



2022-2023 Parent/Student Handbook

St. Louis University High School

4970 Oakland Avenue

St. Louis, MO 63110

314-531-0330

www.sluh.org

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St. Louis University High School Mission Statement

We are a Catholic, Jesuit college-preparatory school for young men, committed to its presence in the city of St. Louis and dedicated to building Christ's kingdom of truth, justice, love, and peace. We serve young men based on their ability to succeed, rather than their ability to pay.

Through a rigorous academic program, we help our students develop critical minds and a life-long devotion to learning that informs moral choices and transforms lives.

In addition to assisting in the intellectual, aesthetic, social, and physical formation of our students, we help them develop compassionate hearts by fostering habits of personal prayer, reflection, and service for the Greater Glory of God.

BOARD OF TRUSTEES

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ADMINISTRATION

Thomas Becvar, M.S.	Asst. Principal for Academics
Ian Gibbons, S.J.	Principal
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Joseph Hill, S.J.	Director of Campus Ministry; Theology
Brock Kesterson, Ed. D.	Asst. Principal for Student Life
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Joseph Rankin	Director of Facilities

STAFF

Addie Akin, M.M.	Fine Arts
Myriam Aliste, M.A.	Foreign Language
Magdalena Alvarado, M.A.	Foreign Language
Julie Anderson, M.A.	Campus Minister
William Anderson, M.Ed.	Science
Amanda Antony	Advancement
Simonie Anzalone, M.A.	Campus Ministry; Fine Arts; Dauphin Players
Paul Baudendistel, M.Ed.	Science; Water Polo
Dan Becvar, M.S.	Math; Volleyball; Senior Class Moderator
Sarah Becvar, M.A.	Social Studies
Deacon Allen Boedeker, M.T.S.	Theology; Liturgical Music
Kim Bruhn, P.T.	Athletic Trainer
Joan Bugnitz, M.A.T.	Fine Arts
Charles Busenhardt, M.S., M.Ed.	Learning Consultant
David Callon, Ph.D.	English; Students for Life
Maria Paz Campos B.A.	Foreign Language
Jennifer Carroll, M.A.	English
Lynne Casey, M.S.	Librarian
Beth Chipley	Advancement
Kathleen Chott, M.A.T.	Chemistry; Photography
Marina Chura	Counseling; Foreign Language
Robert Chura, M.A.T.	Chair of Foreign Language
Erwin Claggett, B.A.	Social Studies; Basketball
Mark Collins	Grounds Keeping
Jamie Cordia, M.A.	English
Frank Corley, M.S., M.Ed.	Mathematics; Sophomore Class Moderator
Teresa Corley, M.A.	Science
Kevin Crimmins, M.B.A.	Director College Counseling
Adam Cruz, B.A.	English; Admissions; Football
Timothy Curdt, M.A.	English; Freshman Class Moderator; Director of Summer Programs
Stephen Deves, M.Acc.	Mathematics
Jonathan Dickmann, M.S.	Computer Technician
Linda Domeyer	Advancement
Ben Dumont	Advancement

Nicholas Ehlman, M.Ed.	Mathematics; Campus Ministry; Baseball
Lindsey Ehret, M.A.	Social Studies
Richard Esswein, J.D.	Foreign Language
Jeff Fields	Custodial Supervisor
Lori Figge	Administrative Assistant Main Office
Rick Figge	Director of Maintenance
Mary Fischer	Business Office
Thomas Flanagan, M.A.	Mathematics; Cross Country; Track
Elaine Floyd, M.Ed.	College Counseling
Kevin Foy, M.B.A.	Chair of Social Studies
Robert Garavaglia, M.A.	Theology; Pax Christi
Scott Gilbert, R.N., B.S.N., M.Ed.	Chair of Physical Education; Athletic Training; Nurse; Golf
Brian Gilmore, M.A.P.S.	Theology; Campus Ministry
Bill George	English
Bob Goeke	Business Office
Jeremy Griggs	Technology
Sigmund Gusdorf	ASC
Michael Harlan	Maintenance
Mimi Hartung	Receptionist
Craig Hinders M.A.	Mathematics
Ralph Houlihan, S.J., M.A., S.T.L.	Theology
Yude Huang, M.A.	Foreign Language
Jim Hubbman, M.A.	Theology
Charles Hussung, M.A.	English
Kathy Hylla	Food Service
Jennifer Ice, M.A.	Foreign Language; Yearbook
Melissa Jones, CFRE	Advancement
John Kavanaugh, M.A.	English
Chris Keeven, M.A.	Theology
Lindsay Kelleher, M.Ed.	Theology
Walter Kempf, M. Ed.	School Counselor
Kent Kershenski, M. Ed.	Science; Basketball
Thomas Kickham, M.A.	Social Studies
Kate Kindbom, M.Ed.	College Counseling
Beth Kissel, M.A.	Mathematics
Joseph Koestner, D.M.	Fine Arts
Gary Kornfeld, M.A.	Physical Education; Drivers Education

Frank Kovarik, M.A.	Chair of English; Prep News; Sisyphus
Michael Lally, M.A.	Theology
Connie Leinauer	Administrative Assistant for Advancement
Anne Marie Lodholz, M.A.	Social Studies
Renai Lowry	Administrative Assistant for Principal
Tracy Lyons, M.Ed.	Mathematics, Junior Class Moderator
Fr. Michael Marchlewski, S.J.	Theology
Linda McBride	Technology
Thomas McCarthy, M.Ed.	Social Studies; Soccer
MaryLee McConaghy, Ph.D.	Foreign Language
Kenneth McKenna, Ph.D.	School Counselor
Kevin McKernan, B.S.	Chair of Fine Arts
Terry Meiners	Lead Accountant
Megan Menne B.A.	Science; STUCO
Mary Michalski, M.A.	Chair of School Counseling
Steven Missey, M.A.	English; Prep News
Julie Moeser, M.A.	Chair of Mathematics
Michael Mohr, SJ.	English; Campus Ministry
Tim Moore, M.A.T.	Director of Theatre Operations
Richard Moran, M.A.	English; Sisyphus
Javier Moreno M.A.	Foreign Language
Kevan Morshed M.A.	Foreign Language
Bradley Mueller, M.A.	Science; STUCO
Rita Mulligan	Assistant to the Assistant Principal for Student Life
Ann Murphy	Director of Admissions
Chris Muskopf, M.A.	Athletic Director
Diego Navarro, M.A.	Theology
Steve Nicollerat, M.S.	Computer Science; Baseball
Sean O'Brien, M.A.	English
Robert O'Connell, M.A.	Social Studies; Soccer
Timothy O'Keefe, M.A., M.Ed.	Science
Timothy O'Neil, M.A., M.Ed.	Social Studies; Inline Hockey
Jonathan Ott, M.A.	Chair of Theology
Joseph Patke	Advancement
John Penilla M.S.A.	Advancement
Nhan Pham, M.S., M.Ed.	Science

