



CARMEL CATHOLIC HIGH SCHOOL

A PRIVATE CATHOLIC EDUCATIONAL INSTITUTION SPONSERED BY
THE SISTERS OF CHARITY OF THE BLESSED VIRGIN MARY (BVM) and
THE ORDER OF THE CARMELITES (O.CARM.)

**A FOUR-TIME NATIONAL BLUE RIBBON SCHOOL
A NATIONAL CATHOLIC HONOR ROLL HIGH SCHOOL**

Home of the Corsairs



CARMEL CATHOLIC HIGH SCHOOL MISSION STATEMENT

Carmel Catholic High School empowers students to be
reflective thinkers, grateful stewards,
and responsible leaders as an expression of faith.

STUDENT HANDBOOK

UPDATED JULY 26, 2016

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SCHOOL GOALS

- To build Christian community by fostering mutual respect and personal growth.
- To heighten an awareness in each person of the baptismal call to serve others in the life and mission of the Church.
- To assist students in their quest for an appreciation of their identity, their self-worth, and their gifts as Christian men and women.
- To build a strong foundation for a life-long pursuit of wisdom and knowledge.
- To foster the students' understanding of their relationship with the past, and to encourage them to make decisions which will affect positively the present and future.
- To emphasize academic excellence and personal growth by providing opportunities for study and performance at levels which are personally challenging.
- To prepare students for admission into a college or university commensurate with their level of achievement and motivation.

SCHOOL COLORS

Carmel Catholic High School's colors are brown and gold.

SCHOOL CREST

The four quadrants of our school crest find their origin in the cross, which provides both the center and the structure for the various aspects of our life at Carmel Catholic High School.

The **lamp** of knowledge represents life and spirituality, as well as a burning desire to always live the best life possible. The lamp is built up of four graduated steps leading up to the flame; these steps represent the four years spent at Carmel Catholic.

The **ivy** is a symbol for strong and lasting friendship. It is these bonds and friendships that grow and continue to branch out into the world and, in turn, enrich the Carmel Catholic experience.

The **tradition** of our school is represented by the tribute to the Order of Carmelites and the Sisters of Charity of the Blessed Virgin Mary, our founding communities. It is their teachings, beliefs, and hard work upon which Carmel Catholic is built today. The lower left quadrant was reserved for these dedicated men and women of the Church that visually anchors the entire design.

The lower right quadrant employs many symbols that offer a reflection of our life in community. Carmel has been known to say that we are not just a school or institution, but a family. The **heart** represents this type of love and sincerity that permeates the community. The chains, by the rules of heraldry, are used to show a reward for acceptable and weighty service. This is particularly important because it is this service and the idea of sacrificing one's self for God that makes Carmel Catholic a truly special place. The use of **three links in the chain** reminds us that we are a part of a community that respects diversity, inspires mutual growth, and strives to achieve personal development. The **crown** above the community represents the Kingdom of Heaven as well as the three Persons of the Trinity.

SCHOOL MASCOT

The Corsair is Carmel Catholic High School's mascot. Carmel Catholic's Corsair is a contemporary-looking pirate. The Corsair is featured on printed materials and Carmel Catholic spirit wear. The mascot is used for all athletic and extracurricular activities.

SCHOOL SONG

*We are from Carmel; we are the brown and gold.
The mighty Corsairs; we are the brave and bold.
They'll try to beat us,
But they can't compete against the brown and gold!
Knock 'em down! Make them walk the plank!
We are from Carmel; we always stand and fight.
Tonight the (visitor's name) will see that Corsair pride.
Brown and Gold! Brave and Bold!
Corsairs, sail on to victory!*

TITUS BRANDSMA AND THE CARMEL CATHOLIC CHAPEL

The Carmel Catholic Chapel is dedicated to the memory of Blessed Titus Brandsma, a Dutch Carmelite who was executed at the Dachau Concentration Camp.

Brandsma was the rector of Nijmegen University and authored the Dutch Bishops' treatise against Nazism. This resulted in his arrest and eventual martyrdom at Dachau. The Brandsma Chapel is open each school day. The intentions of the Carmel Catholic family are included in any masses offered in the chapel.

BUILDING ACCESS

Carmel Catholic High School strives to extend a warm welcome to each and every person who comes onto our campus. We recognize that our first priority is to provide a safe and secure place for our learning community. In our on-going efforts to maintain safety and security for students, faculty, and staff, the following procedures have been implemented.

- Students do not have building access prior to 6:30 each morning.
- Students arriving between 6:45 and 7:30 a.m. should be dropped off at Entrance B or H. All other exterior doors remain locked until 7:30 a.m.
- Students will not have access to the academic areas until 7:30 a.m.
- On Schedule B6 (Late Start) students do not have access to the academic areas until 9 a.m.
- Students wishing to access the Information Commons may do so by utilizing the courtyard beginning at 7 a.m.
- Students are not to be in the academic halls during class time without a pass. Students released from a class to go to the restroom, locker, counselor – anywhere – should have a pass from a faculty member.
- During lunch periods, students are to go to their lockers and move immediately to the cafeteria. If they have to pick up a message in one of the offices, see a counselor, or talk with a teacher, this must be done at the beginning of the lunch period. This cannot be done at the end of a lunch period unless the student has a teacher/counselor pass.

BOOKSTORE, FOLLETT VIRTUAL BOOKSTORES, CARMEL SPIRIT WEAR

The Carmel Catholic Bookstore is open from 7:30 a.m. until 1:30 p.m. on days school is in session. Basic school supplies, art supplies, paperback books, gym uniforms, and assorted clothing in the school colors, or with the school name, are available in the bookstore. Spirit wear clothing is also available for on-line purchase. Please visit our store at www.carmelhs.org.

New and used textbooks and e-books can be purchased directly from Follett Virtual Bookstores. Follett also offers a Rent-a-Text Program for many titles. Please visit the website at Follett Virtual Bookstore for CCHS for details.

CAFETERIA

Carmel Catholic is committed to promoting healthy life choices in all areas of our community's development. To those ends, the cafeteria offers food service that promotes healthy eating but makes service available that reflects the periods of activity of the students. Breakfast choices are available each day school is in session beginning at 7:15 a.m. A variety of lunch offerings, beverage, and snack service are available throughout the lunch periods. In addition, the cafeteria will be open from 3 p.m. to 4 p.m. for those students who participate in after school activities. The cost of any of these services is contingent on the food choices of the students. Students may also choose to bring their lunch to school. Microwaves are available for student use and are located in the cafeteria. Limited vending is available.

REV. TIMOTHY ANDRES, O.CARM., INFORMATION COMMONS

The Information Commons is open to students from 7 a.m. until 5 p.m., Monday through Friday. Any change in this schedule will be posted. The Information Commons offers small groups study space, a MAC computer lab, and seating for individual study. It is a wireless environment which enables students to utilize tablet technology for digital research. Books, periodicals and other learning materials are available upon request.

Students are encouraged to use the Information Commons before and/or after school or during their lunch periods. Faculty may also bring whole groups of students for instruction and research.

The Information Commons is intended to be a place where students can extend their learning in an inviting and scholarly environment.

OFFICE INFORMATION

When classes are in session, school offices are open from 7:30 a.m. until 3:30 p.m., Monday through Friday. From mid-June until early in August, school offices are open from 8:30 a.m. until 12:30 p.m., Monday through Friday. During Christmas and spring break the offices are closed. Exceptions are noted in the school calendar at [CCHS school calendar](#). All school business is normally conducted on days when the offices are open. All school offices can be reached at 847-566-3000.

Visitors to campus during the day must enter the building at Entrance I. All visitors are required to sign in with the receptionist with their driver's license or photo ID prior to moving through the building. The visitor's badge must be worn at all times. The refusal to abide by the above rules may result in denial of admission to the campus.

PARENT COOPERATION-

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

PERMISSION TO REPRODUCE CARMEL CATHOLIC HIGH SCHOOL LOGO/CORSAIR

Usage of the Carmel Catholic High School logo and Corsair mascot is restricted to those who have obtained approval from the school. Contact the Director of Marketing at 847-388-3382 to obtain approval.

SOCIAL MEDIA

Carmel Catholic High School has established social media sites primarily in order to inform parents, students, faculty/staff and alumni about programs and events (including those sponsored by other organizations), and to share materials to encourage dialogue and the exchange of information and knowledge between site visitors and the school about these programs, events and materials. The school's social media sites will be used to:

- Increase awareness and understanding of the school.
- Provide additional ways of disseminating important information more quickly and efficiently.
- Direct parents, students, faculty/staff and alumni to other resources where additional information can be found.
- Notify the general public of school employment opportunities and opportunities with local Carmel-affiliated employers.
- Engage stakeholders in new ways to encourage two-way communication.

TRANSPORTATION

Some students drive or participate in car pools to Carmel Catholic, but others are transported to school by public and private mass transportation. Carmel Catholic has six Lake County bus routes subject to enrollment and a train shuttle service from the Mundelein Train Station. The six bus and one shuttle service routes are:

1. Frassati Academy (Transfiguration Church), St. Mary, Fremont (St. Mary Church)
2. Barrington Metra Station (Union Pacific Northwest Line), St. Francis, Lake Zurich (St. Francis Church)
3. St. Raphael, Antioch (St. Raphael Church), Prince of Peace, Lake Villa (Prince of Peace Church), St. Bede, Ingleside (St. Bede Church)
4. Our Lady of Humility, Beach Park (Our Lady of Humility Church), St. Patrick, Wadsworth (St. Patrick Church), St. Paul, Gurnee (St. Paul Church)
5. St. Mary, Buffalo Grove (St. Mary Church)
6. West Lake Forest Metra Station (Milwaukee North Line)
7. Mundelein Train Station Shuttle (North Central Line)

Routes 1–6 are morning pick-up and afternoon drop off services. Route 7 is a morning shuttle service only with pick-ups for the 6:32 and 7:13 trains. All routes are subject to subscription and have a minimal participation fee.

Carmel Catholic High School is also served by PACE. Route 570 serves Fox Lake/Round Lake. Route 572 serves Waukegan/Gurnee/ Grayslake. Route 574 serves Grayslake/Mundelein/Libertyville/Vernon Hills. Students using Route 570 transfer to the Route 572/574 bus at the College of Lake County (CLC). Information regarding PACE routes and schedules may be obtained by calling PACE at 847-364-7223 or by visiting their web site at www.pacebus.com.

In addition, Metra train service is available from the north and south with connections to Carmel Catholic at the Libertyville train station and the Mundelein train station. Information regarding Metra routes and schedules may be obtained by calling Metra at 312-322-6777 or by visiting their web site at www.metrail.com.

The Mundelein High School District and Libertyville High School District (morning service only) provide Carmel Catholic students with free busing. Routes for both are provided at the beginning of each school year.

Questions concerning transportation should be addressed to Carmel Catholic's Director of Transportation at 847-388-3442.

