappropriate materials, including, but not limited to, pornography, violence and hate.
- Disregard for the Church's teachings on the dignity of human life, from conception to natural death, for example, abortion, euthanasia, or discriminatory activity
- Truancy
- Repeated tardiness to school or class
- Gambling on school property or during any school sponsored activity regardless of time of location
- Sexual misconduct
- Significant and/or continued theft during or after school hours to academy property
- Use or possession of any object intended to threaten or use to harm
- Any threat to, or harassment of, another. Unwelcome phone calls, obscene or not may constitute harassment
- The willful damage to the reputation or psychological well-being of others.

- Any unsafe or reckless driving on school property
- Any other conduct considered by the administration to be contrary to the best interests of the school and its mission to and or faculty and staff

***Parents and Students should be aware that some of the above acts could also bring legal action and penalties as well as academy disciplinary actions.***

[Diocesan Policy: D-145 P-CDOP](#)

### **Corporal Punishment**

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but is not limited to, slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm.

[Diocesan Policy: D-146 P-CDOP](#)

## **North Casmpus (Grades 7-12) Discipline Procedure**

### **Disciplinary Probation**

Students who illustrate patterns of irresponsible behavior or who have violated a particularly serious school policy are placed on disciplinary probation. The principal sets the conditions and length of the probation time. During the time of probation, students are denied leadership positions and any other honors, which might be given. The parents are notified when a student is placed on disciplinary probation. If a student violates the conditions of the probation, the student may forfeit the privilege of attending Schlarman Academy.

### **Overnight Dismissal**

There are situations in which a student may require discipline including immediate removal from school or school property until such time as a parent conference can be arranged. An overnight dismissal and the subsequent parent conference allow a student to resolve a problem and return to school with a minimum of time out of classroom activities.

### **Detentions**

Detentions are issued by teachers and other staff members for violations of policies such as lack of homework, being tardy, out of dress code or out of class without a pass; running in the halls, littering, eating outside of the cafeteria area or chewing gum. An accumulation of detentions is considered a serious matter deserving of further disciplinary action.

Detentions are served Monday through Thursday at 2:30 for NC. Parents will be notified by email and detention will be recorded under behavior in the school's parent software program. Students are expected to serve their detention on the scheduled date. Students report for detention in dress code with schoolwork sufficient for the 30-minute period. Students who do not follow detention guidelines or who cause a disturbance during detention will be asked to leave and will not have fulfilled the detention. An additional detention will be assigned at the discretion of the detention moderator. Failure to serve a detention results in the detention being doubled. Students who are absent from school on the date of a detention will have their detention rescheduled.

### **2-Hour and Saturday Detentions:**

The administration reserves the right to impose either a 2-hour after school detention or a 4-hour Saturday School detention based on the severity of the offense. Upon issuing either a 2-hour or Saturday Detention, the parent will be notified by email and/or a phone call describing the offense and the rationale for the issuance of the detention. Failure to show for either the 2-hour or Saturday detention students could face additional disciplinary action up to a one day out of school suspension.

### **Accumulation of Detentions**

The continued misconduct of minor violations resulting in detentions results in further disciplinary action. When a fourth detention is issued the student is placed on in-house suspension for one day. When the tenth and fifteenth detentions are issued, the student will be placed on out-of- school suspension for one or more days.

The consequences of suspension as outlined below in the section regarding suspension from school will be observed.

### **Suspension from School**

Due to the seriousness of a disciplinary offense, the principal may suspend a student from school. If a student is serving an in-school suspension, the student will complete all assignments while serving. The student will be marked present and excused. If a student is serving an out-of-school suspension, the missed assignments are due upon return to school. The student will be marked unexcused. Students who are suspended are not allowed on school grounds and must report to the principal with a parent for re-admittance to school.

### **Suspension Pending Expulsion**

In the event a student is placed on disciplinary suspension for a third time in any one school year for any reason, that student may be expelled from Schlarman Academy. In the event a student's misconduct should result in the determination by the principal that a student should be dismissed from Schlarman Academy, a student will be suspended pending a hearing. At the request of the student's parents, the principal shall ask the Pastors' Board to review the facts surrounding the recommended expulsion. The parents should make their request to the principal within three school days of the suspension.

**Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.**

### **Permanent Dismissal of Students**

The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The application of policies and procedures to particular cases is the province of the principal and the canonical pastor of the school. The Superintendent of Schools shall be consulted before any student is permanently dismissed from school.

Policies delineating causes and procedures for permanent dismissal from the school shall be clearly stated in writing by the administrator. These causes and procedures for permanent dismissal are then presented to the pastor/canonical pastor for approval and promulgation.

After approval, causes and procedures shall be published in the parent/student handbook. Parents and students shall be informed of these causes and procedures at the beginning of the school year.

[Diocesan Policy: D-114 P-CDOP](#)

## **Harassment**

---

### **Policy**

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

### **Definition**

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating,

hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy. A more thorough description of the policies and procedures of harassment can be found in the online edition of the Parent/Student Handbook.

### **Harassment Procedure**

A student that feels he/she has been harassed must notify the parent and a faculty member. The matter must also be reported to the principal who will inform the Pastor as soon as possible. An investigation of the incident will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. The Diocese of Peoria Harassment Policy (C-401, C-402) will be followed if any employee believes that he/she has been harassed.