Joseph Porter, M.A.E., M.Ed.	Social Studies; Cross Country; Track
Jeff Pottinger, M.Ed.	Fine Arts
Sean Powers, M.A.	Fine Arts
Emmitte Prince	Custodial
R. Terry Quinn, M.A.	English
Sarah Rebholz, B.F.A.	Fine Arts
Mary Russo, M.A., M.Ed.	Chair of Science
Jeffrey Schaefer, B.A.	Innovation Lab Director
Daniel Schields, B.A.	College Counselor
Cortney Schraut, M.S.	Librarian
Dan Schuler, M.A.	Mathematics
Dan Schulte	Assistant Dean of Students; Security Coordinator
Daniel See, M.S., M.Ed.	Mathematics; Chair of Computer Science
Nina See, M.A.	School Counseling
Rev. Paul Sheridan SJ	Theology
George Simon, M.A.	Foreign Language
Don Steingruby, M.A.	Mathematics; Scholar Bowl; Chess
Chingling Tai, Ph.D.	Foreign Exchange
Elizabeth Tippett M.S.	Learning Consultant
Jennifer Thomas, B.A.	Admissions Assistant
Katherine Toussaint, M.A.	Foreign Language
Liz Tuxbury, B.A.	Advancement
Kimberly Walsh	Administrative Assistant to the President
Richard Wehner, M.A., M.Ed.	Theology
Robyn Wellen, M.S.	Science; Yearbook
Thomas Wilson, M.A.	Social Studies; Golf
Gene Wright	Director of Grounds
Ian Wuertz	ASC
Kathryn Yarman-Whitaker, M.F.A.	Fine Arts; Dauphin Players; Speech
Patrick Zarrick, M.S.	Rentals & Reservations Physical Education; Racquetball; Intramurals
Tom Zinselmeyer, M.A.T.	Social Studies

By enrolling at St. Louis University High School, parent(s), guardian(s), and students acknowledge that they have read and understand the rules, regulations, and policies of St. Louis University High School contained in the Parent/Student Handbook.

The parent-student handbook is a fluid document that is subject to change. The St. Louis U. High website contains the most up to date version.

SECTION I-PARENTS

A. Parent Protocol

At St. Louis University High School, clear communication between all of its constituents (parents, students, teachers, counselors, administration) is essential. If a conflict exists between a student and a teacher, the parents should first discuss the issue with their sons before bringing it to the teacher or counselor. Conflicts should be resolved close to the situation (i.e. classroom) first between the student and teacher. The parents are expected to deal with conflicts respectfully. If parents do not conduct themselves in such a manner, they place at risk their son's attendance at St. Louis University High School as determined by the school's administration.

B. Financial Obligation of Parents

Tuition alone does not cover the cost of education at St. Louis University High School. There is a considerable gap between the amount of tuition charged per year and the amount SLUH actually spends on each student. Families who have the means to do so are encouraged to pay the full cost for their son's education by making a tax-deductible charitable contribution to the school each year.

SLUH operates on a ten-month tuition and academic year from August to May. In the spring, parents are mailed a Tuition Packet. Financial Commitment Forms, selecting payment options, are to be returned by the deadline date stated in the packet. Student Enrollment Contracts must be signed by the student and parents and returned by the deadline date stated. (Incoming freshmen receive this form in their admissions letter in February.) Full tuition is due by August 1st. Tuition and gift payments may be made by check, money order, direct debit, credit card or through FACTS. If full tuition is not paid by August 1st, then it is mandatory to establish a FACTS payment account covering all outstanding tuition amounts. Payment schedules and payment options are outlined each year in the Tuition Packets mailed to parents.

You will receive a statement for the enrollment fee & any unpaid tuition amounts. You may also be responsible for any reasonable costs, including attorney fees, incurred in the collection of any tuition and/or fees which remain unpaid at the end of the year.

Regardless of the payment plan selected, tuition for all classes must be paid by the first Friday in May each academic school year. For seniors who will be graduating, failure to meet the above deadline will result in the withholding of your son's diploma at graduation and release of a final transcript. For underclassmen, failure to meet the above deadline may jeopardize reenrollment for the next school year.

During the course of the school year, family circumstances may change. Please contact the Business Office and/or the Financial Aid office to communicate any such occurrences and make the necessary arrangements.

The school reserves the right to use and enforce all legal remedies for failure to abide by the aforementioned standards. It may also preclude the admission of otherwise qualified candidates from the same family.

Tuition not covered by financial assistance are to be paid as prescribed in the Financial Commitment Form and Student Enrollment Contract. Portions of tuition still owed because of failure to work the allotted hours awarded in the Work Grant Program or loss of financial assistance for other reasons will be charged back to the student's tuition account for payment.

C. Refund Policy-Tuition

The Registration fee is not refundable. Exceptions will be evaluated only in extenuating circumstances.

As stated in the Student Enrollment Contract, the school has the right to dismiss the student and terminate the contract if academic and/or discipline guidelines are not upheld. The school has the right to withhold schedules, grades, transcripts and diplomas if financial commitments are not met. In extreme cases, where financial commitments are not kept current or are ignored, the student may not be allowed to attend classes or to take final exams until all payments are received. **No student will be allowed to begin classes in a new school year until any remaining prior years/current year tuition has been paid in full or a payment plan has been established via the FACTS tuition management program.**

If for any reason cancellation is necessary, or if the student is dismissed by the school, SLUH will have no obligation to refund any tuition or fees paid for any reason unless written notice of withdrawal is made to the Principal according to the following schedule:

<u>If enrollment is cancelled:</u>	<u>Parent is responsible for:</u>
on or before August 2, 2022	\$500 enrollment fee
between Aug. 2, 2022 and Nov. 22, 2022	1st semester tuition
after November 22, 2022	Full-year tuition

To be effective, the cancellation of enrollment **must be submitted in writing** to the Principal prior to the cancellation dates listed above.

D. Financial Aid Policies

SLUH makes every effort to assist students with the financial aspects of their education. Great emphasis is placed on academic excellence and helping those

who might not otherwise be able to attend SLUH because of financial limitations.

SLUH offers families, whose son(s) have been admitted to the high school, the opportunity to apply for financial assistance using a national financial assessment formula based upon the need demonstrated. All students receiving aid are expected to participate in the work grant program.

E. Branding

Brand standards have brought SLUH's vision and mission to life in a clear, consistent and compelling way throughout all of the school's communications and help build upon our longstanding traditions and reputation. Every member of the SLUH community plays an important role in bringing this cohesive brand to life, and in maintaining its integrity by applying it consistently throughout all school communications, including print, web, display, apparel, spirititems, broadcasting and electronic formats.

Rules surrounding the use of SLUH logos in all applications must be followed. Colors and fonts have been carefully selected to create a cohesive brand that provides for a wide range of creative possibilities for the school. Use of these brand guidelines will help the school maintain a consistent look and feel for our audiences.

All artwork must be submitted for approval to the Director of Communications prior to placing an order for production. For questions or concerns regarding the brand guidelines or for school logos, please visit branding.sluh.org or contact the Director of Communications. The President will make any decisions that require further or special attention.

SECTION II-STUDENT SUPPORT SERVICES

The Student Support Services office at SLUH is comprised of three distinct roles: School Counselors, College Counselors, and Learning Consultants. Our counselors and consultants meet regularly to coordinate the services we provide to students, and families may find it helpful to work with several members of the team at once depending on the type of support they seek. In general, a students' School Counselor is the first point of contact with the Student Support Services office.

School Counselors assist students and parents with the transition into SLUH and promote/support the success and wellness of students in all four years.

College Counselors assist students and parents with the college planning, discernment and application processes as well as develop relationships with Admissions officers at colleges and universities nationally and internationally.

Learning Consultants provide students with learning and study skills (time management, organization, self-advocacy, etc.) that promote success in all four years. Learning Consultants work one-on-one with students and, when needed, coordinate with faculty regarding assignments and coursework.

A. Student Support Services

The Student Support Services office at SLUH is comprised of three distinct roles: School Counselors, College Counselors, and Learning Coaches. Our counselors and coaches meet regularly to coordinate the services we provide to students, and families may find it helpful to work with several members of the team at once depending on the type of support they seek. In general, a student's school counselor is the first point of contact with the Student Support Services office.

School Counseling offers a comprehensive and developmental program that addresses academics, and social and personal development. Services are provided for every student. The program is aligned with the overall mission of SLUH. The school counselors work individually with students to guide them through the Jesuit ideals of self-understanding, discovering gifts through bravery and innovation, and engaging with others through a positive attitude and goal-centered action.