TRANSPORTATION: BUS PROCEDURES

- Be at the bus stop at least ten minutes before the scheduled pick-up time.
- Students may board only their assigned buses at the assigned stops.
- Students waiting for the bus must remain off the highway on the sidewalk (if available; if not, students must remain at a safe place designated by the driver). Students are not to damage, deface, or destroy private property that is located near the bus stop. If property damage occurs, the bus stop will be eliminated and the students will then be required to walk to the next closest established bus stop.

- Vandalism on buses will not be tolerated. Severe disciplinary action, suspension from the bus, and loss of ridership could result from vandalism. A student responsible for vandalism is liable for the cost of any repairs.
- No beverages, candy, or gum are allowed on the bus.
- Food is permitted as long as the refuse is disposed of properly.
- Students must remain in their seats at ALL times, leaving the aisles open. Standing, changing seats, or sitting/lying in the aisles is not permitted.
- Noise must be kept to a minimum for safety's sake. No screaming, yelling, or loud singing.
- Nothing may be thrown onto, inside of, or off the bus at any time.
- Windows are not to be lowered past the black indicator line and no portion of any person should be out the window at any time.
- Students must obey, assist, and respect the bus driver at all times.
- Radios, iPods, hand-held video games, etc. are forbidden unless headphones are used. Items of this nature will be confiscated, detention assigned, and a parent will have to retrieve these items from the Deans' Office — this is a safety issue.
- No live animals may be brought on the bus at any time.
- Students are to board and exit the bus in an orderly manner.
- Students who must cross the street when departing the bus must do so in front of the bus, outside the danger zone, and only on the driver's signal.
- Inappropriate behavior or language is strictly prohibited and will result in immediate disciplinary action.
- Bus passes will be checked daily. Lost bus passes will be replaced at a \$5 charge.

TRANSPORTATION: BUS/TRAIN CONDUCT

Because many students use the public transportation and private bus companies which serve Carmel Catholic High School, any behavior (fighting, smoking, etc.) that creates a question of safety for other passengers or can be considered a nuisance (abusive language, etc.) to others using the service will not be tolerated. Misbehavior means forfeit of riding privileges.

YEARBOOK

The yearbook serves as a memory book for Carmel Catholic students and their families. The yearbook contains individual photos of students in addition to candid pictures, listings, and pictures of athletic teams, clubs, and other school organizations. Senior portraits must be taken on one of the designated dates communicated to you by our portrait provider, Root Studios; these formal yearbook pictures will be taken in the graduation gown. Seniors who do not have their portrait taken by Root Studios will not have their photo included in the yearbook. Freshman through junior yearbook portraits use the student's ID photos. These pictures must be taken at school in order to be included in the yearbook. If for some reason a parent does not want their child included in the yearbook data, they need to contact the yearbook advisor prior to October 1.

ACADEMIC PROGRAM

ACADEMIC INTEGRITY

Integrity is a primary part of the learning process. Administrators, faculty, students and parents share the responsibility of promoting an atmosphere in which personal integrity and accountability are valued. Because Carmel Catholic promotes Christian values, fostering academic integrity is seen as an essential part of the learning process. For that reason academic dishonesty is never tolerated. It contradicts the values that Carmel Catholic promotes, as well as degrades the student's character and reputation.

Academic dishonesty may include but is not limited to the following categories, with definitions by *Merriam-Webster's Collegiate Dictionary*:

Plagiarism: Using another's production without properly crediting the source

Fabrication: The act of making up for the purpose of deception; lie, falsehood

Deception: The act of misleading another; giving a false impression

Cheating: To practice fraud or trickery; to violate rules dishonestly

Sabotage: Willful effort by indirect means to hinder, prevent, undo, or discredit; deliberate subversion

Policies and procedures that involve academic and disciplinary consequences are in place if a student violates the expectation of integrity.

ACADEMIC PROBATION

Academic probation is used to motivate students, to maintain academic standards and to monitor student progress. A student who fails to achieve a semester GPA of 1.0 (based on the 4.0 scale) is placed on academic probation for the following semester. At the beginning of the probationary period, the family and counselor will meet to develop a plan. Failure to receive at least a 1.0 GPA for the probationary semester will result in dismissal from Carmel Catholic High School.

ACADEMIC PROGRESS –

Students and Parents can access grade information for each class, as grades are updated in the [Parent/Student Portal](#).

CHRISTIAN SERVICE REQUIREMENT

Each student is required to perform 20 hours of Christian Service for each semester in which the student is enrolled at Carmel Catholic High School. Freshman and sophomore students may perform general service to the community. Junior and senior students must incorporate the Catholic Social Justice Principle of Human Dignity and incorporate the corporal works of mercy into the Christian Service that they perform. All students may choose to complete up to 5 hours of Christian Service on campus at Carmel Catholic High School. Detailed information can be found on the Christian Service group page in the Parent/Student Portal.

COURSE PLACEMENT

Carmel Catholic High School offers a college preparatory curriculum in the areas of business/technology, English, fine arts, mathematics, physical education/health, religious studies, science, social studies, and world languages.

Class levels: Some departments have various levels of coursework. Four levels exist.: College Prep, Upper College Prep, Honors College Prep, Advanced Placement.

- College Prep coursework is geared at students needing to progress at a foundational level or at students whose achievement on standardized tests/coursework indicates a need for additional support.
- Upper College Prep coursework is geared toward the average student whose standardized tests/coursework indicates a standard level of achievement.
- Honors College Prep is geared toward the students showing a higher level of achievement through both standardized tests and coursework.
- Advanced Placement is a college level course for the highest achieving students based upon standardized tests and coursework.

Placement of students into the appropriate level is critical to supporting their progress, learning, and success.

Freshman levels are initially determined by student achievement on the High School Placement Test. In March, incoming freshmen can take additional proficiency assessments in English, mathematics or world languages to provide additional evidence for placement.

Placement for sophomore, junior, and senior courses is determined by the class and department review process in the fall and early winter.

Community college courses may be taken as prerequisite courses with the approval of the Assistant Principal for Student Services. These courses are not recorded on the CCHS transcript and are not included in the Carmel GPA.

CREDITED COURSES

All department specific courses required for graduation must be taken at Carmel Catholic High School. Up to 5.5 credits in electives may be taken at another accredited school if approved in advance by the Assistant Principal for Teaching and Learning.

Grades and credits from other schools are not included on the Carmel transcript and are not included in calculating the student's Carmel Catholic GPA. As verification of graduation requirements, credits are recorded in the student record. It is the responsibility of the student to request an official transcript be sent to Carmel before the student record is updated.

A high school level course taken prior to ninth grade is not listed on the transcript and does not apply toward CCHS graduation requirements.

EVALUATION

At the beginning of each course, each teacher will post on the class Portal page a procedure sheet that details expectations and means of evaluation used in their course. A student should expect to have his/her performance in the class evaluated regularly.

Satisfactory achievement cannot be maintained without sufficient effort and participation by the student.

SEMESTER EXAM POLICY

Students must be present for the semester exam in each course unless they received an exemption. At the discretion of the teacher, exemptions from final exams may be permitted for seniors who earn 90 or above in a class for the semester. There are no exam exemptions for freshmen, sophomores, or juniors.

Arrangements to take semester exams at other times should be made with individual teachers prior to the semester exams except in the case of illness. Students who are absent from an exam should email their teacher directly to schedule a mutually agreeable make up exam time. This exam should occur as promptly as possible. Students will be required to take all final exams before grades can be finalized! If an exam is not completed, an "Incomplete" will be recorded on the student's academic record until the exam is taken. Students cannot attend classes until all exams are completed.

At the end of the academic term, before exams may be taken, library books, athletic uniforms, and school-owned textbooks must be returned. All detentions must be served. All fines must be paid.

A student whose school account is not paid in full by the end of the classes for the semester may not take final exams until the account is paid or satisfactory arrangements to settle the account have been made with the school Business Office.

GRADE REPORTS

The academic year is divided into two semesters. Midterm grades and semester report cards are posted in the Parent/Student Portal. Only semester grades are entered on the student's permanent record.

GRADES – FAILURES

A lost credit in any course must be made up before returning to Carmel Catholic High School for the beginning of the next academic year. If a student fails more than four semesters of course work in a given year, that student may not return to Carmel Catholic the following year. All summer school courses for make up of failed credit must have the approval of the student's counselor prior to summer school registration.

Ultimately, however, it is the responsibility of the student to make up failing grades and ensure transcripts are submitted by early August. Students cannot attend fall classes until all summer school transcripts are received and verified.

A student who fails the first semester of a sequential course – freshman physics, chemistry, mathematics, or world language – may have that grade changed to 60 by passing the second semester of that course.

See Campus Ministry, Christian Service Program section regarding service failure.

GRADING

CARMEL CATHOLIC HIGH SCHOOL STUDENTS RECEIVE GRADES OF:

EXCEPTIONAL ACHIEVEMENT	100-90%
ABOVE AVERAGE ACHIEVEMENT	89-80%
AVERAGE ACHIEVEMENT	79-70%
BELOW AVERAGE ACHIEVEMENT	69-60%
FAILURE; NO CREDIT EARNED	59% AND BELOW

Every course and grade is assigned specific weight or quality points based on the instructional level. The quality point index is:

	100-90%	89-80%	79-70%	60-60%
Advanced Placement	5.0	4.0	3.0	2.0
Honors College Prep	4.5	3.5	2.5	1.5
College Prep* (*Upper College Prep and College Prep)	4.0	3.0	2.0	1.0

Career/cumulative GPA (grade point average) is calculated by dividing the accumulated quality points by the accumulated attempted credits. Carmel Catholic does not rank students. All courses taken at Carmel Catholic for a percentage grade are included in computing GPA. Courses taken at other schools and pass/fail courses taken at Carmel are not included in the GPA.

GRADUATION

Students graduating from Carmel Catholic High School receive the official diploma issued by the school.

Student participation in the graduation ceremony is contingent on completion of all final exams and administrative approval.

Salutatorian and Valedictorian distinctions are based on the student's cumulative GPA after the seventh semester. Transfer students are not considered for either distinction.

GRADUATION REQUIREMENTS

Twenty-seven units of credit are required as follows:

Discipline	Credits
English	4
Mathematics (including Algebra and Geometry)	3
Religious Studies	4
Science	3
Social Studies (including World History, U.S. History, Government and Civics)	3
World Languages or Fine Arts	2
Physical Education	1
Health	.5
Fine Arts/ Media	.5
Business/Technology	.5
Electives	5.5

There are also service and retreat requirements. (See Christian Service Program and Campus Ministry.)

Freshmen, sophomores, and juniors must be enrolled in a minimum of seven classes per semester. Seniors must be enrolled in a minimum of six classes per semester.

A Carmel Catholic diploma is awarded only to students who have been in attendance for at least their entire senior year and have successfully completed the graduation requirements.

HONOR ROLL

Information for the honor roll is compiled at the end of each semester and posted on the Carmel Catholic website. Designations are as follows:

Superior Honors:	A GPA of 4.25 or above for the marking period
High Honors:	A GPA of 4.00 to 4.24 for the marking period
Honors:	A GPA of 3.50 to 3.99 for the marking period

NON-CATHOLIC STUDENTS

All students enrolled at Carmel Catholic are required to participate in all classes and school activities including religious studies classes and liturgical events during the school day.