[Diocesan Policy: C-401 P-CDOP](#)

### **Diocese Of Peoria Policies And Procedures Relating To Allegations Of Sexual Abuse Of Minors By Priests Or Deacons Or By Lay Employees Or Volunteers**

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to priests, deacons, lay employees, or volunteers, employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. This policy can be found and reviewed at the Catholic Diocese of Peoria Website, [www.cdop.org](http://www.cdop.org). You may also request a copy of the Administrative Regulations through the Principal's Office.

[Diocesan Policy: C-402 P-CDOP](#)

## **Bullying Prevention**

---

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of *this* policy, Illinois law shall be used to define bullying in our diocesan schools:

Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; and/or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

## **Property Damage**

---

Students who damage, break or destroy school property carelessly or purposefully are required to pay for replacement in full.

## **School Property Protection**

---

Desks and lockers are school property and made available for occasional student use on an "open desk/locker" basis. This includes temporary storage of student's books, papers, etc. The school retains the right at all times to inspect desks/lockers.

Lockers are provided for 4th-12th grade students. Locks may be issued through the school. There will be a \$5.00 charge for school locks not returned. Personal locks may be used but all lock codes must be provided to the office/teacher. Lockers are to be locked at all times. Lockers are used to store books, coats and personal belongings. Students may not tape, etc. anything on the outside of their locker without permission. No writing, painting, or anything that would be considered permanent is allowed.

Any items found which are contrary to legal possession, policy, or school regulations shall be removed and impounded. The student may be subjected to disciplinary action. Parents shall be notified. If the student is not present during the search, he/she shall be informed, as soon as practical, of the action taken.

Students will be accountable, and financially responsible, too, for any willful damage to any school property, for example: carving or other defacement of any surface. Parents or legal guardians shall be financially responsible for willful damage to school property.

Book covers, book bags, or clothing may at no time display any graffiti that denotes rock bands, gang symbols, or any symbols that are derogatory in nature or that depict a negative message about any member of the human race. Any student who defaces school property, books and their covers, or book bags, in this way, or wears clothing that is demeaning to human persons shall face the possibility of suspension or expulsion from school.

## **Search and Seizure**

---

Catholic school officials may conduct periodic inspections of all or a randomly selected number of lockers, desks, and other storage spaces owned by the school and provided as a courtesy to students. The furnishings of lockers, desks, and other storage spaces provided as a courtesy to students shall not give rise to an expectation of privacy. Schools shall contact the Office of Catholic Schools prior to conducting any search.

The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore the school reserves the right to search them without prior notice. If illegal and/or inappropriate items are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents.

The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein.

Students shall not lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process.

[Diocesan Policy: D-141 P-CDOP](#)

## **Weapons**

---

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

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

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school. Any family member or guest found to be in possession of a weapon on school property or school events will have it confiscated and police officials will be notified. They will be banned from school grounds and other school related activities.

In cases where there are substantial mitigating circumstances, the pastor/canonical pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

[Diocesan Policy: D-150 P-CDOP](#)

## **Tobacco, Alcohol and Illegal Drug Use**

---

The use of tobacco, alcohol and illegal drugs is a potential problem for all students. The following Schlarman Academy Policy on Tobacco, Alcohol and Illegal Drug Use is established not only to eliminate tobacco, alcohol and drug use, but also to provide recommendations for rehabilitation when appropriate. Schlarman Academy strives to provide a positive climate where students can mature and successfully prepare for the next stages of their development. We strive to assist our families as a student takes appropriate steps at overcoming substance abuse.

**Schlarman Academy also has an additional policy titled, Policy on Screening for Drug Usage.** When drug use is determined as set forth in the Policy on Screening for Drug Usage that policy shall be in force. At all other times, the Schlarman Academy Policy on Tobacco, Alcohol and Illegal Drug Use shall be in force.

### **Tobacco and Vaping**

The promotion and/or use of tobacco products on school grounds and at school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Smoking is prohibited at all diocesan elementary and secondary schools.

No student, staff, administrator, or visitor may possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at school-sponsored events. This includes the promotion of these products via gear, bags, clothing, or any other materials. In addition, no diocesan school may solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco or vaping shop.

[\*Diocesan Policy: C-314 P-CDOP\*](#)

### **Determining a Violation**

A student shall be found in violation of the Schlarman Academy Policy on the Tobacco, Alcohol and Illegal Drug Use if the student, at **any time on or off of school property**, is seen using tobacco products or is in possession of or under the influence of illegal drugs or alcohol and this is witnessed by a school official, faculty or staff member or law enforcement agency and reported to the principal within 20 days of the violation. **Rumor or innuendo is not grounds for determining a violation.** Anytime a violation occurs on school property or at a school-sponsored activity, the student will be immediately removed and parent or guardian will be notified.

*Those students, who participate in extracurricular activities, including sports, may also, at the discretion of their sponsor or coach, be held to higher expectations and penalties than those listed in this policy.*

### **Possession or Use of Tobacco Products**

#### **First Violation**

The first time during an academic school year a student is in violation of this policy, the student will be placed on in-school suspension for one day. After the completion of the in-school suspension, all classroom work missed (assignments, quizzes, exams, etc.) must be made up. All assignments given during the suspension will be scored one full letter grade below the grade earned.

#### **Second Violation**

The second time during an academic school year a student is in violation of this policy, the student will be placed on in school suspension for two days. After the completion of the in-school suspension, all classroom work missed (assignments, quizzes, exams, etc.) must be made up. All assignments given during the suspension will be scored one full letter grade below the grade earned.