A comprehensive program is designed for every student. The services are inclusive and constant; development is ongoing, preventative, and evaluative in a positive and productive manner. The goal is to provide the most comprehensive opportunities possible to benefit every student. For more information, please visit SLUH's website at www.sluh.org.

College Counselors assist students and parents with the college planning, discernment and application processes as well as develop relationships with Admissions officers at colleges and universities nationally and internationally.

Learning Coaches provide students with learning and study skills (time management, organization, self-advocacy, etc.) that promote success in all four years. Learning Coaches work one-on-one with students and, when needed, coordinate with faculty regarding assignments and coursework.

Student Support Services Message to Parents

Student Support Services makes a strong attempt to keep the lines of communication open to parents. Several large-group meetings are offered to parents throughout the year on various topics, such as the college planning and financial aid process and timely topics as it relates to adolescent development. Individual appointments with parents are welcomed by the Student Support Services staff at any time.

B. Care Team

The Care Team is a clearinghouse within the school structure for identifying and addressing the concerns that school personnel have about students. The purpose of Care Team is to provide a structure where school counselors, administrators, and key school personnel may address concerns about a student's behavior, when the disciplinary structure of SLUH seems inappropriate or insufficient, and they are unsure how to proceed. The Care Team concept is widespread throughout schools of the area and has been in operation at SLUH for many years.

A referral can be made by faculty, staff, administrators or parents by contacting the student's school counselor. The referral is kept confidential among the team. The team evaluates the referral in conjunction with what is known by other people who have regular contact with the students, and a recommendation is given to his teachers, if needed. Often a review of the situation leads to direct contact with the student and his parent(s), and a recommendation is made in terms of resources outside the school.

Examples of concerns that the Care Team has dealt with are:

1. Uncharacteristic drops in achievement
2. School avoidance
3. Dramatic shifts in mood and appearance
4. Behavior and appearance associated with substance abuse

Information gathered by the Care Team does not become part of the student's permanent record.

C. Senior Advisors to Freshmen

Coordinator: Mr. Timothy Curdt

In order to facilitate the transition of students from eighth grade through their first year at SLUH, a core group of fifty seniors are trained as peer counselors for our freshmen students. Five seniors are designated to remain in particular freshmen homeroom through the first semester. Each advisor works with approximately seven students. Individual and group meetings occur frequently in the first semester, so that freshmen can become better acquainted with SLUH and can be better known by people at SLUH. Mr. Curdt and the counselors supervise the seniors.

SECTION III-ACADEMIC POLICIES AND PROGRAM

A. Academic Policies

The rationale for each grade is not a comparison of students but the measure of the student's performance in reference to the objectives of the course and college endorsement. Consequently, the grade of B does not mean that a

student is better than other students or average among his school peers (with half the students above him and half below but, rather, it simply means that the student has reasonably mastered the course objectives in view of college preparation.

First semester and second semester grades (grades assigned in January and June) **do not** permit the use of the plus (+) or minus (-) except the grades of A+, B+, and C+.

A letter from the Academic Assistant Principal will be sent with a student's report card at the quarter or semester for a grade of E, F, or I.

A grade-point average from 3.20 through 3.59 merits second honors. A grade-point average of 3.60 or above merits first honors.

A student is placed on academic probation when his grade average falls below 2.00 or when he receives a grade of F on a quarter or semester report card.

Any student who receives two grades of "F" at the end of any one semester may not continue at St. Louis U. High.

A student who receives a grade of F at the end of the first semester in a full year course is able to remain in the course for the second semester only with the permission of the teacher and the Assistant Principal for Academics. However, he must successfully complete an additional course in the subject for which he received a grade of F before he is allowed to return for the following year (provided the student has met other academic standards to permit his return for the following year). A student who receives a grade of F in both semesters of a full year course will not be allowed to return to St. Louis U. High the following year.

For a student who has received a grade of F at the end of either semester or a grade of E at the end of the first semester, the Assistant Principal for Academics will send a letter to his parents or guardians notifying them of the grade and its consequences for their son's continued enrollment at St. Louis University High.

A diploma will not be granted to a senior who has not earned credit in all of his courses. The grade of F remains on the student's transcript. The registrar notes on the student's transcript that he has in fact earned credit for that course through make-up course work.

A freshman student who has a cumulative average of less than 1.60 at the end of the year will not be allowed to return to St. Louis U. High the following year.

A student who does not maintain a cumulative average of 2.00 at the end of freshman, sophomore, or junior years will have their status reviewed regarding their future enrollment at SLUH.

Parent/teacher conferences are held after the first and third quarter grading periods each school year.

B. Academic Program By Class Year

Freshman Year

Algebra I, Accelerated Algebra or Algebra II; Biology; Computer Fundamentals (1 sem.); English; Fine Arts (1 sem.); Foreign Language; Global History; Physical Education; Health; Theology

Sophomore Year

Chemistry, or Accelerated Chemistry; English; Foreign Language; Geometry or Advanced Geometry; Global History; Theology; Choose one or two electives

Junior Year

Algebra II/Trig., Advanced Algebra II/ Trig. or Pre-Calculus; American History or AP American History; English or AP English Literature; Theology; Physics or AP Physics 1; Choose two or three electives

Senior Year

English; Service Project; Theology; Choose four or five electives

An Academic Program and Course Description Booklet is published each year at the beginning of the second semester and is also available on the SLUH website. (www.sluh.org)

C. Academic Requirements

Students are expected to be enrolled in at least six hours of classes each class day of each quarter of the school year. Any exceptions to this to this course load can only be given by the Assistant Principal for Academics. In sophomore, junior and senior years, students are able to request seven courses. This gives students an opportunity to take a Computer Science class or an additional Fine Arts class. The seventh course might also be Physical Education or Weights. Students also have the option of choosing scheduled study time during the school day as their seventh course. Counselors, with the assistance of the Assistant Principal for Academics, will closely monitor a student's choice of courses to avoid the student becoming overloaded in his academic curriculum.

D. Units of Credit

The actual required units of credit or years of study per department for graduation are listed below. Twenty-four (24) units of credit are the minimum requirements for graduation.

English	4 units
Mathematics	3 units
Social Studies	2.5 units
Science	3 units (Biology, Chemistry and Physics)
Foreign Language	2 units of the same language
Fine Arts	1 unit
Theology	4 units
Physical Education	4 semesters (two are required Freshman year)
Computer Science	.5 unit

The remaining units of credit may be chosen from any of the other departmental offerings.

Note that the University of Missouri has a uniform minimum admissions policy for freshmen applicants to its four campuses. A student can prepare to enter any one of the campuses by taking the courses listed below. For certain programs, however, the student should take additional courses. Students are admitted based on academic achievement and performance on standardized examinations such as the ACT or SAT. Regular admission of first-time college students (entering freshmen) requires completion of at least 17 units of credit (1 unit = 1 year in class) as follows:

1. Four (4) units of English, one of which may be speech or debate. Two units emphasizing composition or writing skills are required.
2. Four (4) units of mathematics (Algebra I or higher).
3. Three (3) units of science (not including General Science), one of which must be a laboratory course.
4. Three (3) units of social studies.
5. One (1) unit of fine arts, to be taken in visual arts, music, dance or theater.
6. Two (2) units of a single foreign language.

E. 1-8-1-8 College Credit Program

St. Louis University High School offers a dual enrollment program through Saint Louis University providing SLUH students an opportunity to earn college credit during their junior and senior years of high school. Students must have a 3.0 cumulative GPA to qualify for the 1-8-1-8 program.