PARENT CONFERENCES

Parent/Teacher Conferences occur once each semester during the school year in order to promote a greater understanding of the needs and growth patterns of the student as well as strengthen home/school communications. One week before conferences, parents receive a link to sign up for scheduled appointments. Drop in times are also available. If additional conferences are needed, an appointment may be made with the teacher(s) at a mutually convenient time.

REGISTRATION – CURRENT STUDENTS

In February each student will have the opportunity to register for the next school year. Students should discuss their course selections with their parents well in advance. At the time of registration, families must pay the non-refundable registration fee. Early registrants benefit from a discounted rate and open selection for elective courses.

If a student does not complete the registration process by the announced deadline, it will be assumed that the student is not returning to Carmel Catholic High School. Students who register after the stated deadline are not eligible for the discounted registration fee and are subject to limited availability of space in courses.

SCHEDULE CHANGES

Planning is critical while selecting courses! Schedule changes are only allowed in exceptional cases and are handled on a case-by-case basis. The fee for schedule changes is \$100. To facilitate a change, a student must promptly contact their school counselor.

Courses can only be added up to five days into a class.

Dropping courses is limited to the first two weeks of the class. Early Dismissal cannot be added after this time.

STUDENT RECORDS

Carmel Catholic High School maintains permanent and temporary educational records for each student.

On the permanent record is a minimum of personal information, including the student's name, gender, address, birth date and place, and parents' names. Also on the permanent record are the student's academic record (semester grades and credits for each course, cumulative number of credits, and cumulative GPA), grade level achieved, standardized test scores, and attendance record. Each release of academic information is recorded by the registrar and listed on a student's permanent record.

Health records and accident reports are recorded and maintained in the Nurse's Office. In accordance with Illinois State Law, all ninth graders and students transferring to Carmel Catholic High School must present to the school a record of a mandatory complete physical examination, including accurate and current immunization information. The state has established a deadline for excluding from the school any student whose health records are not current. Representatives of the State of Illinois inspect these records annually to ensure compliance and are authorized by the State of Illinois and/or the Lake County Health Department to enforce these regulations. A dental examination record is recommended and may also be submitted to the Nurse's Office.

Temporary records include discipline records, school counseling records, athletic and activity involvement information. These records are maintained upon the student's entrance into the school until the student has graduated or is no longer enrolled in the school.

Information about the students is used judiciously and should always contribute to their welfare.

Access to Records:

Illinois laws require that neither parent shall be denied access to records and information pertaining to a child, including school records, unless one parent is prohibited access to those records by a protective order. If a parent is to be prohibited from access, the custodial parent or guardian must submit a copy of the protective order prohibiting access to school records to the Dean of Students or Assistant Principal for Operations and Student Life before the parent will be denied access.

Transfer of Records:

A parent must contact the register to facilitate transfer of student records to a new school. All records to be transferred will be sent directly to the receiving school and not carried by parents/guardians or adult students.

The following Student Records are sent to the receiving school:

- Copy of Permanent Record
- Copy of the student transcript
- Copy of Immunization Record

Carmel Catholic High School may withhold official records for any unsatisfied financial obligation.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Carmel Catholic adheres to these policies outlined in this act.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

SUMMER SCHOOL

Summer school courses to make up failures should be taken at Carmel Catholic. In the event Carmel does not offer a needed course, the Assistant Principal for Teaching and Learning may approve a course at another school. (see credited courses)

TRANSCRIPTS

It is the policy of Carmel Catholic High School to release an official transcript only for students whose financial accounts are current and for graduates whose accounts are closed.

WITHDRAWN STUDENTS

Students who withdraw from Carmel Catholic are generally not readmitted.

INFORMATION AND EXPECTATIONS FOR STUDENTS

CAFETERIA AND SNACK BAR

All students are welcome to use the cafeteria and lounge area before and after school. It is expected that they will behave in a manner that is respectful and appropriate. In addition, students are expected to dispose of trash and recyclables in the cans provided.

Game tables are available for all students' enjoyment. Students should not remove game pieces (foosballs) from the tables and should report any damage to the Dean.

Gambling is not permitted anywhere at Carmel Catholic.

Students are responsible for cleaning up their individual area when they have finished their lunch. This includes disposing of trash and recyclables as well as wiping off their table. Ensuring a clean area for the next students who will use the cafeteria is a way of showing respect and support for the community.

Food may not be taken out of the cafeteria/lounge area into other areas of the school.

INFORMATION COMMONS

It is expected that behavior in the Information Commons will reflect mutual respect for all those who choose to spend time in the space.

LOST AND FOUND

- Lost Chromebooks are stored in the Information Commons.

- All other lost items are stored in the Bookstore.
- Unclaimed items are donated at the end of each semester.

HEALTH SERVICES

STUDENTS WITH MEDICAL NEEDS

Carmel Catholic High School is committed to providing a safe and healthy environment for its students. Health policies and practices are reviewed regularly and are in accord with the Illinois Department of Health guidelines.

- Parents are asked to provide updated medical information on the freshman physical form and annually on the Data Base Verification and Medical Information Sheet. Information should include chronic illness(es), allergies, and medications.
- Parents of students with chronic illnesses will be asked to complete Individualized Health Plans.
- Student health information: medical conditions, allergies, and medications will be shared with teachers and administrative personnel in order to provide a safe environment for all students. This information is provided in a confidential manner to protect the privacy of students.
- Students requiring surgery, hospitalization, or who have a significant illness, injury, or concussion must contact the school nurse to plan for the student's return to school. A doctor's note regarding absence and physical limitations is required.
- Following a significant illness or injury, a release to participate in PE and/or sports will be required.
- Parents may request a meeting with the school nurse to review their child's medical information and arrange for a teacher meeting if needed.
- Teachers receive annual (routine) updates regarding student health, safety, and emergency procedures.

COMMUNICABLE DISEASES

School authorities will contact the local health department for the most recent regulations regarding communicable diseases, and their recommendations will be followed.

Whenever a child is sent home with a suspected communicable disease, the school nurse notifies the local health department after consultation with the Principal.

Communicable disease outbreaks or community health concerns will be communicated to parents and students.

To prevent the spread of infection, ill students are asked to stay home with the following conditions:

- Fever over 100 (stay home until fever-free for 24 hours WITHOUT medication)
- Vomiting (stay home 24 hours)
- Strep (must stay home until on an antibiotic for 24 hours and fever-free for 24 hours)
- Mono (must be fever free for 24 hours). Will require a doctor's note to return to PE/sports.
- Pertussis (must report illness to nurse and must complete a five day course of antibiotic before returning to school.

HEALTH EXAMINATIONS

Carmel Catholic follows the Illinois Department of Health requirements for student health examinations. All athletes must meet Illinois High School Association (IHSA) policies regarding physical eligibility.

Incoming freshmen and students transferring to Carmel Catholic must submit a current Illinois school physical and proof of immunization against specific childhood disease as required by the Illinois Department of Public Health. This information must be submitted on or before the student's first day of attendance.

- Parents requesting medical exemption from immunization must provide a detailed explanation of the child's disability as documented by a licensed pediatrician.
 - Parents requesting exemption from immunizations based on religious belief must provide a letter detailing the specific objection and why it interferes with the parent's religious belief.
 - Students who are not fully immunized due to medical or religious reasons will be subject to exclusion from school should there be an outbreak of a communicable disease.
 - A "Certificate of Immunization" must be on file, for every child enrolled in any public, parochial, or private school.
 - The Certificate of Immunization is the official record of immunization.
 - The certificate must be updated and readily available for auditing or for checking for exemptions in the event of a disease outbreak.
 - The Certificate of Immunization shall follow the pupil when he/she is promoted, transfers, graduates, or leaves the school.
 - Transfer students may also be required to obtain a vision examination. See school nurse for information.
- Required Immunizations:

- **DTP (Diphtheria, Tetanus, Pertussis)** – must have received three or more doses. The last must be on or after the 4th birthday. Boosters required every 10 years.
- **Tdap** – All high school students and grade school students 6th grade and over are required to show proof of receiving at least one dose.
- **IPV/OPV (Polio)** – Must have received four or more doses of any combination of IPV/OPV or three or more of all IPV or OPV. The last must be on or after 4th birthday.
- **Measles** – Two doses. The first on or after 1st birthday; the second, no less than four weeks after the first.
- **Mumps** – Two doses. The first on or after 1st birthday, the second, no less than four weeks after the first.
- **Rubella** – Two doses. The first on or after 1st birthday, the second, no less than four weeks after the first.
- Most students get 2 MMR vaccines.
- **Hepatitis B** – Must have a series of three immunizations: first; second must be at least four weeks after the first; third must be at least two months after the second.
- Students entering 5th grade 2002 or after: the interval between the first and third immunization must be four months
- Students entering kindergarten 2002 or after: the interval between the first and third immunization must be six months.
- **Varicella (Chicken Pox)** – All students must have received one dose of immunization or show proof of Chicken Pox disease. Beginning 2014-2015, freshmen students must have received two doses of immunization, the first dose on or after the 1st birthday and the second dose no less than four weeks after the first dose, or proof of Chicken Pox disease.
- **Meningitis** – Beginning 2015, all 6th graders are required to have one dose of MVC4 and 12th graders are required to have 2 doses of MVC4 at school entry. The 2nd dose must be given on or after the 16th birthday. If the 1st dose is received at 16 years of age or older, only 1 dose is required.

The requirements for Illinois schools are minimum standards and do not indicate that a student is fully immunized against vaccine-preventable diseases.

ILLNESS OR ACCIDENTS AT SCHOOL

If a student becomes ill at school, he/she must obtain explicit permission from the school nurse to miss any classes or to go home. A pass to the school nurse must be obtained from the teacher whose class the student will miss. The student then takes the pass to the school nurse/clinic. No student will be permitted to leave campus unless his/her parent or guardian is notified.

In case of an accident on the Carmel Catholic premises, a student should report this to his or her teacher, coach, or supervisor. Students seriously injured during school or at a school-sponsored function are taken by the Village of Mundelein ambulance to Condell Medical Center. Parents are immediately informed by telephone when any serious accident or injury occurs. If a student is injured, an accident report must be filed by the student's supervisor within 24 hours after the accident. Accident report forms are available in the Nurse's Office.

Carmel Catholic has purchased a student accident policy for all students. The policy covers students while attending school or participating in school activities. In the event of a student injury, the parent must contact the business office promptly.

Any serious illness or accident is to be brought to the attention of the Principal and the school nurse, if available, as quickly as possible.

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local paramedics, police department, or law-enforcing agency is notified.

An emergency pupil information file should be available for quick reference in case of emergency.

To update information, parents should contact the registrar. Emergency information includes the parents' addresses, telephone numbers at home, cell phones, and work; and contact information for two additional emergency contact adults.