#### **Third and Subsequent Violations**

The third and all subsequent times during an academic school year a student has been found in violation of this policy, the student shall be placed on in-school suspension for three days. After the completion of the in-school suspension all classroom work missed (assignments, quizzes, exams, etc.) must be made up. All assignments given during the suspension will be scored one full letter grade below the grade earned.

### **Possession, Use or Under the Influence of Alcohol**

#### **First Violation**

The first time during a student's career at Schlarman Academy the student has been found in possession, using or under the influence of alcohol or illegal drugs, the student shall be placed on out of school suspension for a minimum of three (3) days. After the completion of the out-of- school suspension, all classroom work

missed (assignments, quizzes, exams, etc.) must be made up. All assignments given during the suspension will be scored one full letter grade below the grade earned. The student will not be allowed to participate in or attend any school sponsored activities, including athletics and graduation exercises, for a period of not more than nine (9) weeks and up to 25% of athletic contests.

### **Second Violation**

The second time during a student's career at Schlarman Academy a student is in violation of this policy, the student shall be placed on out-of-school suspension for a minimum of five (5) days. After the completion of the out-of-school suspension, all classroom work missed (assignments, quizzes, exams, etc.) must be made up. All assignments given during the suspension will be scored one full letter grade below the grade earned. The student will not be allowed to participate in or attend any school-sponsored activities, including athletics and graduation exercises, for a period of not less than nine (9) weeks. A student not involved in co-curricular activities at the time of the violation will be assigned a consequence beginning with his/her next involvement in a co-curricular activity which could include an entire season. The student and his or her parents or guardians shall be required to meet with the principal or his or her designee to determine appropriate follow-up steps. Such a student shall be required to receive an immediate assessment by a substance abuse professional approved by the principal or his or her designee. The student and his or her family must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding the plan of treatment. The program must be followed to its conclusion. Should this treatment program extend beyond the school year and the student will be returning, the treatment must be fulfilled without interruption for the student to be considered for enrollment the following school year. A letter from the substance abuse professional shall indicate successful completion of the program. If participation in a program of treatment is refused, the student shall forfeit the privilege of attending Schlarman Academy.

### **Third Violation**

The third time during a student's career at Schlarman Academy a student has been found in violation of this policy the student may forfeit the privilege of being involved in co-curricular activities and may forfeit attending Schlarman Academy. If a student's first violation is an alcohol violation and the student's second violation is for illegal drugs, the penalty will automatically go to the second violation for alcohol. A student found in violation of the alcohol abuse policy a third time during his/her career at Schlarman may forfeit the privilege of attending Schlarman Academy.

## **Possession, Use or Under the Influence of Illegal Drugs**

### **First Violation**

The first time during a student's career at Schlarman Academy the student has been found in possession, using or under the influence of illegal drugs, the student shall be placed on out-of-school suspension for a minimum of three (3) days. After the completion of the out of school suspension, all classroom work missed (assignments, quizzes, exams, etc.) must be made up. All assignments given during the suspension will be scored one full letter grade below the grade earned.

The student will not be allowed to participate in or attend any school sponsored activities, including athletics and graduation exercises, for a period of not more than nine (9) weeks and forfeit up to 25% of athletic contests.

### **Second Violation**

The second time during a student's career at Schlarman Academy the student has been found in possession, using (including drug screening) or under the influence of illegal drugs, the student shall normally forfeit the privilege of attending Schlarman Academy. If a student's first violation is for illegal drugs and the student's second violation is for alcohol, the penalty will automatically go to the second violation for alcohol. A student found in violation of the alcohol abuse policy a third time during his/her career at Schlarman may forfeit the privilege of attending Schlarman Academy. Acquisition, Distribution or Sale Any student involved with the acquisition and distribution or sale of any form of alcohol or illegal controlled substance is liable to expulsion. The principal shall immediately place any student in violation of this policy on Suspension Pending

Expulsion. The transcript of a student who is expelled is marked with the notation of expulsion.

## Policy on Screening for Drug Usage

---

The Catechism of the Catholic Church states that:

The political community has a duty to honor the family, to assist it, and to ensure especially ... the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practice gravely contrary to the moral law. (Catechism of the Catholic Church §2211, §2291)

The Catholic Diocese of Peoria is committed to providing the most optimal educational environment possible for all students attending the schools of the diocese. In order to assist parents, the primary educators of their children, and to work toward the establishment of a safe and drug-free environment, students enrolled in any of the Catholic schools of the diocese will be screened for drug usage in accordance with the procedures outlined in the accompanying administrative regulation

The church community recognizes its duty to honor the family and to assist it. This same community wishes to ensure the protection of security and health in all matters, but in a special way with regard to dangers such as drug usage. The program of screening for drug usage is intended to:

1. Deter young adults from beginning or continuing drug use, and
2. Identify young adults who are harmfully involved in drug use so that they can be steered into appropriate drug education and treatment.

Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege come certain responsibilities. We hold students and their parents, or guardians, to a high code of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at a Catholic high school in the Diocese of Peoria.

### Screening for Drug Usage

Students enrolled in any of the Catholic high schools (grades 9-12) of the Diocese of Peoria will be screened for drug usage as follows:

1. **Annual Screening:** All students will be screened for drugs at least once per year.
2. **Random Screening:** Any student enrolled in any of the Catholic high schools of the Diocese of Peoria is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year.
3. **Screening Based Upon Behavior:** Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy and administrative regulation, will be required to submit to screening. If the observed conduct could possibly endanger the student or others, the student may be removed from the school immediately and placed in the care of the student's parents or guardians. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.
4. **Follow-Up Screening:** Any student found to be in violation of this policy and administrative regulation will be subject to follow-up screening. Such follow-up screening will take place ninety (90) days after the student has received a positive test result.
5. **Transfer Students:** All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained.