The courses at St. Louis U. High which carry the opportunity for enrollment in the 1-8-1-8 Program are: Calculus AB and BC, English, Modern European History, American History, French, Latin, Russian, Spanish, Film, Computer Science, and Theology. In general, a student is permitted to enroll in three such courses during a given semester. In any case no student may earn more than thirty hours of college credit in two years. Saint Louis University determines the

fee. Each course is, typically, a three-hour course. (Exceptions: Biology and Calculus.) The registration process begins at SLUH during the first and third quarters.

- A student registering for the first time must register on a paper form.
- A student registering a second time must register online with a code/password provided by SLUH.

Deadlines for registration will be published on the SLUH website (www.sluh.org). These deadlines are strictly adhered to. Students are billed by Saint Louis University. A transcript showing all courses taken and the grades and credits earned can be accessed at the Saint Louis University website. This transcript will, if requested, be sent to the student's college/university. If the student has specific questions about the 1-8-1-8

Program, he is encouraged to speak with the teacher of the course in question or to call SLU's 1-8-1-8 Advanced College Credit Program Office, 977-3142.

F. Advanced Placement Examinations

Many juniors and seniors and some sophomores take one or more Advanced Placement Examinations in May in order to earn college credit and/or placement at an advanced level for a college freshman. The AP exams are administered at St. Louis U. High during scheduled testing dates in May. Students interested in taking any AP exam should first speak with their teacher of that subject. In some cases additional preparation (outside the normal course work) is recommended to students who wish to take an AP exam. Typically the exam subjects that our students choose for an AP exam are: American History, Biology, Calculus-AB, Calculus-BC, Chemistry, Computer Science, Economics, English, Environmental Science, European History, Government and Politics, Latin, Physics, Psychology, Spanish and Statistics.

G. Report Cards

At the end of each semester, final exams are given. The final grade for the course is then recorded on the student's permanent academic transcript. A semester report card for each student is sent home.

H. Academic Grades and Numerical Equivalents

A+	4.5:	Superlative achievement.
A	4.0:	Performance that greatly exceeds the basic objectives of the course.
B+	3.5:	Performance that exceeds the basic objectives of the course.
B	3.0:	A level of mastery and performance that meets the objectives of the course.
C+	2.5:	A level of mastery and performance that nearly meets the objectives of the course.
C	2.0:	Performance below the objectives of the course.
D	1.0:	Performance seriously below the course objectives.
F	0.0:	Failure to meet the reasonable minimal objectives of the course.
E	0.0:	This grade may be assigned only at the end of the first semester and only in a two-semester course. It is a conditional grade. It indicates that the student has failed the first semester but that he can with a concerted effort and added work, meet the course objectives by the end of the second semester and receive a passing grade for both the first and second semesters. If the second semester grade is one of D or higher, the grade of E from the first semester becomes a grade of D and the student's GPA for the first semester is recalculated. If the second semester grade is a grade of F, then the grade of E from the first semester becomes a grade of F and the student may not reenroll at St. Louis University High School.
I	0.0:	Assigned in a case where, through some extraordinary circumstance, the student failed to meet one or more requirements of the course. Coursework must be completed within the time frame established by the teacher or the "I" becomes an "F".

I. Grade Point Average (GPA)

A student's GPA is computed by multiplying for each course the point value of the letter grade times the credit value for each course and dividing by the total potential course credits for that grading period. Cumulative GPAs are computed using all courses taken since enrollment at St. Louis University High School.

J. Report Card Interpretation

The totals for demerits, JUGS and absences are cumulative. Thus, the numbers listed in the first semester, final grade column are the totals for the entire first semester. The numbers in the second semester, final grade column will be for the entire year. On each report card, there is an area for the teacher to make specific comments about a student's work and behavior.

Only semester academic grades are included on a student's transcripts. Likewise, only the semester grades are figured into his cumulative grade point average.

SLUH does not rank its students academically. Rather, colleges and scholarship services are provided a school profile, a grade point average distribution and a course grade distribution to contextualize a student's academic performance.

K. Academic Assistance and Eligibility

A student is admitted to SLUH only after the admission committee and administration have judged that he has the ability to engage the SLUH curriculum successfully. His academic success, therefore, is expected and is considered a prerequisite to his participation in co-curricular activities.

1. Academic Assistance Plan

When a student fails to meet this expectation--either by earning a current grade point average below 2.00 or earning a grade of F or E in any class--he will be designated for an academic assistance plan for the following quarter. Students who are designated for the plan following the second semester grading period will remain on the plan for the first quarter of the following school year.

When a student fails to meet the academic expectation at a quarterly grading period, a letter will be sent with the student's report card by the Assistant Principal for Academics (APA) informing him that he will be designated for an academic assistance plan. The student and parent will sign the letter and return it to the Assistant Principal for Academics. The student will then meet with the school's Learning Consultant to develop a plan to help him improve his academic standing. In all cases, the goodwill and participation of those involved in the development and implementation of the plan, including the student, will be expected.

The parents of a student assigned to an academic plan can check progress reports from their son's teachers at least every two weeks on PowerSchool.

2. Co-Curricular Eligibility

Although participation in co-curricular activities is encouraged and valued at SLUH, it is secondary to academic progress. The purpose of co-curricular eligibility is to meet the MSHSAA eligibility requirements, to motivate students to reach SLUH's minimum academic expectations, and to provide the additional time necessary for remediation of academic deficiencies. Students who receive a grade of E or F at the end of either the first or second semester, or who do not earn 3.00 credits in that semester will lose the privilege of participating in co-curricular activities for the following semester, including but not limited to practices, rehearsals, competitions, performances, and representative positions. A student who receives an F at the end of the second semester and makes up the credit over the summer will regain his eligibility for the first semester of the next year. The APA has the right to remove a student from a co-curricular at any time during the school year if the APA determines that participation in the co-curricular is impeding the student's academic progress.

3. Probationary Eligibility

Probationary eligibility confers co-curricular eligibility on an ineligible student during the second semester based on the criteria listed below. Because of MSHSAA rules, a student who earns less than 3.0 credits during the first semester will not be eligible to apply for probationary eligibility or participate in co-curriculars during the second semester.

An ineligible student who has earned 3.00 credits the previous semester may request probationary eligibility anytime after the publication of the first semester grades that have resulted in his ineligibility. He can make this request by talking directly to the APA. After the student's academic plan has been in place for two weeks, the APA will discuss the student's performance with each of his teachers, his counselor, and the student himself to assess whether or not the student is actively engaging and making progress in his academic plan and whether or not the time required of his co-curricular activities would hamper his academic progress. With this input, the APA will decide the question of eligibility in the best interest of the student for the remainder of the second semester. If it becomes evident at any time that a student's academic progress is being hampered by his probationary eligibility, the APA can withdraw the student's eligibility for the remainder of the semester.

L. Learning Resource Coordinator

A student who has a special learning need or who is struggling academically or a time may be referred to SLUH's Learning Resource Coordinator (LRC). Students on academic probation will be assigned regular, mandatory work with the LRC.

M. Extended Time on Tests/Exams

Extended Time accommodations will be offered for tests and exams ONLY to those students who have the required documentation approved by the Learning Center. Such documentation usually demands a formal Psych-Ed evaluation with a DSM V Diagnosis as well as an explicit request by the provider for the extended time accommodation.

Extended Time at SLUH will be defined as time and a half of the established time for any given assessment.

A test will be defined as any assessment that the instructor believes will take students half of a class period or more to complete.

Students will be required to notify the teacher by email (and CC the counselor) within 36 hours of a *scheduled* assessment to receive the accommodations. Students who fail to notify the teachers at least 36 hours before will NOT be granted the extended time for that assessment.

Teachers may schedule the extended time work on their own with the students at a pre-arranged time or work with the Learning Center to schedule supervised tests during student unscheduled periods, Activity Periods, or after school.