PRESCRIPTION MEDICATION – ADMINISTERING TO STUDENTS

In all instances where medication is administered, the physician prescribing the medication has the authority to direct, supervise, decide, inspect and oversee the administration of such medication.

In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. The prescribing physician shall sign such instructions.
- A written statement (Physician Order) from the prescribing physician which:
 1. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications
 2. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement (Medication Consent Form) from the parent/legal guardian:

1. Authorizing school personnel to give the medication in the dosage prescribed by the physician
2. Authorizing school personnel to contact the physician directly.

School personnel will not administer any medication without the Medication Consent Form and the Physician Order for Medication Administration Form filled out and returned to the individual(s) administering the medication and/or the school nurse.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or school nurse.
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or school nurse.
- The school nurse shall maintain an accurate medication file that includes all of these necessary forms on each student receiving medication.
- Medication to be given in the school must have the following information printed on the container:
 1. Child's full name
 2. Name of the drug and dosage
 3. Time to be given
 4. Physician's name
- Medication will be taken by the child at the designated time administered by the school nurse, or by the other individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
- Only limited quantities of any medicine are to be kept at the school.
- All medications administered at the school will be kept in a locked cubicle, drawer, or other safe place.
- The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
- An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
- It is advisable to have in the school nurse's office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
- An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
- School personnel are asked to report any unusual behavior of pupils on medication.
- Students may carry Inhalers and/or Epi-pens as needed to treat asthma and severe allergies. A Medication Administration Form and Parent Consent **MUST** be completed by the physician and parent and returned to the school nurse.
- **Public Act 92-0402. Sec. 22-30**

OVER THE COUNTER MEDICATION – STUDENT SELF ADMINISTRATION

With written permission of parent/guardian, students may self-administer over-the counter medications as specified below.

- 1) Permission to self-administer over the counter medication form must be completed by the parent.
- 2) Medication to be self-administered must be in its original container labeled with the student's name.
- 3) Medication must be kept in the school clinic. Students may not keep medication in their locker or on their person.
- 4) Medication must be self-administered under the supervision of the school nurse or school administrator.
- 5) Medication dose must be consistent with the package directions.

SCHOOL NURSE

Carmel Catholic High School has a full-time nurse on staff to take care of students with medical conditions or who become ill during the school day. Parents with concerns over the health of their student(s) may call the nurse to share information or ask questions. All medications, including over-the-counter medications, **MUST** be housed in the clinic. Appropriate prescription orders properly signed and dated by a physician are required for all medications including over-the-counter medications.

CAMPUS MINISTRY

Campus Ministry is one facet of the total religious education at Carmel Catholic High School. The services of the Campus Ministry Office are designed to create an environment in which the entire Carmel Catholic community - parents, faculty, and students - can become more fully human and more fully Christian.

The goals of the Campus Ministry Program include the following:

- To provide opportunities for the celebration of the Carmel Catholic faith community through various experiences of worship which include regular school liturgies, paraliturgies, and opportunities for the celebration of the sacrament of reconciliation.
- To provide opportunities for members of the Carmel Catholic community to share and minister to each other's needs by responsible participation in the life and mission of the Church. This includes the retreat program and involvement in the

liturgical life of the school. In each area, we encourage peer ministry (student to student) as well as adult involvement/participation.

- To complement and encourage the general goals and objectives of the Religious Studies Department and the school itself which include peace, justice, and ministry.
- To enrich the spiritual life of the community by helping the members of community address their social, psychological, and religious needs.
- To support the service requirement of each student by overseeing group service projects, by overseeing summer service, by maintaining contact with students through electronic communications, and by being a point of contact regarding the program.

DAYS OF RENEWAL

All within the Christian community need time away from the normal routine of life to reflect upon personal faith and Christian values. To achieve this, Carmel Catholic students participate in a Day of Renewal – a day of prayer, reflection, and discussion. Days of Renewal will take on different days throughout the year, depending on the class.

LITURGY PLANNING COMMITTEE

A committee of faculty and students under the leadership of the Campus Minister plans and organizes the liturgical services of the school community. Through the work of the committee, students learn how to participate actively in the prayer life of the Church. Students are trained and may participate as liturgical musicians, lectors, Eucharistic Ministers, and in other ministries of liturgical worship.

SENIOR RETREAT PROGRAM

A senior retreat is required for graduation from Carmel Catholic High School. Carmel Catholic sponsors a Kairos Retreat program. A Kairos Retreat is a four day experience designed to help the participant reflect on her/his relationships with self, others, and God through a series of talks, discussions, and prayer. The retreat is facilitated by six student leaders and is directed by four adults. There is prayer throughout the days and there is also the opportunity for group prayer and Eucharistic celebrations. This is a special Carmel tradition that has been an option since 1979. Other retreat options must be approved by the Campus Ministers to satisfy this requirement.

EIGHTH GRADE RETREAT PROGRAM

There is also an Eighth Grade Retreat offered to our area Catholic feeder schools and parish CCD programs. These days are led by senior students, directed by a Campus Minister, and scheduled throughout the school year.

CHRISTIAN SERVICE PROGRAM

The Carmel Catholic High School Christian Service Program seeks to put into action Gospel values and the charisms of the Carmelites and Sisters of the Blessed Virgin Mary, our founding orders. In order to support the faith formation and spiritual growth of its students, Carmel Catholic requires all students to give 40 hours of Christian Service to the community each year.

CHRISTIAN SERVICE PROGRAM REQUIREMENTS

All students must complete and submit the electronic contract to verify that they will abide by program requirements before they begin Christian Service. All students must also have their Christian Service location and work confirmed by their Religious Studies teacher to ensure that they meet the requirements of the program for their grade level. The components of the service include:

- **Christian Service to Carmel Catholic**

All students have the opportunity to serve our own CCHS community at on-campus events for up to 5 hours each semester. This is not required but optional. The remaining 15 hours will be served off campus.

- **Christian Service to the community outside of Carmel Catholic**

Freshman and sophomore students must serve the community in non-profit organizations working with people. Examples of this are (but not restricted to): park districts, schools, parishes, civic groups. These students are given a wider definition/scope of activities to fulfill the Christian Service requirement as they learn the meaning of Christian Service during their course work.

Junior and senior students must serve the community in non-profit organizations working with people in a more specific and concentrated way by incorporating the Catholic Social Justice Principle of Human Dignity and/or the Corporal Works of Mercy into their service to others. Examples of this are (but not restricted to): nursing homes, soup kitchens, food pantries/banks/drives, homeless shelters, women's shelters, tutoring programs, Religious Education programs, clothing drives, nursing home/assisted living work, hospital work, parish bereavement organizations, programs assisting the mentally or physically challenged.

- **Completing and submitting the electronic contract.** All students must complete and submit the electronic contract to verify that they will abide by program requirements before they begin Christian Service. All students must also have their Christian Service location and work confirmed by their Religious Studies teacher to ensure that they meet the requirements of the program for their grade level.

Grading of Christian Service Requirement

At Semester: Students will earn a "Pass" if all hours are complete and electronic verification of hours has been submitted correctly. Students will earn a "Fail" if the hours are not complete and/or electronic verification is not properly submitted. Incomplete hours and electronic verification of hours earning a "Fail" for Christian Service must be completed before beginning school the following year.

STUDENT SERVICES

COLLEGE AND CAREER RESOURCE CENTER (CCRC)

The CCRC provides a full range of information for students and parents as they navigate the college search. College programs are held throughout the year in the evenings, after school, and in the classroom, as well as special planning nights for students and parents. Over 150 colleges visit campus each year to recruit Carmel Catholic students.

The College and Career Counselor is available to meet with students and/or parents to work individually on the college process. These meetings can be scheduled to talk about general college search, the application process, financial aid, etc. Junior parents are invited to a general college information presentation. In the fall of senior year, students and their parents attend an application completion night.

COLLEGE CAREER PLANNING

Carmel Catholic uses Naviance, a powerful software tool that students, families, counselors, and teachers will use to research careers and majors and coordinate the college application process. Students will be exposed to different inventories that can highlight possible careers and can show students potential majors.

In addition, each junior and his/her parents have a college-planning meeting with his/her school counselors where they will receive a copy of the College Planning Guide. Throughout senior year final college plans are reviewed with seniors.

FINANCIAL AID AND SCHOLARSHIP

A scholarship bulletin is prepared for seniors at least once a month. Federal financial aid forms are made available. A Financial Aid Information Program is presented for senior parents. A list of all of the scholarships that CCHS is made aware of can be found on Naviance.

MILITARY RECRUITERS' ACCESS TO INFORMATION

Military recruiters have the right to request students' names, addresses, and telephone numbers. A parent may decline to have this information released without prior consent. Parents who wish to decline giving this information without prior contact need to indicate this by contacting the College Resource Counselor before September 15. A list of parents withholding consent will be given to Registrar.

SCHOOL COUNSELING

The School Counseling department at Carmel Catholic High School is dedicated to developing a supportive program which promotes student achievement within the Carmel community. Our school counseling department is driven by student data and based on standards in academic, career and personal/social development to promote and enhance the learning process for our students. Carmel's School Counseling program is a collaborative effort between the student, school counselor, parents and other educators to create an environment that promotes student success. School counselors focus their skills, time and energy on direct and indirect services to their students by identifying individual student goals aligned with Carmel's mission and spiritual growth. School counselors help students develop the knowledge, attitudes and skills necessary for future plans involving college graduation and career readiness.

CARLOS J. SERNA LEARNING RESOURCE CENTER

The Carlos J. Serna Learning Resource Center was established in 2009 to support the students of Carmel Catholic High School with disabilities that affect educational performance. An active formalized plan includes an Individual Services Plan (ISP) or Section 504 Accommodation Plan. Supportive services may include classroom and/or testing accommodations within the general education setting. Additionally, students who need a more supportive environment may take the Learning Resource Seminar class. Within this class, individualized goals are identified and progress is monitored regularly while being provided specialized instruction within a resource setting and given accommodations within the general education setting. Goals target the student's specific skills deficits of academic functioning in the areas of reading, math and writing and/or functional performance.

SOCIAL WORK

The School Social Worker at Carmel Catholic High School is a trained mental health professional who provides supportive services in helping students achieve academic and social success. Our social worker supports our students' social/emotional functioning through individual and group counseling, mental health intervention and crisis intervention. Additionally, the social worker is a link between home, school and community in providing services to students, families and school personnel. Faculty, students, and parents are encouraged to share any concerns for a student's well-being by contacting the Social Worker by

phone, e-mail, anonymous note left in her office, or in person. Parents and students are invited to make an appointment with the Social Worker at any time they need to do so.

Prevention Programs offered at Carmel Catholic include the following:

- Operation Snowball – All day event to encourage healthy choices and self esteem
- Annual Health Fair – Community social service and health organizations are present in the lounge to provide information and to answer questions.
- SADD - Students Against Destructive Decisions, which includes programs focused on mental health awareness, drug and alcohol use prevention (Red Ribbon Week and Pre-Prom Activities)
- Parent-to-Parent - Speakers on topics related to teen issues and wellness
- Substance Use Prevention Committee: This group is comprised of an administrator and faculty representatives for the purpose of promoting a drug-free lifestyle.