### **Drug Screening Method**

The Catholic high schools of the Diocese of Peoria will use hair-sampling procedures for the purposes of policy implementation. Normally, trained personnel will collect a small sample of head hair from the students. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. Therefore, it is expected (except in certain situations) that students will wear a hairstyle that allows for a sample of head hair to be collected.

### **Notification of Test Results**

Notification of test results will be given to the Principal or Drug Screening Coordinator of the program in each school by the drug testing company. The Principal or Drug Screening Coordinator shall notify parents and guardians and students of a positive test result as soon as possible. It is left to the discretion of each local high school as to whether or not they will notify parents and guardians in regard to a negative test result. If a student tests positive for prohibited substances, that student and his parents or guardians shall be required to meet with the Principal or Drug Screening Coordinator to determine the necessary follow-up steps. Such a student will be required to receive an immediate assessment by a substance abuse professional approved by the Principal or Drug Screening Coordinator. This student and his family must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding a plan of treatment. The assessment of any student engaged in extracurricular activities must consider whether this student will be allowed to continue to engage in extra-curricular activities or what limitations will be placed upon such activities. Furthermore, each local high school with the approval of the Office of Catholic Schools may adopt further punitive or disciplinary policies to be implemented if the student tests positive for prohibited substances. Such local policies will be noted in the Parent/Student Handbook. The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be subject to school discipline, including the possibility of expulsion. Upon completion of necessary treatment, the student must submit to follow-up testing as set forth in Section II above or such other method as proposed by the substance abuse professional and agreed to by the high school. All costs associated with assessment, treatment and follow-up testing shall be borne by the student or the student's parents or guardians. In the case of students who test positively for prohibited substances on a second or more occasions during their high school career, the Principal of the high school in consultation with the President of the Pastor's Board and diocesan officials may determine to exercise discipline, including the possibility of recommending expulsion.

The high school will make reasonable attempts to keep information respecting positive drug tests and the follow-up procedures of the school confidential. However, the school cannot be responsible for information that must be shared (for example, with the coach that the student must limit participation in an extracurricular activity) or as required by law or for information that is shared with others by the student or the parents or guardians of the student.

### **Appeal of Test Results**

If the student or his or her family feels the test results are erroneous, the student or family has the right to request that a second test be taken. This test must be requested and taken within three (3) days of the positive result. The cost shall be borne by the student, parents or guardians. Furthermore, all requests for a second test will be submitted to the same company that provided the initial test results for hair analysis, and the student may not alter their hairstyle prior to the second test. If the second test results vary from the first test results, the school and the parents or guardians will discuss the further action to be taken; however, the school's decision shall be final.

### **Retention of Records**

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Drug Screening Coordinator and will be destroyed upon three (3) years of the student's graduation from high school.

### **Annual Notification**

Each secondary school shall submit a report to the Office of the Catholic Schools by June 15th of each year. This report shall include data on the number of students tested (but not their names), the dates of the tests and

the number of positive and the number of negative results obtained. A short descriptive analysis of the program for that year shall also be included.

## **Right to Life**

---

Schools shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of human life and the right of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion. Abortion Students who are known to have procured an abortion, or participated directly in such a decision, may be required to withdraw from school. Pregnancy In keeping with the belief and practice of the Roman Catholic Church, abortion is not an option for pregnant women. Diocesan schools believe, support, and emphasize the need to make moral choices in compliance with the doctrines and teachings of the Roman Catholic Church regarding sexual abstinence, pre-marital sex, abortion, and marriage. Diocesan schools recognize their moral responsibility toward the pregnant student, the student body, and the general public. The pastor/canonical pastor, the principal and the school chaplain (if applicable) shall make every effort to assist and support the pregnant student and the student known to have fathered the child and their parents/guardians in continuing the students' Catholic education program.

### **Married Students**

Students enrolled in Diocesan schools are expected to be unmarried.

[\*Diocesan Policy: D-149 P-CDOP\*](#)

## **Authorization for Electronic Network Access**

---

### **Purpose**

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional program to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students. Therefore, electronic network access, including the Internet, is available to the faculty, staff and students of Schlarman Academy. We are very pleased to have this access, as we believe it offers valuable, diverse, and unique resources to our faculty, staff, and students.

Schlarman Academy makes every effort to provide the best available technology to our faculty, staff, and students. In this regard, Schlarman Academy has installed computers, electronic mail, voice mail, wireless access, etc. This Authorization for Electronic Network Access is to advise those who use our equipment on the subject of access to and disclosure of computer-stored information, and electronic mail and voice mail messages created, sent, or received by Schlarman Academy's employees and students with the use of Schlarman Academy's equipment.

This Authorization for Electronic Network Access also sets forth the proper use of the computer, network, electronic mail, and voice mail systems provided by Schlarman Academy. To that end, Schlarman Academy equipment including computers, the network, electronic mail, and voice mail should only be used for conducting school/educational business.