The 36 hour advanced notice applies EXCEPT when a teacher does not give more than 48 hours notice to students of an upcoming test. With tests announced without that advanced 48 hours notice, teachers will be expected to offer the accommodation of extended time to the approved students regardless of when the students initiate the communication with the teacher.

Semester exams already include an opportunity for this extended time.

N. Sending Class Work Home/Zoom/Quarantine

Students can be assured that in cases of a prolonged absence due to illness or accident, teachers will always give the student every opportunity to keep pace with his classes by providing assignments and giving the extra help needed when the student returns to school. In cases of extended absences due to illness or accident, the student's teachers should be contacted by e-mail or phone to arrange for make-up work.

O. Communicating with Faculty

PowerSchool is SLUH's administrative database and faculty gradebook. Each family is given a password to access PowerSchool. Teachers should update their grade book at least every two weeks. If there are any concerns, parents should contact the teacher, counselor, or appropriate administrator.

All faculty members and administrators have SLUH voicemail boxes and email accounts which are listed in the buzz book and on the web page (www.sluh.org).

Unless extraordinary circumstances exist, such as teacher illness, your voicemail and e-mail messages should be returned by the end of business on the school day following the day you leave a message.

P. Academic Honesty

In its attempt to instill Christian values and academic integrity, St. Louis U. High stands squarely against cheating. As an attempt to pass someone else's work off as one's own, cheating at its root is an act of dishonesty. It compromises the integrity of those involved, destroys the community of learning, and distorts the system of academic evaluation for students and faculty alike. Widespread cheating fosters game-playing, pursuit of grades for their own sake, and getting something for nothing-attitudes fundamentally at odds with the school's desire to foster genuine and enthusiastic love of learning in an atmosphere of love and respect. While recognizing the strength of both the temptations to cheat and the pressure to cooperate in cheating, the school cannot overlook even casual cheating without compromising its mission. Thus cheating will not be tolerated.

Cheating includes - but is not limited to - the passing of answers on quizzes and tests; the seeking, receiving, or transmitting of specific information about questions on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.

The term plagiarism, perhaps, requires further explanation. Plagiarism is the use of another's words or ideas as if they were one's own. To avoid plagiarism when using another person's thoughts, the writer must acknowledge the origin of the ideas and use quotation marks to indicate borrowed language. Within the context of a specific class, a writer may ordinarily incorporate into his paper ideas *discussed* in that specific class without crediting the teacher or fellow-students. In that case, there is clearly no intent to disguise the intellectual debt. However, published material including passages and ideas from hand-outs and class texts must always be attributed.

The burden for enforcing this code of honesty falls on both students and teachers. Students should not lend their work out to others. If one student seeks another's assistance on an assignment, the assistance should be given in *face-to-face instruction* - not by passing written work from one student to another.

The student who ignores this advice and makes his answers or work available to another shares responsibility and consequences if cheating occurs.

The faculty member who discovers a student preparing to cheat outside his/her own classroom setting (during an examination, in the library, or in the hallway, for example) will report the incident to the pertinent teacher. The classroom teacher who discovers or receives evidence of cheating will, at an appropriate time, confront the suspected student and, upon confirmation that cheating has taken place and conferral with the Assistant Principal for Academics, register an

F as the assignment or test grade. the F grade can range from a 0% to the highest F possible in the teacher's grading scale. This decision should balance a strong consequence for the academic dishonesty with the support necessary for the student to move ahead successfully, having learned from his mistake. The teacher will also notify the student's parent(s) in writing of the specific offense. The Assistant Principal for Academics will maintain a record of these proceedings in PowerSchool until the student graduates or otherwise discontinues his enrollment at St. Louis University High School. If a second act of cheating occurs, the Assistant Principal for Academics will call for a conference with the student's parents to discuss the student's continued enrollment at St. Louis University High School. The manner of the offenses (quiz or examination? impulsive or premeditated? momentary or sustained?) will determine the severity of the consequences.

Q. Library/Media Center

The Robinson Library provides a scholarly research and learning environment that not only supports the curriculum, but also prepares students for their future education. Our library staff is available before, during and after school to assist with all your library needs. We have an extensive print and electronic collection that can be accessed from school or home. The library space is used for classes, quiet study and small group work. Students should be considerate of those around them who are trying to work in a quiet environment. Failure to comply will result in demerits, JUGs, or being asked to leave at the discretion of the librarians or library proctors.

The library computers are available for students to use before, during and after school. Classes using the library have priority on the computers. Gaming is not allowed in the library. Computers should be used for homework, research, email, internet searching and papers. Inappropriate usage of the computers will result in demerits, JUGs or being asked to leave at the discretion of the librarians or library proctors.

Library Hours:

Monday-Thursday 7:00am-6:00pm (unless otherwise noted)

Friday 7:00am-4:00pm (unless otherwise noted)

Saturday/Sunday Closed

Any changes in Library hours will be posted on the door.

Material Loan Rules

Regular, Oversized, Story Collection, Audio/Visual	14 school days (excluding holidays and weekends)
Reference Books	3 school days (excluding holidays and weekends)
Magazines	5 school days (excluding holidays and weekends)

You may check out up to 5 items at a time on one subject matter. You may renew items twice before you must return item(s). If a student does not return the item(s), they may be penalized with JUGs and/or financially responsible.

R. Standardized Testing Program at SLUH

Standardized testing for academic achievement and intellectual ability is an integral part of St. Louis University High School. At various points, students are tested to assess achievement and ability as compared to national norms and also indicate the student's relative academic strengths and areas for improvement. These times include:

- During the sophomore year students will take the PSAT/NMSQT test as a benchmark and as practice for the test during their Junior year.
- During the Junior year, students will take the PSAT/NMSQT again as a benchmark and as entrance into the National Merit Scholarship Competition.
- During Junior year, students are also encouraged to begin testing on the ACT and/or the SAT through the national testing program.
 - As a general rule, both tests are accepted universally by colleges. Typically, most colleges will require the submission of one of these scores for consideration for admission. Most students have decided to take the ACT historically at SLUH.
- During Spring of Junior year, SLUH plans to offer a testing on the ACT during the school day that all Juniors will participate in. This score is an official score and is reportable to colleges.

College counselors use the results of these tests to help the student and his parents to better understand the student's academic potential and competitiveness in the college admission landscape. Parents may contact their son's college counselor for information regarding the interpretation of any of these tests.

As a matter of policy, SLUH does not send test scores to colleges for the college admissions process. SLUH requires families to have scores sent directly from the testing agencies to the colleges for the purposes of college admissions.

S. Final report cards

Final report cards will not be sent to parents of students who owe the school for fines, loans, books or equipment until the matter is resolved.

SECTION IV-CAMPUS MINISTRY PROGRAM

In accordance with the school's mission to form Men for and With Others the Campus Ministry Program offers activities that allow the love, which is outlined in the following quote from Saint Luke, to flourish and mature:

*"You shall love the Lord your God
with all your heart,
with all your soul,
with all your strength,
and with your mind;
And you shall love your neighbor as yourself."* (Luke 10:27)

Through Liturgy, Prayer, Retreats, and Service, we seek to foster the aforementioned three loves of God, others, and self.

A. Liturgy

The Eucharist is the center of life at St. Louis University High. We celebrate the Eucharist in a variety of settings:

1. **Daily:** Mass is offered in the Student Chapel at 7:20 A.M. before each school day. Students, faculty, staff, and parents are welcome to attend on a voluntary basis.
2. **All-School:** The entire SLUH community of students, faculty, and staff gathers to celebrate all-school Mass at least four times a year during the school day. These Masses are typically held in the Si Commons. Students are involved in all aspects of these liturgies.
3. **Class:** The Freshman, Sophomore, Junior, and Senior classes each celebrate a Class Mass once a quarter in the Student Chapel. Their homeroom teachers join them at these Masses. As with the All-School Liturgies, students plan these Masses in advance. They participate as liturgical ministers and in the liturgical choir.
4. **Family:** We celebrate Mother/Son, Father/Son, and Family Masses.