STUDENT ACTIVITIES AND CLUBS

Carmel Catholic High School sponsors a number of activities and clubs to supplement a student's educational experience. Details can be found at [CCHS Clubs and Activities](#).

ATTENDANCE REQUIREMENT

A student must be in attendance the entire school day in order to participate in any after school activities. All questions regarding this policy are directed to the Assistant Principal for Operations and Student Life.

CONDUCT

Similar to athletics (see interscholastic Athletics section), membership in clubs is a privilege. Students are expected to adhere to the standards set forth in the Student Handbook both at school and traveling outside of Carmel, whether for a field trip or for interscholastic contests. Conduct outside of school functions will also be evaluated in light of the effect of such behavior on Carmel Catholic High School. Students reaching Level 6 are ineligible for participation in any club or activity for nine weeks (see Discipline Procedures section).

INTERSCHOLASTIC ATHLETICS

Carmel Catholic High School is a member of the Illinois High School Association (IHSA) and participates in the East Suburban Catholic Conference (ESCC). The boys compete in football, soccer, golf, cross-country, basketball, wrestling, hockey, baseball, tennis, track, volleyball, and lacrosse (and IHSA individual representation of swimming and gymnastics by arrangement with the Athletic Director). The girls compete in volleyball, tennis, cross-country, basketball, gymnastics, softball, track, soccer, cheerleading, dance team, golf, and lacrosse (and IHSA individual representation of swimming by arrangement with the Athletic Director).

ACADEMIC REQUIREMENTS

The grades of all athletes are checked weekly during each season. Any athlete at a 66% or below can be put on probation for a week (Tuesday-Monday). After that week the athlete may be eligible, stay on probation, or be made ineligible for one week (provided the grade has dropped below 59%). Three weeks of ineligibility for failing work in the same subject (not necessarily consecutive weeks) can result in dismissal from that athletic team. Students dismissed from one athletic team will not be eligible for another athletic team or to use Carmel Catholic athletic facilities until that season is over.

An athlete receiving a 69% or below at semester is ineligible for one week of game competition if they have been on probation/ineligibility during the season. If they have not been on probation/ineligibility, they will be on probation for one week. Two 69% or below grades will result in two weeks of ineligibility. Three 69% or below grades may result in dismissal from the team or not being able to try out for the next season.

ATHLETIC FEES

There is a \$130 non-refundable athletic fee per sport that must be paid online before the first day of competition. Athletes will not be allowed to participate in that sport until this fee is paid.

ATHLETIC PHYSICALS

Each athlete is responsible for bringing a current physical to the office of the Athletic Director's administrative assistant. The IHSA recognizes athletic physicals for one year only. IHSA physical forms may be downloaded via the IHSA website: www.ihsa.org/forms

ATHLETIC PROBLEM-SOLVING PROCEDURE

Athletes who are unhappy with the amount of their own playing time or their role on their team should request a private meeting with their coach. In private discussion, both coach and athlete can honestly express their feelings and goals. Any open display of unhappiness in the athletic arena or in the locker room will not be tolerated. Athletes should try to understand that everyone is participating with the same goal in mind: to give Carmel Catholic it's most competitive team possible.

Parents may contact the coach about any concern they have, *except* the issue of playing time. Decisions regarding playing time are left to the coach who is the professional evaluator of his/her team. Parents who have concerns about playing time must defer to the previously stated policy. All matters of playing time should be worked out between the coach and the athlete. If a coach/parent conversation turns into a playing time issue, the coach is instructed to politely end the discussion.

If after the player and coach have met and the parent still has concerns, the parent may call the Athletic Director and schedule a meeting with the coach, Athletic Director, parent, and athlete to discuss the concern(s). If after the meeting with the coach, Athletic Director, parent and athlete, the parent still has concerns, a meeting with the Principal may be arranged.

ATTENDANCE REQUIREMENT

A student must be in attendance the entire school day in order to participate in any after school activities. All questions regarding this policy are directed to the Assistant Principal for Operations and Student Life.

CONDUCT

Because of an athlete's visibility as a representative of the Carmel Catholic High School community, student-athletes should remember that the very best in terms of dedication, willingness to succeed, and sportsmanship is demanded of them at all times. Carmel Catholic High School believes that athletic participation is a privilege accorded to each student. Along with the privilege of participation comes a responsibility. Athletes are expected to adhere to the standards set forth in the student handbook and athletic handbook both at school, and traveling to and from athletic contests. Conduct outside of school functions will also be evaluated in light of the effect of such behavior on the total athletic program. In addition, student athletes reaching Level 3 will be referred to the Athletic Director. Student athletes reaching Level 6 are ineligible for athletic participation for nine weeks (see Discipline Procedures section). Parents of an athlete dismissed from a team may request to meet with the Athletic Director and the coach.

CONTRACTUAL AGREEMENT

In addition to the guidelines mentioned above, each coach is responsible for receiving and filing a signed policy sheet from each athlete participating in that sport.

IHSA REQUIREMENTS

All athletes must meet Illinois High School Association (IHSA) policies regarding attendance, residence, transfer, physicals, etc., as stated at the end of this handbook.

MEDICAL POLICY

Athletes who have been medically excused from practice must have a doctor's written permission to resume activity.

GUIDELINES REGARDING STUDENT LIFE

Consistent with Carmel Catholic High School's philosophy, the Carmel Catholic community believes that discipline should further the development of self-respect and mutual respect. This community believes that these guidelines support the values of the school and foster an atmosphere for learning. This community also believes that understanding and implementing these guidelines are the responsibility of all members of the Carmel Catholic community — faculty, staff, students, and parents.

ABSENCE, TARDINESS, AND TRUANCY

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance.

Absences are sometimes necessary due to illness, death in the family, a doctor or dentist appointment, or whenever the Principal or his designee considers that exemption from attendance is in the best interest of the child. Such absences must be recorded in the legal attendance records. However, absences due to a funeral of a member of the immediate family (mother, father, sister, brother, or grandparent), or due to a student's participation in activities as a representative of Carmel Catholic do not affect a student's perfect attendance record or his/her ability to participate in an after school event.

When a student is absent, a parent must call the **Attendance Office (847-388-3415)** before 9 a.m. to explain the absence. An around-the-clock voice-message system is available. The office staff is not authorized to accept calls of explanation from a student or anyone other than a parent or guardian.

Doctor and other appointments should be made for non-school hours. In an extraordinary situation requiring early dismissal from school, the Attendance Office must be notified by a written request or telephone call, including the dismissal time, prior to the start of the school day. If a student has an appointment to leave early, it is the student's responsibility to pick up an Early Dismissal Pass before homeroom in the Attendance Office. The Attendance Office will issue a pass to leave school to show the classroom teacher. The student is to return the pass to the Attendance Office before he/she leaves.

A student must be in attendance the entire school day in order to participate in any after-school activities. All questions regarding this policy are directed to the Dean of Students or Assistant Principal for Operations and Student Life.

Responsibility for make-up work resulting from excused absences rests with the student. If the student is absent for either one or two days, it is the student's responsibility to obtain the missed assignments. After two days of absence, students should contact their teachers to inform them of their absences and inquire about missed work. Students should also utilize tools such as Google classroom and the Portal for missed assignments. After two days of absence, the student should also inform their counselor of their absences and request assistance as needed.

Family trips and/or vacations should be planned to coincide with school vacations, especially at Christmas and spring break. Students should not ask for extra days at these times. Should a family choose otherwise, it must be understood that the student bears full responsibility for all work while he/she vacations. No extra instruction or extensions will be given for the completion of assignments or projects.

If parents choose to take students on family vacations that do not correspond to scheduled intermissions, the student is marked absent for those days missed. Homework, class work, and a schedule for make-up tests will be given in order to ensure continued academic progress.

Excessive absences may result in loss of credit or dismissal. **If a student accumulates ten absences from any class in a semester, the administration reserves the right to deny credit for a course or courses.** Students who exceed the number of accepted absences may be denied academic credit for coursework due to insufficient instructional time.

If it is determined that a student's absences/tardies are excessive, a letter will be sent or a parent conference will be held to determine a plan of action to ensure more regular attendance and/or punctuality.

RELEASE OF PUPILS

The Assistant Principal for Operations and Student Life/Designee may release a student during the school day upon written request or phone call of the legal/custodial parent or guardian and after verifying that a request exists for the student to be released. Such absences must be recorded as an absence in the official school records.

Students shall not be released to anyone other than the parent/guardian unless:

- The parent of the student has provided written permission for such release for a particular purpose, or
- The parent/guardian has authorized the release pursuant to the electronic verification submitted by the parent and on file at the school.

TRUANCY

Truancy means any absence of one or more days from school during which the Attendance Office has not been notified of the reason for the absence by the parent or guardian of the absent pupil.

In cases of apparent truancy, contact is first made with parents or guardian.

Students who have been truant are considered to be absent without excuse. Academic work missed during the defined period of truancy is subject to no credit.

Unexcused absence from class or assemblies is not tolerated. An unexcused absence is regarded as truancy and all classroom activities missed during such absences may be recorded as failures. Students will not be permitted to make up tests or assignments missed during unexcused absences. The Dean of Students and Assistant Principal for Operations and Student Life reserve the right to determine whether or not a student's absence is unexcused.

TARDINESS

Students are expected to be in Homeroom Advisory and in classrooms on time, in dress code, prepared to work. Students who come late to Homeroom Advisory and/or to class will receive an automatic detention.

Students who are late to school for any reason should report directly to the Attendance Office.

All late arrivals are marked as tardy and are recorded on the student's permanent record.

ATTENDANCE

At Carmel Catholic, students' education will be complete only if they are present to work toward it. Students must attend all classes and remain in the building each day of attendance as shown on the school calendar.

Student attendance is the responsibility of parents or guardians. To assist parents or guardians in complying with this attendance regulation, the school maintains a procedure for school-parent contact concerning absences, truancy, and tardiness.

Perfect Attendance includes being on time for Homeroom Advisory and being present in classes every school day of the year.

BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities refer to those events that occur under the school's sponsorship, but outside the regular school day. These activities include all athletic events, school dances, field trips, school-designated class outings, retreat experiences, intramural sports, and club events.

Unless otherwise specified by the administration, all school policies apply to extra-curricular activities. Students and parents are asked to note that each individual's behavior reflects on the whole Carmel Catholic community.

The IHSA, which governs high school athletics, states "persons who are found to be in violation of ethics of competition or principles of good sportsmanship also may be barred from interscholastic contests." The East Suburban Catholic Conference in which Carmel Catholic holds membership also monitors behavior at sporting events and can sanction the school for unsportsmanlike conduct by fans.

A student must be in attendance the entire school day in order to participate in any after-school activities, including practices.

BEHAVIOR IN INSTRUCTIONAL AREAS

Instructional areas of Carmel Catholic High School include the classrooms and corridors as well as the Information Commons. These areas merit special consideration because students and teachers are actively involved in classes. Any behavior in the corridors that disturbs the atmosphere of learning may result in a detention.