### **Authority**

Electronic information available to students and staff does not imply endorsement of the content by the Academy nor the accuracy or educational value in the context of the school setting of information received on the Internet. Some items obtained through the electronic network via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The Academy shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The Academy reserves the right to log network use and to monitor file server space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Access to the Internet through the electronic network will be used in support of education and research consistent with the educational objectives of the Academy to increase Academy communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

### **Responsibility**

The Academy makes every effort to ensure that faculty and staff use technology responsibly. Faculty and staff have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs. We have taken precautions to restrict access to controversial materials with a filtering device. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. Faculty and staff using network or computing resources must comply with appropriate rules for that network or resource.

### **Guidelines**

Only the authorized owner of the account will use all Academy network accounts for its authorized purpose. All communications and information accessible via the Academy network should be assumed private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

The electronic network is provided to conduct research and communicate with others. Access to network services is given to faculty/staff who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration may request the system administrator to deny, revoke, close, or suspend specific user accounts at any time as required.

The purpose of this agreement is to ensure that use of the electronic network and Internet resources is consistent with our stated mission, goals, objectives, and moral principles espoused by the Catholic Church. The smooth operation of the network relies upon the proper conduct of the faculty and staff who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. **If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accordance with the rules and regulations. Appropriate disciplinary action and/or legal action will be taken as deemed necessary by the administration of Schlarman Academy.**

To gain access to the electronic network and the Internet, all faculty and staff must have this form signed. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Electronic Network and Internet Access – Terms and Conditions**

Staff and students are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware and software, the Internet, E-mail, and/or the Academy computer network are strictly prohibited:

- Chat rooms and instant messaging

- Web-based e-mail software other than Google Workspace for Education.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, defamatory, gender-specific comments, inaccurate, abusive, obscene, profane, racial slurs, sexually oriented comments, comments about a person's disability, comments against religious or political beliefs, threatening, offensive, harassing, illegal and/or offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Private commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Political lobbying or campaigning
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Unauthorized software installation of personally-owned software programs
- Unauthorized installation of peer-to-peer file sharing software between computers.
- Unauthorized networks (wired or wireless)
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Plagiarism in any form
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the Academy's computers, network, or Internet connection, you **must** notify a system administrator. **Do not** demonstrate the problem to others.

Physical or electronic tampering with computer resources is not permitted. Any malicious attempt to harm or destroy data of other users, the Internet or any other electronic network, damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.

System security is protected through the use of passwords. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to attempt to login to the network or Internet resources as anyone but yourself.
3. Users are not to trespass in another's folders, work or files without written permission.
4. Users are not to use a computer that has been logged in with another's name.
5. Users are not to waste resources, such as file space or bandwidth.
6. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

After prior notice has been given to the user, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer or server's hard drive.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal their full name, personal addresses or telephone numbers or that of a colleague's to other users on the network or the Internet. Faculty and staff should understand that these systems are intended for school/educational/business use, and all computer information, electronic mail, and voice mail messages, are to be considered as school records.

Schlarman Academy will need to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Schlarman Academy does maintain the right and ability to enter into any of these systems to inspect and review any and all data recorded in those systems. Because Schlarman Academy reserves the right to obtain access to all files, electronic mail, and voice mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Schlarman Academy or its designated representatives will not have a need to access and review this information. Individuals using Schlarman Academy's business/school equipment should also have no expectation that any information stored on their computer will be private.

Schlarman Academy will inspect the contents of computers, electronic mail, or voice mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Schlarman Academy administration can review any request for access to the contents of an individual's computer, electronic mail, or voice mail prior to access being made without the individual's consent.

### **Copyright**

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

### **Social Media**

The Academy recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the Academy is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Employees are personally responsible for the content that they post, share, and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff, or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the Academy name may not be created without permission.
- Do not use any Academy logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The Academy reserves the right to require employees to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the Academy apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including termination of employment and/or volunteer activities.

### **Consequences for Inappropriate Use**

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws. The Academy reserves the right to seek financial restitution for any damages caused by a faculty or staff member.

## **No Warranty Statement**

Schlarman Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any unauthorized charges or fees, phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

## **Duration of Agreement**

Faculty, staff, and students need only sign this Authorization for Electronic Network Access once while enrolled or employed by the Academy.

## **Chromebook Parent and Student Responsibilities**

---

Schlarman Academy provides Chromebooks in Grades 2-12 for all students enrolled. Chromebooks are utilized in all classrooms and provide students with Internet access. It is the expectation of Schlarman Academy that all students and parents/guardians will adhere to the responsibilities set forth below. For a more detailed description of the requirements, please visit our website at [www.schlarman.com](http://www.schlarman.com).

### ***Student Responsibilities:***

- I will take good care of my assigned Academy Chromebook.
- I will never leave my Academy Chromebook unattended.
- I will never loan out my Academy Chromebook to other individuals.
- I will know where my Academy Chromebook is at all times.
- I will charge my Academy Chromebook battery daily.
- I will keep food and beverages away from my Academy Chromebook.
- I will not disassemble any part of my Academy Chromebook or attempt any repairs myself.
- I will protect my Academy Chromebook by only carrying it while in the protective case.
- I will use my Academy Chromebook in ways that are appropriate, meet Academy expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Academy Chromebook.
- I understand that my Academy Chromebook is subject to inspection at any time without notice and remains the property of Schlarman Academy.
- I will follow the policies and guidelines outlined in the Chromebook Policy and Student/Parent Handbook, as well as all Academy policies and procedures, while at school, as well as outside the school day.
- I will immediately notify my first hour teacher, the office, or the Director of Technology in the case of fire, theft, vandalism, loss, or other damage to the Academy Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Academy Chromebook, cables, cords, and any other accessories in good working condition.