B. Prayer

Prayer is part of the daily life of the SLUH community in four obvious ways:

1. **Morning P.A. Prayer:** Each day, homeroom begins with a prayer over the P.A., usually led by a member of the faculty, staff, or administration. Birthdays for the day are also announced at this time and held as a prayer intention.
2. **Morning Chapel Prayer:** Once a week, each class goes to the chapel instead of their homeroom. Once there, faculty or student groups lead 10 minute prayer services on various topics. Freshman attend on

Mondays, Sophomores on Tuesdays, Juniors on Wednesdays, and Seniors on Thursdays.

3. **Examen:** Each day in the afternoon, a bell rings and the entire school community is given the instruction to be completely still for two minutes. The Examen is a form of prayer that comes out of the Ignatian tradition where you look back on the movements of your day and pray for the grace and resolve to move forward.
4. **Afternoon P.A. Prayer:** Each afternoon at the end of the final announcements, the STUCO Pastoral Representative closes the day with a short prayer over the P.A. system.

C. **Retreats**

Retreats are part of the fabric of life at St. Louis University High School. Students are asked to hold retreats in high esteem and teachers are asked to facilitate student attendance on retreats as best they can. Campus Ministry offers many opportunities for student involvement, both as retreatant and leader.

1. **Freshmen Direction Days:** For many new students Direction Days may be the first time they are united with their new classmates. Direction Days take place in June. Led by their Senior Advisors, Direction Days take freshmen through a series of group building activities and games. The day ends with a Mass and dinner at SLUH.
2. **Freshman Retreat:** A required retreat for the entire freshman class, led largely by students, but with faculty involvement. It traditionally begins on a Friday afternoon late in February on SLUH's campus. Students are divided into groups and stay overnight in the classrooms. The retreat concludes early Saturday afternoon.
3. **Sophomore Retreat:** A required retreat for the entire sophomore class, running approximately from 8:00-5:30pm on SLUH's campus on a Friday in late March. The rest of the school will have the day off of classes that day. There is a mixture of faculty-led presentations and student-led group activities, free time, and prayer and liturgy.
4. **Junior White House Retreat:** A three-day, faculty-led retreat that takes juniors to the beautiful White House Retreat on the bluffs of the Mississippi River. This retreat combines small group discussion, faculty talks, quiet time, prayer and liturgy.
5. **Kairos Retreat:** Kairos is an optional, four-day student-led retreat. Small groups join faculty for prayer, liturgy, and quiet reflection. Typically, seniors can attend one of the Kairos retreats in the first semester, and juniors can attend in the second semester. Kairos retreats are typically held at King's House in Belleville, though recently we have also used Toddhall in Columbia, IL.
6. **Senior Pallottine Retreat:** An optional, three-day retreat for seniors and faculty to share directed prayer, quiet reflection, and liturgy at Pallottine Retreat and Renewal Center in Florissant.
7. **Service Learning Retreat:** An optional two-day retreat for juniors or seniors that explores what it is like to be homeless in St. Louis. We

will look at poverty from several angles in conjunction with Catholic Social Teaching in an attempt to gain clarity about how our faith leads to action in regards to these issues.

D. Service

St. Louis University High School's Service Program offers students the opportunity to cultivate their development as "Men for and With Others." This vital program is complemented by SLUH's unique city location, and allows students to provide assistance at more than 80 project sites in the metropolitan area. At St. Louis University High service is not the responsibility of only a few, but is the vocation of developing our gifts for the generous service of others, we challenge this group of young men and ourselves life-affirming virtues, lively imaginations, critical minds, and compassionate hearts."

Goals:

- **Interact:** Work with, learn from and serve people different from us.
- **Cultivate:** Develop a sense of personal responsibility for others. We are all blessed with the capacity to be generous. We must develop and realize these God-given gifts.
- **Realize:** Faith is not static nor is it about our personal relationships with God alone. Ignatian ideals require that LOVE be demonstrated in deeds more than in words.
- **Share:** SLUH students will share in the mission to bring about a just and equitable society in collaboration with social agencies that share Christ's vision.

1. Community Service Program (CSP)

The Community Service Program is a voluntary program offering students in all four grade levels an opportunity to place themselves at the service of others. Students volunteer at selected sites throughout the school year as their schedules allow. Many programs offer a faculty chaperone for those students who are unable to drive. The programs are organized by populations served and type of service. Categories include: pre-school programs, tutor/mentor programs (elementary/middle school-aged populations), feeding/sheltering programs, senior programs, and sports programs for those with special needs. Throughout the school year some programs are added and some end, most often by program design. Students may register and log hours for CSP at www2.sluh.org/csp.

2. Freshman Service Program

The Freshman Service Program is an opportunity that the entire Freshman class engages in throughout the school year. Each freshman is required to participate in one service afternoon each semester. The students are placed in groups of six with a faculty moderator. One semester the student will go to a Senior Living Community to spend time visiting and playing games with the elderly, and the other semester the student will cook a meal at SLUH and serve it to the homeless

at a Feeding Shelter. Students will then reflect on their experiences with their group and in theology classes. Freshmen are assigned service dates before the school year begins. These afternoons take priority over other after school activities, such as sports practices or rehearsals. Should there be a bigger conflict with a date, such as participation in a SLUH game or performance, there is an appeal process to be reassigned to another date.

3. Sophomore Service Program

The Sophomore Service Program builds on the experience of the Freshman Service Program by asking the students for a higher level of application, analysis, and synthesis of their service experience. This program is run through the theology curriculum and comes in four parts: active service, a parable project, a reflection paper and an oral presentation. Sophomores are asked to complete at least eight hours of service during the first semester of his sophomore year at one of 70 approved sites. The student is responsible for contacting the agency to set up a time to serve. Each student will be asked to do a creative parable project based on one of 34 parables in the New Testament and then connect his service experience with the themes studied in the New Testament. The Sophomore Service Program concludes with an oral presentation to the theology class.

4. Senior Service Project

The Senior Service Project is a community service program through which SLUH seniors put their talents at the service of the metropolitan community, while at the same time learning and growing through their labors. Project selection and preparation begins early in the first semester. During the month of January the Seniors work at their agency full time in lieu of class time. The successful Senior Project utilizes the talents, which lie within the student, and awakes in the students the realization that, for the Christian, service to others is a responsibility and a privilege. The project increases student understanding of social structures which oppress others and methods of altering or abolishing them. Working with the marginalized kindles understanding, hope, compassion, and faith in the students while abolishing the ignorance and fear that separates students from those who are different in some way.

SECTION V-STUDENT LIFE

A. The St. Louis U. High Profile of the Graduate at Graduation

The profile of the St. Louis University High School "Grad at Grad" outlines a series of characteristics that a graduate of the school should embody at graduation. These attributes are organized into five categories. In fact, all 64 schools within the Jesuit Schools Network (JSN) share these common characteristics of the "Grad at Grad," which include:

- Open to Growth
- Intellectually Competent
- Religious
- Loving
- Committed to Doing Justice

For the complete SLUH Grad at Grad document, visit the SLUH website at www.sluh.org.