Students may go to their lockers only between class periods. All corridors are to be cleared within the five-minute passing time between classes. If it is necessary to be in the academic area during class time, students should obtain a pass from a teacher and maintain a quiet atmosphere in the corridors.

Chewing gum, consuming food and/or beverages with the exception of water is forbidden at all times in the academic areas of the school.

BEHAVIOR OUTSIDE OF CARMEL CATHOLIC

A member of the Carmel Catholic High School community is a member of that community both on and off campus. The guidelines for student life are founded upon respect for oneself and other people. It is, therefore, the expectation that students will conduct themselves according to these guidelines away from school as well as while attending classes or school-sponsored events. **See also Technology Use Outside of School.**

Students must conduct themselves with integrity. As part of that obligation, a student must be forthright and forthcoming in all respects regarding his or her behavior. A failure to be forthright and forthcoming may result in a negative impact should the administration elect to take disciplinary action.

If a student is in public violation of law outside of school or violates the moral principles upheld by Carmel Catholic High School, the administration reserves the right to take disciplinary action.

BULLYING AND HARASSMENT

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic Tradition. It is our collective responsibility to maintain a learning and working environment free of any form of bullying, harassment, or intimidation toward students.

Carmel Catholic High School is committed to providing a learning environment that is free from bullying and harassment in any form. The school will treat allegations of bullying and harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Substantiated acts of bullying and harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Bullying and harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including but not limited to race, creed, color, national origin, physical disability, or sex. Bullying and harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes, threatening words spoken to another person.

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

VISUAL HARASSMENT: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of a persons' educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
- Such conduct had the purpose of effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.
- Sexual harassment as defined above may include but is not limited to:
 - Sex-oriented verbal "kidding," abuse, or harassment.
 - Pressure for sexual activity.
 - Repeated remarks to a person with sexual or demeaning implications.
 - Unwelcome touching such as patting, pinching, or constant brushing against another's body.
 - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

CYBERBULLYING: the intentional and repeated act of causing harm to others through the use of computers, cell phones, and other electronic devices.

It is the student's responsibility to:

- Conduct himself/herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Immediately report all incidents to a supervising adult. When informed he/she is perceived as engaging in intimidating, harassing or unwelcome conduct, the person must discontinue that conduct immediately.

CARE/SECURITY OF THE BUILDING AND CAMPUS

A great deal of care and expense has been invested in the campus and building of Carmel Catholic High School. It is expected that the entire campus be treated with respect and consideration. Each member of the Carmel Catholic community has responsibility for taking care of and having pride in the building and grounds.

Students may not write on walls, desks, or lockers; they may not deface bulletin boards; and they must dispose of garbage properly. Stickers may not be used on or inside of student lockers. Items hung in corridors can only be placed on lockers and bulletin boards. All signs and posters hung in corridors must first be approved by the Assistant Principal for Operations and Student Life. Student decorations on lockers must be in good taste, supportive of our Carmel community, and removable without damaging the lockers.

For the safety of all, after 8:15 a.m., entry to the building should only be through Entrance I at the south end of the building. All visitors are required to sign in and out and to display a visitor's ID while in the building. No outside doors are to be propped open at any time.

Parents shall be responsible for the vandalism committed by their children. Vandalism comprises those acts that result in significant damage to the school, including burglary, theft, malicious mischief, school pranks, property damage, breaking and entering, and arson.

A student who destroys or defaces school property through vandalism, arson, or other means, or by any such acts creates a hazard to the safety of other people on school property, may be disciplined up to and including suspension and/or expulsion, and may be referred to law enforcement authorities.

It is the intent of Carmel Catholic High School to seek damages as permitted by law from students who vandalize or otherwise destroy or deface school property and/or from their parents or guardians.

CELL PHONE EXPECTATIONS

Cell phone use at Carmel should foster appropriate communication or learning. Students who choose to bring their personal cell phone onto Carmel property must comply with the following:

- Students may use cell phones during the school day in the lounge, cafeteria, Information Commons, and academic hallways.
- With the permission of the teacher, students may use cell phones in the classroom. Instructors may institute cell-phone-free zones in their classrooms at any time, or during any activity, such as, but not limited to tests, quizzes, lectures and presentations of any sort.
- The use of cell phones is prohibited:
 - In all locker rooms and bathrooms at all times, including before and after school
 - During Mass
 - While driving on Carmel property, unless device is hands-free

DANCES

All school policies apply to all dances. Students are expected to remain at school dances until 30 minutes before the dance is over. Dances are open only to Carmel Catholic students unless designated otherwise. Students who have been dismissed from Carmel Catholic for disciplinary reasons are not permitted to attend any Carmel Catholic dances. A student must be in attendance the entire school day in order to participate in the dance.

Dancing styles must be appropriate at all times at all dances. Students may not use any “bump/grind” dance styles. A student may be dismissed from a dance and not allowed to attend future Carmel Catholic dances for dancing inappropriately.

Inappropriate dancing is not acceptable at Carmel Catholic dances. In order to monitor the dancing, we use the following system:

- Upon entering the venue a wristband is secured to the wrist of each person attending the dance.
- If a person is addressed by a chaperone regarding the inappropriateness of dancing, he or she will be given a warning and the wristband will be removed.
- If addressed a second time regarding inappropriate dancing, the student will be required to leave the dance floor and will be taken to the Dean who will notify the parents. The student will not be allowed to rejoin the dance.
- Any student removed for inappropriate dancing will be barred from attending any other school dance for the remainder of the school year. This includes Prom.

At all dances modesty and good taste in apparel choices are expected at all times for boys and girls. Some dress styles are not acceptable for Carmel Catholic's dances. These styles include any dress with a nude or sheer overlay that appears to expose the cleavage, torso, or midriff; a dress with a plunging neckline; a plunging backless dress; a two-piece dress that exposes the midriff; any dress with an excessive slit; any dress shorter than mid-thigh.

Non-Carmel Students

Carmel Catholic students may invite a non-Carmel date to Homecoming, Turnabout, and Prom. When inviting a date to a Carmel Catholic dance, “date” is defined as one young man and one young woman attending the dance together. At least one of the students must be a Carmel Catholic student. The non-Carmel date must have graduated from 8th grade, must be younger than 21 years of age, and must not have been expelled or withdrawn from Carmel Catholic. Freshman students may not attend Prom. Only sophomore students who have been invited by a Carmel junior or Carmel senior may attend Prom.

Homecoming and Turnabout

The Homecoming and Turnabout Dances are formal dances from 7:30 to 10:30 p.m. Students are admitted by ticket only. Tickets are purchased prior to the dance. At least one of the members of the couple must be a Carmel Catholic student. Stag tickets are available for all Carmel Catholic students. Young women wear fancy dresses while young men wear suits or sport coats, dress shirts and ties, dress slacks, and dress shoes. Students may leave these dances after 10 p.m.

Father-Daughter Dance

The Father-Daughter Dance is a date dance for current female Carmel Catholic students and their fathers or father-figures (stepfather, grandfather, male guardian, uncle, etc.). Admission is by ticket only. Tickets may be purchased prior to the dance or at the door. Young women are not required to wear formal/fancy dresses, although they may. The dance is from 7:30-10:30 p.m.

Prom

Prom is a formal dance from 6:30 p.m. to 11:30 p.m. Students are admitted by ticket only. Tickets are purchased only prior to the dance. In order to purchase a ticket, students and parents must digitally sign the Prom Permission Form. At least one of the members of the couple must be a Carmel Catholic junior or senior student. Seniors only may attend without a date. Freshman students may not attend and sophomores may attend only if invited by a Carmel Catholic junior or senior student. At Prom, young women wear formal gowns while young men traditionally wear formal attire, however, they may also wear suits with ties and dress shoes. Students may leave this dance after 11 p.m.

DISCIPLINE PROCEDURES

Carmel Catholic students are subject to three methods of sanction: detention, detention and level, and the convening of the Discipline Board.

Detention, the first method of sanction, is issued for a minor violation of the discipline code. These violations include but are not limited to the following: tardiness for class, the first two dress code violations, not wearing a nametag, chewing gum anywhere in the building, eating food outside the cafeteria or lounge, talking during announcements, and running in the halls. Every fifth detention the student receives will be changed to a level. All detentions are served on Wednesday from 3:10 to 4:10 p.m. It is the responsibility of the student who receives a detention to serve it on the next Wednesday. All detentions must be served prior to the scheduled In-Service Day Detention. Students failing to serve any of their detentions will be required to attend the In-Service Day Detention that most closely follows. The Dean will notify students who are required to attend the In-Service Day Detention. Tardiness to In-Service Day Detention is not tolerated. If a student fails to attend In-Service Day Detention, the Discipline Board will be convened. All detentions must be served for a student to participate in extra-curriculars such as sports or clubs. All detentions must be served in order to take semester exams.

A level/detention, the second method of sanction, is issued for serious violations of the discipline code. These violations include but are not limited to the following: disruptive behavior, disrespect, cheating, plagiarism, not following procedures, misbehavior when a substitute is present in a class, repeated offenses, repeated dress code violations (dress code probation—third or more dress code violations), gambling, using tobacco, using electronic cigarettes, unexcused absence from class, reckless driving, illegal parking, leaving the campus without permission (2 levels), truancy (3 levels), inappropriate display of affection, and failure to report to a teacher's detention. Levels are cumulative and when a student reaches Level 3, 6, or 9, a discipline conference is held with the parent, student, and Dean. At the Level 6 conference, the student is placed on 9 weeks probation (no extra-curricular activities or sports) and the student's case will be reviewed at the end of the year by the administration to determine if he/she will be allowed to return to Carmel Catholic. At the Level 9 conference, the student will be placed on probation for the remainder of the school year and may be suspended from school.

Level/detentions are two hours and must be served for two one-hour detention times on Wednesday from 3:10 to 4:10 p.m. It is the responsibility of the student who receives a level/detention to serve it on the next two Wednesdays. Students failing to serve their level/detentions will be required to attend the In-Service Day Detention. The Dean will notify students who are required to attend the In-Service Day Detention. Tardiness to In-Service Day Detention is not tolerated. If a student fails to attend In-Service Day Detention, the Discipline Board will be convened. Multiple levels issued means that the student must serve multiple level/detentions (i.e. 2 levels means 2 level/detentions). All level/detentions must be served for a student to participate in extra-curricular activities such as sports or clubs and in order to take semester exams.

The Discipline Board will also be convened when a student reaches Level 10. Discipline Board meetings are closed.

The Discipline Board, the third method of sanctions, is convened when a student is considered for expulsion. The Discipline Board is composed of the Dean of Students, Assistant Principal for Student Life, two faculty representatives, and one teacher selected by the student. The Principal or designee supervises the Discipline Board. The student will be suspended until he/she and his/her parents meet with the Discipline Board, usually within one (1) week of the violation, and the student will remain suspended until the Principal has officially notified the parents of his/her decision regarding what appropriate action will be taken.