### ***Parent Responsibilities:***

- I will supervise my child's use of the Academy Chromebook at home and anywhere else my child may use it.
- I will supervise and take full responsibility for my child's Internet use at home.
- I will not attempt to repair the Academy Chromebook, nor will I attempt to clean it with anything other than a clean, dry cloth.
- I will report any problems with the Academy Chromebook to school.
- I will make sure my child brings the Academy Chromebook to school each day.
- I understand that if my child comes to school without the Chromebook, my child may not be able to participate in class activities.
- I agree to make sure the Academy Chromebook is returned to the school at the end of the school year, upon request, or upon my child's withdrawal from the Academy.

## Faith Alive Program

---

*The Faith Alive Program gives students the opportunity to be servants of Christ through serving the local community. Through participation students will have a fuller understanding of why we are called to love our neighbor along with God and self.*

The Faith Alive Christian Service Learning Program of Schlarman Academy is founded upon the Gospel Message of Jesus, "love one another as I have loved you." Essential to the Gospel message and the teachings of the Catholic Church are the beliefs in the dignity and worth of each person and the calling of Christians to respond to those in need.

The Faith Alive program invites students to reach outside themselves in the Spirit of Christ. Through religion classes' students are instructed in the teachings of the Catholic Church and the message of the Gospel. Faith Alive is designed to complement this learning with "hands on" experience to aid students in recognizing a broader perspective of community and their unique roles in building Christian communities.

It challenges students through an experience of service to others so as to live more concretely the faith passed on to us through Jesus Christ. Faith Alive fosters the building of the kingdom of God by enabling students to overcome fears, prejudices and stereotypes associated with different racial and ethnic groups, the poor, the mentally and physically disabled, and the elderly.

A variety of opportunities exist to accommodate the interests and gifts of all students. Parish and community projects enable students to serve those in need through a rich diversity of opportunities. The basic guidelines for a good project are the Corporal and Spiritual Works of Mercy -- traditional Catholic actions of service.

Christian Service enables young people to move beyond self-centered concern to a Christ-like selflessness and other-centered love. Students develop a sense of citizenship and appreciate the responsibility to make a positive contribution for the common good. A service project also encourages students to broaden their knowledge or pursue a particular career area.

Developing a good Faith Alive project is essential. **Parents and students are invited to work together in researching opportunities of service.** While students may seek to develop a project in association with any number of social agencies or faith communities, a list of some agencies that students have worked with in the past is provided in this handbook.

One of the goals of Faith Alive is for students and their parents to explore the needs of our community. While a list of agencies is provided, matching up a student with a project remains the responsibility of the student and their parents.

### **General Faith Alive Guidelines**

The following guidelines apply to all service projects:

1. **Grade 6-8:** Students are required to complete a minimum of twenty-five (25) hours of service prior to the end of 8<sup>th</sup> grade.
2. **Grade 9-12:** Students are required to complete a minimum of one-hundred (100) hours of service through the Faith Alive program prior to high school graduation.
3. Transfer students, after consultation with the Faith Alive Program Director, will have the number of required hours reduced. Exchange students are exempt from the Faith Alive requirement.
4. **Grade 9-12:** Students are recommended to complete a minimum of 25 hours per year. The 100 hours are required to be completed at the end four years (GRADE 9-12). Students are encouraged to begin Faith Alive early in their career at Schlarman to avoid a last-minute struggle to complete the high school graduation requirement.

# CO-CURRICULAR ACTIVITIES

---

## Philosophy and Purpose

---

### Philosophy

The co-curricular activities of Schlarman Academy are to provide enriching educational experiences in both athletic and non-athletic student activities. They are to act as an extension of the classroom giving students the opportunity to develop and excel in a variety of skills and talents and to compete at the highest level possible giving the entire Schlarman Academic community (students, parents, coaches/sponsors, faculty, alumni, and others) the opportunity to display a spirit of cooperation, respect and good sportsmanship, reflecting the Christian dignity of each person. These activities must be conducted with proper supervision in a manner consistent with the mission of Schlarman Academy.

Schlarman Academy highly encourages co-curricular activities for enrichment and to help in the development of a well-rounded Christian individual in both athletic and non-athletic student activities. However, school sponsored co-curricular activities do not supersede academic progress. Our primary goals are faith and academic development.

### Purpose

Schlarman Academy behavioral regulations shall extend to all Schlarman Academy activities including but not limited to co-curricular activities, sporting events (at home and away), school-sponsored dances, field trips and other school-sponsored events. All such activities are an extension of the school day. This includes both the participants in the sporting events or co-curricular activities and students who are attending the event. Students who participate in co-curricular activities, whether academic or athletic, wear Schlarman Academy uniforms as yet another privilege associated with Schlarman Academy attendance. All Schlarman Academy students are expected to embody the Christian philosophy, especially when they represent Schlarman Academy as ambassadors of the school. We believe, therefore, that these students will, at all times, both at school and away from school, conduct themselves in a manner that is above reproach. It is presumed that the students and the student's parents will strive to maintain the standards of conduct that Schlarman Academy embodies. It is further presumed that parents will, at all times, enforce the laws related to minors, under-age drinking, smoking, curfew and all laws for the moral upbringing of Schlarman Academy students.