B. Purpose of Discipline

Discipline is used in the high school to preserve order and to protect the common good in and out of SLUH. Discipline is also necessary and essential in order to instill values and ideals, as well as desirable and responsible habits of behavior in the student, so that he is growing into a mature and responsible individual. The development of these guidelines is based on these ideals. Your enrollment at St. Louis University High School is an expressed agreement on your part and the part of your parents or guardians to observe the student guidelines and to commit to the goals and ideals of Jesuit Education and to the philosophy of St. Louis University High School as stated in the document "Profile of the St. Louis U. High Graduate at Graduation."

The school reserves the right to review a student's individual performance in accordance with these expectations to determine if he and the school can continue to benefit by continuing as a student at SLUH. Attending SLUH is a privilege. Continuation as a student is considered automatic, PROVIDED the student maintains acceptable academic standards; attempts to live the philosophy and goals; and follows the policies and regulations of St. Louis University High School. In all disciplinary cases, both the welfare of the student and the welfare of the school are of concern.

C. Student ID Card/ Demerit Card

Each student will use their student ID card as their demerit card and wear it on a lanyard each day of school.

All students must have their card in their possession any time they are at school or at a school function. A demerit will be given if a student does not have his ID.

Student cards are part of a system to monitor student behavior. Demerits can be given for any number of fractions including:

- Tardy
- Language

- Leaving trash in the building
- Language
- Eating in the hallways and/or classrooms
- Dress code
- Respect
- Honesty
- Disruptive behavior
- Equipment, books
- Roughhouse

After either 5 infractions, a JUG (a one hour detention after school) will be given.

When a student receives 22 demerits a Saturday JUG (6 hours of detention) and a parental conference will take place. When a student receives 10 automatic JUGS a 1 day in-school suspension and a parental conference will take place. A student is suspended if he receives 30 demerits. If a student receives 16 or more demerits or 7 or more JUGs in a given year, he is put on a behavioral, disciplinary contract the following school year.

The discipline contract is a personal contract for the student to reflect on the excessive number of demerits and put a plan in place to ensure a more positive year. If the contract is broken, the student will serve a Saturday JUG (6 hours).

Alteration or defacement as well as loss of the student card will require its replacement, for which a \$5.00 fee will be charged and two demerits may be given. If a student finds his lost card, he should turn it into the office of the Assistant Principal for Student Life. When a student loses his card a second time, in addition to the fee and demerits, an automatic JUG may be imposed.

A student **MUST** give his card to any faculty or staff member on request. A student must report to the office of the Asst. Principal for Student Life after dismissal any day his card is kept by a teacher to serve his JUG. **THE JUG MUST BE SCHEDULED THAT DAY TO BE SERVED ON THAT DAY, IMMEDIATELY AFTER SCHOOL.** Failure to speak with the Asst. Principal for Student Life that day may result in a DOUBLE JUG.

1. Disciplinary Probation

The purpose of disciplinary probation is to set very definite limits to a student's behavior. A student need not have been suspended to be placed on disciplinary probation. Violation of disciplinary probation can be grounds for dismissal from St. Louis University High School. A student violates disciplinary probation if he is involved in a similar offense (as that causing the probation) during the period of time in which probation is in effect; or a student's behavior necessitates the Asst. Principal for Student Life calling his parent or guardian; or the student fails to complete all of the conditions of his disciplinary probation

as directed by the Asst. Principal for Student Life in a letter to the student's parent or guardian.

Disciplinary probation will range from one semester or two quarters to the remainder of the student's enrollment at St. Louis University High School. The restrictions and conditions of the probation may vary to meet the needs of the student and his offense. Seniors who are on disciplinary probation are not eligible for the "Off Campus Lunch Program."

The student's parents will receive a letter to notify them of the probation. A copy of this letter will be kept on file until the student graduates from St. Louis University High School.

A student participating in co-curriculars (sports, clubs, drama, Prep News, STUCO, etc.) may be subject to additional policies, suspension and/or expulsion from that particular co-curricular.

2. Suspension

Suspension will take place after sufficient proof of the violation has been ascertained or when deemed necessary by the administration. Any of the four administrators has the right to suspend a student. The normal suspension will be a minimum of ONE school day to a maximum of FIVE school days and necessitates a conference with the student, his parents and the Assistant Principal for Student Life BEFORE the student is allowed to return to school. In extraordinary situations, the student may be suspended from school and/or classes for more than FIVE school days.

a. **Out of School**--During the time of the suspension, the student will not be allowed on school property for any reasons except with the approval of the Assistant Principal for Student Life. The student will not be allowed to attend any school function or co-curricular during the time of the suspension.

b. **In-School**--At the discretion of the Assistant Principal for Student Life the suspension may be served as an in-school suspension. The student will not be allowed to attend classes, but will be allowed make-up privileges. The student is responsible for classwork missed. The student will not be allowed to attend any school function or co-curricular during the time of the suspension.

The student and his parents will be given written notice of his suspension. A copy of the notice will be on file until the student graduates from St. Louis University High School.

Grounds for Suspension and/or Expulsion

The Principal has sole authority to expel a student. The Assistant Principals will recommend and advise in cases involving expulsion.

Behavior which shall constitute good cause for suspension, expulsion and probation include, but is not limited to, the following:

- a. Vaping, Juuling or possession of vape or JUUL products.
- b. Involvement in vandalism at school or a school function.
- c. CONDUCT ON OR OFF CAMPUS that would compromise the reputation of the school, such as fighting, vandalizing, etc.
- d. Having or using fireworks on campus.

- e. Receiving 30 demerits during the academic year.
- f. A second violation for skipping class or school.
- g. Having, or being under the influence of alcohol or any other illegal drug, paraphernalia at school or any event.
- h. Gambling. This includes during playing pool, foosball, shuffleboard etc. regardless if money is present.
- i. Violation of the Academic Honesty Policy.
- j. Violation of the Technology Code of Conduct.
- k. Violation of the Harassment Policy.
- l. Stealing.
- m. Unauthorized possession of a school key.
- n. A second suspension in one academic year.
- o. Violation of suspension or probation.
- p. Possession of a weapon.
- q. Fighting.

If a student's behavior requires a second parental conference with the Assistant Principal during the school year, suspension and probation will be AUTOMATIC.

3. Discipline Board

The Student Discipline Board meets at the discretion of the Principal and Dean of Students to review serious disciplinary issues. which may result in a suspension or expulsion of a student.

The Board is comprised of faculty members and the Dean of Students.

The student is allowed to request a current faculty or staff member of St. Louis University High School as an Advocate to speak on his behalf.

4. Conflict

If a conflict arises between a student and/or parent and faculty member, the student/parent has the right to appeal to the Assistant Principal for Academics and to the Assistant Principal for Student Life in disciplinary matters. The usual channels of appeal must be followed. These channels are:

- a. Student/parent must consult with the faculty member.
- b. After consultation with the faculty member, the student/parent may confer with one of the Assistant Principals.
- c. Only after (1) and (2) may the student/parent exercise his right of appeal to the Principal.

5. Removal from Class

If a student is told to leave class by his teacher, he must report immediately to the Assistant Principal for Student Life. Failure to report to the Assistant Principal for Student Life will be considered an act of defiance. Parents may be notified when their son has been evicted from class. Three demerits and a JUG will result.

6. Harassment Policy

St. Louis University High believes in the inviolability and integrity of all persons: that we are created in God's image and are of inestimable value. For these reasons, any form of harassment is completely contrary to this belief. All students and employees of SLUH are forbidden from engaging in any behavior of this nature which is directed at any member of the SLUH community-adult, adolescent, or child. This policy also extends to any visitor or guest to the SLUH campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment may result in disciplinary action up to and including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, disability, age, religion, sex or sexual orientation. 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:

- a. **Verbal Harassment**-Inappropriate, derogatory comments and jokes; threatening words spoken to another person.
- b. **Physical Harassment**-Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- c. **Visual Harassment**-Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, clothing, etc.
- d. **Sexual Harassment**-Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

7. Technology Code of Conduct Foundational Values and Principles

St. Louis University High School seeks to cultivate life-affirming virtues, lively imaginations, critical minds and compassionate hearts in its students. We believe that any decisions regarding technology must be made with this goal in mind.