A student faces expulsion when he/she reaches Level 10 or when he/she is involved in a very serious violation of the discipline code. These violations include but are not limited to the following:

- Truancy (second offense), stealing, damage to school property, fighting, or gross insubordination.
- Intimidation, harassment, or endangering the physical or psychological well-being of others, or possession of weapons or other harmful materials.
- The use, possession, distribution, or selling of drugs, look-alike drugs, alcohol, associated drug paraphernalia, or alcohol is expressly prohibited, notwithstanding that the student may be operating under the auspices of a law enforcement agency or agencies. Carmel Catholic High School recognizes that the use of drugs or alcohol is a serious problem and that adolescent use may be due to a variety of factors. Since Carmel Catholic believes that a chemical-free lifestyle is a necessary and appropriate requirement for its students, Carmel Catholic insists that our students not use drugs or alcohol.
- Damaging the reputation of Carmel Catholic High School.

The Discipline Board will recommend to the Principal or designee whatever disciplinary action it deems necessary, including the dismissal of the student from school. The student and his/her parents will be notified when the Discipline Board has made their recommendation to the Principal. Decisions of the Principal or designee concerning discipline matters are final. Students dismissed from Carmel Catholic are not permitted to participate in school functions and may not be present on the campus without prior permission of the Deans of Students.

Parent Notification: The administration believes that communication and cooperation among the school, the student, and the parents are essential in a young person's progress toward adulthood. For this reason, parents have access to their student's discipline record through the Parent/Student Portal. Discipline conferences with the parent, student, and the dean are required on Levels 3, 6, and 9. At Level 10 the student and his parents will meet with the Discipline Board. Parents are encouraged to contact the Dean of Students at any time a question should arise.

Fairness: Every effort shall be made by administrators and staff members to resolve problems through effective use of available school and community resources in cooperation with the student and the family. The distinct mark in the exercise of disciplinary authority shall be fairness.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at its discretion.

DISPLAY OF AFFECTION

Students are to use good judgment, refraining from open display of affection. A display of affection beyond handholding is unacceptable.

EARLY DISMISSAL

Seniors who have early dismissal privileges must leave the academic hallways immediately. They may not loiter in the hallways or parking lot. When leaving the building for early dismissal, a student is to use only Exits H and I.

EMPLOYMENT OF STUDENTS: WORK PERMITS

In compliance with law, the Principal or designee shall issue age certificates for students under age 18 upon the request of any employer or prospective employer. The Principal or designee shall be responsible for issuing work permits for students age 14 or 15. To obtain a work permit, 14 and 15 year old students must have a current physical examination done within the last year.

FIELD TRIPS

Field trips have educational or cultural value and are directly related to the curriculum or service to the community. Individual faculty members coordinate all field trips in consultation with the Assistant Principal for Operations and Student Life.

Students and faculty are to conform to the daily dress code while on day field trips. In rare cases exceptions may be granted by the administration upon the teacher's advance request.

Students going on a field trip are responsible for getting the assignments from classes they will miss, handing in those assignments on time, and directly communicating with their teachers. Make-up work must be permitted for any classroom work missed and is to be completed in the time determined by the classroom teacher. When students return to school from the field trip, they are expected to go to their classes. Students should be prepared to participate in classes by taking quizzes or tests and handing in work that is due.

Each student must have a waiver form electronically signed by a parent or guardian and all fees paid before the field trip takes place. All Carmel Catholic policies are in effect throughout the duration of the field trip. Questions about field trip policies and procedures should be directed to the Assistant Principal for Operations and Student Life.

FIRE, TORNADO, EARTHQUAKE, CRISIS SITUATION, AND LAW ENFORCEMENT DRILLS

In the event of a **FIRE** emergency or fire drill at the school, the quick and orderly evacuation of the building is the first concern. Students should note the exit routes posted in each classroom. In the event of an emergency or a drill, everyone will exit the building immediately, assembling in the designated areas away from the structure.

During a **TORNADO** or tornado drill, people will move to a designated area of the building. These areas are specified in each classroom and should be periodically reviewed. Once again, order and silence are necessary for the safety of all. Students will remain in the specified areas until directed otherwise by a school administrator.

During an **EARTHQUAKE** or earthquake drill, students should **DROP, COVER** and **HOLD ON**.

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- If outdoors, stay there and move away from buildings, streetlights, and utility lines.

Crisis Situation Drills

- During a Crisis Situation or Crisis Situation Drill, students are to move immediately to one of the following locations and remain there until directed by school personnel:
- Students are to remain in the classroom, locker room, gym, cafeteria, choral room, band room, auditorium, Information Commons, Brandsma Chapel, or any other supervised area.
- Students in the hallways are to move to the nearest classroom.
- Students in the lounge are to move into the cafeteria.
- Students outside the building on the north end of campus are to move to the varsity baseball field, and on the south end of campus are to move to the varsity softball field.
- Students off campus will be directed to Marytown (east of Carmel Catholic on Route 176).

Periodic drills are held during the school year to ensure that everyone understands the procedures.

Law Enforcement Drills

Carmel Catholic is in compliance with SB1625 School Safety Drill Act. This law requires an annual in-building law enforcement drill where the students may or may not be present.

FORMER STUDENTS

Students who transfer out of Carmel Catholic or who are dismissed may not return to the campus without prior permission of the school. Students who are dismissed may not attend any Carmel Catholic function. In general, students who transfer from Carmel Catholic are not permitted to return.

GANG AND GANG ACTIVITY

Any student who is a member of or solicits another student to become a member of a gang or who engages in any gang or gang-related activities on school grounds or at school-related events shall be subject to disciplinary action up to and including dismissal.

Membership, solicitation of membership in a gang, or engagement in any gang or gang-related activities by a Carmel Catholic High School student is expressly prohibited, notwithstanding the fact that the student may be operating under the auspices of a law enforcement agency or agencies.

GENERAL GUIDELINES FOR PERSONAL APPEARANCE

The success of the educational process is dependent on a variety of things which are extrinsic to the actual academic program. One of these things is the school dress code. Carmel Catholic students are required to adhere to a defined uniform dress code for a number of reasons. First, the educational process is dignified work and appropriate dress supports this idea. Because the value of an individual is measured by what is on the inside, a common dress code is a strategy for de-emphasizing what is external. In addition, the dress code provides an exercise in self-discipline. Last, a uniform dress code serves as an exercise in team building which promotes community, an important component of the Carmel Catholic experience.

UNIFORM DRESS CODE

All students will wear a uniform top, uniform dress pants, appropriate shoes with socks and the Carmel Catholic name tag. Young women may wear the uniform skirt in place of the uniform pants.

Lands' End Company is the uniform provider for Carmel Catholic students; all uniform items must be purchased from Lands' End with Carmel Catholic approved logos. The **uniform top** is a solid colored Lands' End Carmel Catholic logo dress or polo shirt, available in various styles and colors. Shirts must be worn tucked in and buttoned. A Lands' End Carmel Catholic logo sweater, fleece, sweatshirt or hoodie may be worn over the Carmel Catholic logo shirt. These are also available in various styles and colors. The **uniform pants** have a Carmel Catholic logo and are available in various styles and colors. Pants must be worn at the waist and pant length may be no longer than one inch above the floor. The **uniform skirt** is a navy or gray box-pleat skirt with the Carmel Catholic logo. The uniform skirt must be worn at the waist and it may not be rolled at the waist. The uniform skirt must worn to the knee. No belts or other accessories may be worn on the skirt.

As a student grows or if the uniform items wear out, uniform clothing items must be replaced so that the uniform fits appropriately and looks professional. This may require a purchase of new uniform items.

A solid color T-shirt may be worn under the required dress top. Sweaters may not be worn tied around the waist. Extremes in appearance, including excessive or garish-looking jewelry, and extreme hairstyles such as mohawk hairstyles, dreadlocks, shaved areas of the head, unnatural hair coloring, two-tone and "ombre" hair coloring are never allowed. Tattoos must be covered and piercings other than earrings are not permitted and may not be worn. Young men may wear earrings only on casual dress days. Young men must keep their hair neat and trimmed and no longer than collar length. Beards and mustaches are not allowed. Sideburns should be no lower than the bottom of the ear.

The following listed items are never acceptable: long sleeve shirts under short sleeve shirts, mini-skirts, over-sized pants, hip-hugger pants, neck or headscarves, thigh-high stockings, fish-net stockings, leg-warmers, leggings, and wallet chains. Torn clothes, pants with torn or ragged hems or split seams at the hem, pants or skirts that are not hemmed, or clothing that has been written upon may not be worn. Outdoor apparel, including jackets, coats, vests, hats, neck or head scarves are not to be worn during the school day. Hats must be removed when the student enters the building.

Footwear worn by students must:

- Be intended for indoor and outdoor use
- Be closed toe
- Not have a heel of more than two inches in height
- Not be destructive or damaging to the floor
- Not be torn or in obvious disrepair

Although casual boots and athletic shoes are permitted, dress shoes are preferred. The following items may not be worn: flip flops, garden boots, rain boots, or snow boots. Socks should be visible above the shoe.

Casual Dress Days

On certain days students may wear clothing that is not allowed on regular school days. Modesty and good taste in apparel choices are expected at all times. Beards and mustaches are not allowed. Length of shorts must be to the knee. No skin tight pants are permitted. Some examples of types of clothing that may not be worn on casual dress days are: torn or defaced clothing or torn styles of clothing, soffe shorts, yoga pants, jeggings, mini-skirts, tank tops, midriff tops, halter-tops, bare-shoulder tops, low-cut or backless apparel, or see-through tops.

Game Day Dress Code for Male and Female Athletes

Game Day Dress inspires a sense of team unity among the athletes; acknowledges their responsibility to represent the entire Carmel Community through their actions on and off the field; and encourages a discipline above and beyond the daily student dress code. It is meant to call the athletes to a deepening awareness that they compete for a goal beyond their individual efforts and they represent the school's tradition of sportsmanship above victory.

Game Day Dress for student athletes is determined by a vote of the team. If the team votes for Game Day Dress, they agree to the following rules:

Male Athletes:

- Lands' End uniform pants, socks and dress shoes must be worn.
- A dress shirt (not a polo) with a collar is worn closed at the neck with a formal dress tie (bow or neck) properly tied and worn up to the neck line. A suit jacket may be worn.

Female Athletes:

- Lands' End uniform pants/skirts, socks and dress shoes must be worn.
- A dress shirt (not a polo) with a collar is worn with a formal dress tie (bow or neck) properly tied and worn no lower than the middle of the sternum.

Game Day Dress for both male and female athletes is worn:

- On the day of a competition or on Friday if a competition is held on Saturday/Sunday.
- By the members of the team which is competing.

Medical Out-of-Uniform Dress Code

Any student who must be out of uniform due to medical need must have a doctor's note indicating diagnosis/need. The school nurse will issue an out of uniform pass and notify teachers and school personnel. The student is required to remain in the school dress code as much as possible. If necessary for the situation, sweatpants may replace the uniform skirt or pants. If additional accommodations must be made, contact the school nurse.