Coaches and sponsors will enforce rules that promote the mental and physical well-being of the members of their organization. These rules, set up by the coach/sponsor will be uniform, written, approved by the principal, and signed and agreed to by the parent and the student. All rules will be explained to the members of the Schlarman Academy teams and organizations at the first practice/organizational meeting.

Signed copies of the rules will be returned to the coach/sponsor before the first practice/meeting. If not returned, the student will not be allowed to continue as a part of the organization/team until the document is returned. The rules, if violated, will be enforced uniformly by the athletic director, coach, or principal as appropriate. Rule violations may result in the lack of playing time, "benching," and even being permanently suspended from a team if warranted by circumstances as they arise.

Parents must see that their children who participate in inter school sports have a physical examination signed by a physician and placed on file in school before participation may begin.

If the sports physical report is not on file, the student may not participate in any practices or games until the physical exam report is completed and on file in the school office. Parents must also sign a statement releasing the school from any responsibility for injuries before the student is allowed to participate in any practice or games.

## Co-Curricular Eligibility (Grades 5-12)

---

### **Academic Eligibility**

Students receiving failing grades or who have exhibited unsatisfactory conduct will be suspended from participation in sports/any extracurricular activities. Expectations to be met by all students participating in any sport or related activity at Schlarman Academy:

1. The student is academically performing in each subject area according to that individual's ability;
2. The student has a positive attitude and shows personal responsibility; the student cooperates with and obeys all teacher directives, which includes classroom order, daily work, and general effort.

If the participating student cannot comply with the above expectations, the Principal may require that the student not participate in the current sport/activity for an appropriate length of time. Repeated correction will result in non-participation in sports/activities for the academic year. The Principal will communicate any decision in this regard with the student, teachers, coaches, and parents.

For a more detailed explanation of eligibility, see the Academics section of the handbook.

### **Residency and Transfer Requirements**

Schlarman Academy will follow the guidelines set by the Illinois High School Association concerning residency requirements for student participation in athletics. This also includes requirements concerning transfer students.

### **Drug/Alcohol Policy**

All students at Schlarman Academy must meet the school's guidelines concerning the use of tobacco, alcohol and illegal drugs as outlined in the General Policies Section of this handbook.

### **Sportsmanship**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the Illinois High School Association member schools, and for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

## Student Responsibilities and Expectations

---

### **Student Responsibilities**

1. To meet the school requirements for academics.
2. To follow all school rules pertaining to athletics and extracurricular activities.
3. To be present the full day of an activity (including Morning Prayer) to participate that evening - except in the case of pre-arranged appointments.
4. To understand and follow the rules and policies that the coach has developed relating to that particular activity.
5. To provide the necessary forms for the school before the student will be allowed to practice, such as:
  - A "waiver of insurance" form stating that he or she is covered through a specific family plan before the student is allowed to practice for an activity.
  - A signed statement by a physician stating that the student is able to participate in the activity

### **Expectations of Students**

1. General conditioning before the starting date of an athletic season is of great benefit to the student. Conditioning programs before and between seasons are encouraged by most coaches/sponsors but must conform to regulations of the Illinois High School Association.
2. Students may participate in more than one activity per season. The student must declare his or her primary sport before the first contest. The student must be able to attend practices, games/competitions, etc. of all activities. When conflicts do arise, the student must inform all coaches/sponsors involved. The student can then expect the coaches to work out the conflicts

## Grievance Procedure

---

### Parent/Coach/Sponsor Relationship

Both parenting and coaching/sponsoring are extremely rewarding, yet challenging, vocations. By establishing an understanding of each position, a better understanding of the actions of the other is possible and provides for a greater benefit to the students. When students become involved in school programs, parents have a right to understand what expectations are placed on their student. This begins with clear communication from the coach/sponsor of the student's program.

1. Communication to expect from coach/sponsor:
  - Philosophy of the coach/sponsor
    - Expectations the coach/sponsor has for the student and all the members of the team, and the discipline that may result from not meeting those expectations
  - Locations and times of all practices and contests
  - Team requirements (i.e., fees, special equipment, off-season conditioning)
  - Procedure should a child be injured during participation
2. Communication coaches/sponsors expect from parents:
  - Concerns expressed directly to the coach/sponsor
  - Notification of any schedule conflicts well in advance
  - Specific concern about a coach's/sponsor's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches/sponsors:
  - The treatment of the student spiritually, mentally, and physically
  - Ways to help the child improve
  - Concerns about the child's behavior.

### Procedure for Conflict Resolution

1. Parents/Students should make an appointment for a meeting between parents and the coach/sponsor. A parent or student should not approach a coach immediately before, during, or following a game. (recommendation is 24 hours after game time)
2. If no agreement is reached, the parent/student needs to make an appointment to meet with the coach/sponsor and Sports Activities Director. If the Athletic/Activities Director is the coach/ sponsor involved, proceed to step number three.
3. If still no satisfaction is reached, the parent/student should make an appointment and meet with the coach/sponsor and principal.

Schlarman Academy works very hard to accomplish conflict resolution. Please bring all conflicts to the Athletic/Activities Director and Administration as soon as the conflict arises. Delay in bringing conflicts to Administration makes resolutions harder to achieve.

## Dual Participation

---

At Schlarman Academy students are allowed to participate in more than one activity during a season. Parents and students need to realize that participating in more than one activity does require a great deal of time and commitment. Students should realize that certain activities are conducted at the same time, and have competitions or performances and even postseason competitions on the same days. Games of one sport take precedence over practices of the other sport. Students who are returning sophomores, juniors, and seniors need to declare their primary sport/activity before the first game/competition. New students and freshmen need to declare their primary sport/activity before 30 calendar days after the sport/activity first practice. It is understood that academic success comes first. If the student finds maintaining academic work difficult with dual participation, the student may elect to discontinue one of their extracurricular activities by submitting a letter to the athletic director signed by the student and parent or guardian. Please list your primary sport/activity followed by your secondary sport/ activity.

## **Guidelines**

When there are conflicting competitions, games, or performances, the following guidelines will be followed. A game/competition would take precedence over a practice. A tournament game would take precedence over a regular season game or performance. A competition would take precedence over a performance.

## **Non-Practice/Game Days/Open Gyms**

**There shall be no practices or open gym when the school is closed for weather related reasons or on the following days:**

Thanksgiving Day	New Years' Day	Holy Saturday
Christmas Eve after Noon	Holy Thursday	Easter Sunday
Christmas Day	Good Friday	

**Practice will be allowed on the following days with the stipulation that the opportunity to attend Mass be sufficiently made:**

Assumption of Mary (August 15)	Immaculate Conception (December 8)	Ash Wednesday
All Saints (November 1)	Mother of God (January 1)	Easter Monday

Furthermore, any student who is asked to participate in the celebration of any liturgically related ministry shall be allowed to attend the service and any practice related to the service without penalty (loss of game playing time, etc.) of any kind

## **Additional Requirements For Grades 5-8**

---

### **Frequency of Participation**

Ordinarily, every player should play every game.

Coaches and moderators should use discretion in allowing participation but strive for this goal. Post season tournaments are not required to maintain this goal.

### **Practice, Games, and Tournament Exclusions**

Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half (1.5) hours per day.

### **Playing Up**

In the event that a grade level does not have sufficient members to form a team, the Athletic Director and the Principal may allow student-athletes to play up; however, those playing up will be from the next lower grade level. The total number of team members will not exceed a reasonable number if there was a need to have lower grade student-athletes play up. The Principal will determine what the "reasonable" number is. Student-athletes playing up will be used only in the event athletes are needed to form a team in regular season play.

## **Sports and Activities**

---

The following pages contain information regarding opportunities for involvement at Schlarman Academy. Although it does not provide a comprehensive description of each activity/sport, it does provide basic information regarding key elements of each activity. Please refer to the activity/supervisor/director/coach for more specific information.

### **Athletics**

Baseball - Boys	Basketball - Boys/Girls	Cheerleading	Cross Country	Archery
Football	Golf	Soccer	Softball	Track
Track	Volleyball	E-Sports		

## Music

Schlarman Academy offers opportunities for students to participate in a variety of music opportunities. These opportunities include Band, Singing Toppers, and a new organization - Swing Choir. Information about these opportunities will be available at the beginning of the school year.

## Faith Development

---

### **Extraordinary Ministers of Holy Communion**

**Description:** Extraordinary Ministers of Holy Communion assist with the distribution of Holy Communion during school liturgies. They also lead communion services twice each week during the Lenten season before each lunch period.

**Requirements:** The extraordinary ministers of Holy Communion should be mature Christians, persons of excellent character, who take their faith seriously and live a Christian life. They should be Catholics in good standing, mature Christians, persons of excellent character, who take their faith seriously and live a Christian life. They should be Catholics in good standing. The Chaplain's recommendation is necessary. This ministry is open only to seniors who are commissioned for ministry upon mandate of the Bishop of the Diocese of Peoria.

**When the activity takes place:** Selection takes place during the spring semester of the Junior year. Students must attend a training session.

**How membership/participation is determined:** Membership is by nomination and selection. Those students who are interested meet with the chaplain

**Special considerations:** Eucharistic Ministers are asked to dress appropriately for their ministry (dresses for girls and shirts with ties for boys).

### **Schlarman Academy Retreat Program**

Retreats play a very important role in the ministry of Schlarman Academy. *All retreats are required. If a student misses a retreat, he/she will have to meet with the chaplain for a substitute required activity. Students are excused, without penalty of any kind, from class work and sports practices on retreat days. Students may choose to practice after returning from retreat. Every attempt is made to schedule retreat so that it does not conflict with other extra-curricular activities. Students are not allowed to drive themselves to retreat.*

Each school of the diocese must provide time for students to reflect and to pray on a daily basis. Elementary schools are encouraged to provide days of recollection, especially as part of sacramental preparation programs. Additionally, each secondary school of the diocese will provide for not less than one day of recollection each year for its 9th, 10th, and 11th grade students and days of retreat for all seniors. All students of the school shall participate in these days of recollection and retreat.

[Diocesan Policy: D-128 P-CDOP](#)

## Publications

---

### **Yearbook**

**Description:** Plan, design, and complete the *Schlarman Summit*.

**When the activity takes place:** Two semesters during School Publications Class. Students will need to return after the end of the second semester to complete the yearbook.

**Maximum number of participants:** 10

**How membership/participation is determined:** Students must complete Desktop Publishing class and be enrolled in School Publications class.

## Student Honors

---

### **National Honor Society**

**How membership/participation is determined:** After completing 4 semesters of high school coursework, any student who has maintained a 3.25 cumulative grade point average is given the opportunity to apply for admission. Admission to NHS is based upon five criteria: scholastics, service, leadership, character, and 50 hours of service completed. Faculty committee makes final selections.

**Special restrictions:** As long as the student maintains a cumulative GPA of 3.25 or greater and is a good citizen he/she is a member in good standing.