Inappropriate Attire

Clothing determined by the Dean or Assistant Principal for Operations and Student Life to be inappropriate on any school day must be changed before the student is allowed to go to class. In some situations this would require that clothing be brought to school so the student may change or the student may be sent home to change clothing. Students will receive a detention for the first two dress code violations.

Dress Code Probation

Beginning with the third dress code violation, each violation becomes a level and the consequence is a level/detention.

Uniform Ordering Information

Order from Lands' End by phone (1-800-469-2222) or the [CCHS Land's End Ordering Website](#). If you need to speak to a Specialty Shopper, call 1-800-200-6212 for help in determining the correct size. Call 1-800-388-3677 if a custom size needs to be ordered.

These numbers must be used when placing an order:

- The Carmel Catholic High School Preferred School number is: 9000-7492-3.
- The logo number for uniform tops is: 0241978K
- The logo number for uniform pants and skirts is: 0415432K

ID CARDS/NAMETAGS

Each Carmel Catholic High School student receives an ID card. Every student is expected to carry his/her ID card throughout the school day. This card will be used by the attendance office to facilitate attendance passes upon late entry to school. The ID card is used to check out library books in the Information Commons. In the cafeteria, students use their ID card to purchase lunch if they have set up a My School Bucks account. Students must also be prepared to show this card when entering an after-school function or when requested by any school faculty or staff member. A student who does not have his/her ID when asked for it may receive a detention.

There is a \$5 charge for replacing a lost ID card. Students purchase new ID cards in the bookstore; the receipt is brought to the attendance office where a new ID card is issued.

In order to promote community and reinforce safety, all Carmel Catholic students are to wear a school-issued nametag during school hours. If a nametag is lost or forgotten at home a replacement nametag must be purchased from the bookstore. Nametags should not be altered in any way. The student must replace defaced or worn out nametags immediately. The

replacement cost is \$5. A detention may be issued to any student not wearing a nametag after school begins. A detention and a level will be issued to a student who wears someone else's nametag.

A detention and a level will be issued to the student who fails to identify himself/herself correctly when asked to do so.

INSURANCE

Carmel Catholic High School maintains student accident insurance. This plan is secondary coverage to the parents' health insurance plan.

The policy covers students while attending school or participating in school activities. If a student is injured, an accident report must be filed with the student's supervisor. The student's parent must contact the Business Office promptly after the accident to facilitate generation of a claim form. Time limitations apply.

LIVING SITUATIONS OF STUDENTS

Carmel Catholic students are expected to reflect the moral teaching of the Catholic Church in their lifestyle. If a Carmel Catholic student is living away from his/her parents, the school is to be notified of the student's residential address and the school must be informed about who is responsible for the student.

MARRIED STUDENTS

Carmel Catholic High School serves only unmarried students.

PARKING

Parking on Carmel Catholic High School campus is limited. For that reason parking spots are first reserved for senior students who complete the application and pay the \$200 parking fee by the announced deadline. The remaining spots are held for junior applicants whose names are drawn in a parking lottery. Any junior not getting a spot will be placed on a waiting list. In order to finalize the process, students for whom a spot is being held must complete the required "Alive at 25" program during the summer before being awarded a parking tag.

The parking lot is private property and as such the following guidelines are to be observed. Every vehicle is to be registered with the school, parked in an assigned spot, and have a Carmel Catholic parking tag displayed. Only one parking space per family is allowed. Only juniors and seniors are eligible to receive a campus parking tag. The parking lot is off limits to all students except when coming to or leaving school. The campus speed limit is 15 m.p.h. unless conditions warrant going slower. Motorcycles are not permitted. Because of the parking space limitations, students are strongly encouraged to car pool. Students should lock all car doors and not leave items of value in their car during the day. Carmel Catholic is not responsible for lost or stolen items left in cars parked in any of the school parking lots. Carmel Catholic High School is not responsible for any damage that occurs to vehicles in the parking lot.

Students are not permitted to park in staff parking areas at any time.

Failure to follow the campus parking/driving regulations, park in the space assigned, and to display the Carmel Catholic tag may result in disciplinary sanctions, Mundelein Police Department tickets, and/or having the car towed. Repeat offenders will lose the privilege of driving on campus.

The Village of Mundelein has asked Carmel Catholic students to avoid driving in the Fairhaven neighborhood, immediately west of the campus. All drivers will use extreme caution in the residential area west of the campus because of the presence of many small children. Students who are reported by the police or the community for failure to follow the rules of the road will face disciplinary action.

PERSONAL PROPERTY AND LOCKERS

Each student is responsible for his/her own locker. He/she is not to give its combination to any other student. The student's family will pay for any damage to a locker. Lockers should be locked at all times; the school is not responsible for articles missing from lockers.

Students have access to their lockers any time during the day between classes provided the students are not late to class. A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. The administration reserves the right to examine the contents of a student's locker at any time.

Students may not use devices which disrupt others on campus before or during school hours. Cameras can be used only with permission. Laser pens are not permitted in the building.

Purses and other personal property should never be left unattended. During PE classes or after/before school athletic activities, purses and other personal items should be placed in a locked locker. If school officials have reasonable suspicion that a student is in possession of an illegal or dangerous material or substance, school officials have the right to search with or without the student's consent.

Book bags and backpacks may be carried to and from school, but are to be kept in the locker during the school day; students may not carry bags or jackets to any class. PE bags and purses may not be used as book bags. School-issued Chromebooks may be carried in small drawstring sling bags.

Students causing injury or damage to another student's property will be required to make appropriate financial restitution. The stealing of materials belonging to the school, a faculty member, or another student destroys the atmosphere of trust that forms the basis of all human relationships. It is destructive to any community. Carmel Catholic students who steal will be subject to the Discipline Board.

Carmel Catholic is not responsible for the replacement or repair of any damage to personal property.

PREGNANCY

In the event of a student pregnancy, the school shall encourage the student parent (boy or girl) to continue the pregnancy to full term and delivery. The school shall support the student's pro-life choice by allowing her to continue studies as a student for as long as medically able as determined by her doctor. When a pregnant student withdraws from regular attendance, the school has an obligation to help the student with arrangements for educational alternatives.

RESTRICTED AREAS

Carmel Catholic High School is private property owned by the Carmelites and the B.V.M. Sisters. Any misuse or destruction of it in any way will be treated as a serious matter and will require financial restitution.

Areas off-limits to all students are the area west of the school building, the adjacent neighborhoods except when walking to and from school, and the wooded areas near Route 176. Students may use the circle in front of Entrance H (south end of the campus) during lunch periods, but only after eating. No food or beverages are permitted in the circle. Students are expected to follow the dress code at all times while in the circle. Students are not allowed in the parking lot during the school day. No student may be in the gyms, locker rooms, weight room, conference rooms, chapel, auditorium, areas behind or around the auditorium, or the upstairs areas of the Fine Arts wing without adult supervision.

Students are not allowed on Carmel Catholic property after normal school hours or once school-sponsored activities have ended unless accompanied by a member of the Carmel Catholic faculty. Violators will be prosecuted.

RESTROOMS

Students are expected to help maintain the cleanliness and appearance of restroom facilities. Any student responsible for defacing the walls or committing any other act of vandalism will be charged for repairs and will be subject to disciplinary action. During lunch periods students are to use the restroom in the lounge area. Cell phone use of any kind is prohibited in restrooms at all times.

SEARCH AND SEIZURE

For the protection of our students and to maintain order and security in Carmel Catholic High School, the Carmel Catholic administration may inspect and search places and areas such as lockers, desks, parking lots, vehicles and other school property and equipment owned or controlled by the school as well as personal effects left in those places and areas by students without notice to or the consent of the student and without a search warrant. The students on the premises of Carmel Catholic High School have no reasonable expectation of privacy in the places set forth above or their personal property left in those places. If a search conducted in accordance with this section produces evidence that the student has violated or is violating the law, Mundelein ordinance or the school's policy or rules, such evidence may be seized by school administration and disciplinary action may be taken. The school administration may also turn over such evidence to law enforcement authorities. (Illinois School Code 10-22.6)

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property. The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, alcohol, or other item, the possession of which is prohibited by law or by the school policy. This applies also to student vehicles that are parked on or about the campus of the school.

- If a student refuses to voluntarily empty pockets, or to permit inspection of his/her personal property, the student should be detained until parents are contacted and arrive.
- Students risk possible suspension or dismissal for refusing to comply.
- If a weapon or other dangerous ordinance is suspected, the school will contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority may contact the local police department to report the incident.

SUBSTANCE ABUSE

Carmel Catholic High School is concerned about the community problem of substance abuse and the resultant hazards to the physical, spiritual, and emotional development of students. Parents have a responsibility to require, promote, and model safe, ethical, and legal behavior in regards to tobacco, drugs, and alcohol use.

Substance abuse is considered to be behavior that is detrimental to the welfare, safety, or morals of all students and school personnel. It is considered a serious offense for any student to possess, use, abuse, sell, distribute, procure, or to be under the influence of alcohol, drugs, or any other controlled substances. The unlawful possession or use of any chemical substance is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering substances, amphetamines, barbiturates, stimulants, depressants, inhalants, marijuana, anabolic steroids, electronic cigarettes, and other controlled substances as defined by law. Any prescription or nonprescription drug not taken as prescribed is also considered substance abuse. In accordance with the school policy and regulation for administering medicine to students, all prescription and nonprescription drugs must be submitted to the school nurse.

If a student chooses to bring drugs or alcohol to school or to a school event, or is under the influence of drugs or alcohol, he or she becomes a threat to the good of the community. For that reason disciplinary action will be taken (see Discipline Board section).

This policy shall apply to any student on or off school property during a school activity.

TECHNOLOGY UNDER CONSTRUCTION

STUDENT PROCEDURES REGARDING FINANCES

Students who receive financial assistance are required to meet the individual student goal for the Street Scenes Ad Drive and their quotas of pledges during the Carmel Catholic Walkathon. Failure to participate in these fundraising endeavors results in the automatic withdrawal of all financial assistance.

STUDENT FUNDRAISING

The cost of educating each Carmel student exceeds the tuition amount. Each student is, in effect, receiving financial assistance. Rather than charge the full cost of educating the student, Carmel asks that students participate in two fundraisers each year, the Street Scenes Ad Drive and Walkathon. The remainder of the difference between the cost of educating each student and the amount paid in tuition is made up of contributions from alumni and families to the Annual Fund and auxiliary services the school operates during the year. Because everyone benefits from the money raised in the fundraisers, everyone is expected to participate. Both the Ad Drive and Walkathon are mandatory fundraisers. Students who do not fulfill their quotas for the Ad Drive and Walkathon will be billed on their family tuition account.

EXAM POLICY

A student whose school account is not paid in full by the end of the classes for the semester may not take semester exams until the account is paid. Payments not received by May 1 must be satisfied by Visa, Master Card, money order, or certified check. **Personal checks will not be accepted after May 1.**

Additionally, library books, athletic uniforms, and school-owned textbooks must be returned; all detentions must be served; and all fines must be paid before semester exams may be taken.