We believe that technology can help teachers and students learn and communicate effectively, and we understand that the world our students live in will often require the intelligent use of technology. We also believe that sound pedagogy and an understanding of our mission should drive the choices we make about technology. We hope to integrate technology into our work in meaningful ways.

We believe there is real value in providing technologies that help teachers teach and students learn, and we also believe in the human exchanges that are at the heart of a Christ-centered liberal arts education. In seeking to fulfill our mission of educating the whole person, we seek to provide students not only with tools that can help them learn or present effectively, but also with the ability to use such tools responsibly and with discernment, both academically and morally.

We believe our challenge as educators is to use our lively imaginations and critical minds to see both possibilities and temptations that technology offers and to use technology responsibly and ethically in order that our students will do the same.

Violations

- Using any technology that would allow users to circumvent the SLUH network security protocols put in place to protect students and network infrastructure. Any digital technology use on campus must adhere to the SLUH Technology Code of Conduct.
- Capturing, storing, or sharing unauthorized photos, videos, or audio recordings.
- Accessing the school's or individuals' devices and/or digital information without permission.
- Harming the physical structure of any technology, including but not limited to, intentionally damaging computer systems, hardware, software, networks, and classroom technology.
- Harassment using digital technology.
- Digital transmission of any content that does not reflect positively on the student and on SLUH.
- Violating intellectual property rights using digital technology.
- Accessing objectionable materials. These include, but are not limited to, pornography, instructions that encourage violent or illegal acts, racist tracts or hate speech used for anything other than legitimate academic pursuit.
- Wearing private audio or visual devices during passing periods or lunch periods in the Si Commons.
- Using digital technology outside of designated areas.
- Using digital equipment for private gain or commercial purposes.
- Gaming.

- Using a cellular device during the academic school day.
- No SLUH student or faculty member may post on the internet anything using SLUH's name without written permission from the SLUH Administration and Planning. This includes invitations to SLUH events on or off campus, information about students or faculty, pictures or the organizing of any SLUH activity.
- Student use of technology on campus should primarily be for educational purposes. Students may bring their e-readers, laptops and tablet computers to campus for this primary purpose. All student electronics with WIFI capability must be registered through the SLUH Technology Office in order to access the school's network. Even if a student is accessing the internet through a different source (ie. 3G or 4G access), the SLUH Technology Code of Conduct outlined here applies to all student electronics used on campus.
- Students may only have their electronic devices in designated areas. These areas are the **Si Commons, the library, and outside the building**. Students can NEVER have these devices in any part of the hallways. Students should NOT have these devices during homeroom, passing periods, breaks, or unscheduled periods in classrooms. Students may only use their electronic devices in classrooms during class time with the PERMISSION of their teachers. Student electronic devices that play music can only be used to play music with headphones during the activity periods, lunch, breaks and unscheduled periods in the designated areas. The device and the headphones can never be used in the hallways. In addition, headphones should not be worn in hallways.
- Cell phones and smart watches are not to be used during the academic day. This includes alarms, notifications, etc... **Students are not allowed to make phone calls, Skype or send text messages during the academic day unless with permission and in the office of the Assistant Principal for Student Life.** This also includes exam days. The following consequences will be assessed if a student violates the any of these rules for phone usage:
- Students should never take pictures, record video or audio on the property of St. Louis U. High without permission from a teacher or an administrator.

Consequences

Failure to comply with these guidelines could result in revocation of technology privileges, disciplinary action- up to and including dismissal from SLUH- and/or prosecution by the authorities.

- 1st offense 3 hours of JUG, confiscation of phone

- 2nd offense Saturday JUG (6 hours), confiscation of phone, \$25 fine and call home
- 3rd offense discretion of the Assistant Principal for Student Life.

Resources

- **Loan of Technology Equipment:** Technology equipment (such as cameras, tripods microphones, etc.) are available for student use in school, and can be checked out by students for off campus/home use. As with other materials available for checkout, the student is financially responsible for any damage to the equipment. In addition to the acceptable use policies, students will obtain permission before filming in any non-public location and obtain an appearance release from subjects whenever appropriate.
- **Making phone calls during the school day:** Phone calls should only be made with permission and in the office of the Assistant Principal for Student Life
- **Email:** All students are provided with SLUH issued e-mail addresses. The e-mail system is an important tool for communication between the constituents of St. Louis University High School. Students can easily communicate with teachers and important school notices will be sent through the e-mail system. Therefore, students should check their SLUH e-mail account at least once a day.
- **Canvas:** All students are provided with a Canvas account. The learning management system is an important tool for communication between the constituents of St. Louis University High School. Students can easily communicate with teachers and access important class materials. Therefore, students should check their Canvas account daily.

8. Dress Code

In general, the school relies upon the good judgment and taste of both students and their parents in the implementation of these guidelines for student dress. The school does recognize that a student should be allowed to express his individuality through how he dresses. Therefore considerable freedom is allowed with respect to clothes and grooming. However, one's dress should show self-respect and respect for others and not bring undue attention to oneself. Torn and/or ragged clothing is never acceptable attire. Students are expected to be neat and clean at all times. They are to dress in a manner that indicates they understand the difference between being dressed for a day at school and dressed for a recreational/social activity outside of school time.

The school reserves the right to determine whether a student's dress and appearance satisfy the school's guidelines. **If any question should arise as to what is appropriate, the clothing should be brought (not worn) in, the Asst. Principal for Student Life will be the judge.**

The dress code is in effect as soon as the homeroom tone sounds until the school day ends, including free periods, except when a student is actively engaged in athletics or some other physical activity.

Clothing which has designs/graphics that are vulgar, rude, alcohol related, sexually suggestive, or racially offensive is not acceptable dress during the school day or at school events on or off campus.

In order for a student to be allowed out of dress code, he must present to the Asst. Principal for Student Life, a note from a parent, guardian or doctor, giving an appropriate reason.

There are four types of dress code:

1. **Warm-Weather:** Students can wear “warm-weather” dress code until September 1 and after May 1 or at the discretion of the Assistant Principal for Student Life. Dress shorts (shorts that are hemmed with pockets) may be worn. Cargo shorts and appropriate patterned shorts are permitted. Plaid is permitted. Camouflage is not. Cut-offs, athletic shorts (i.e. Under Armour, Adidas, etc.), and denim shorts are not permitted. The shirt is to be tucked in the shorts or pants. No T-shirts are permitted. NO tennis shoes, flip flops, Crocs, or sandals are permitted. Toes should not be exposed. Socks are not required.
2. **Formal Attire:** All-school liturgies and certain special assembly days during the school year are designated as Formal Attire Days. Dress for these days is as follows: DRESS PANTS (No Cargo Pants); DRESS SHIRT that is buttoned all the way up and is suitable to be worn with a tie that is pulled all the way up; suit or sport coat, or sweater or sweater vest (no athletic jackets); DRESS SHOES-NO sandals, tennis shoes, clogs, etc.; DRESS SOCKS, not athletic socks, should be worn. If a student is not in formal attire, an attempt will be made to notify parents. Students may be sent home or parents may be required to bring clothes; and demerits or JUG(s) will result.
3. **Dress Down:** Periodically students may dress down. Students are not to be dressed in a manner that is inappropriate, distasteful or offensive to others. No pajamas, including pajama pants, are permitted. If you are not sure if your clothing is inappropriate or offensive, you should not wear the clothing.
4. **Regular Dress:**
 - a. **Shoes & Socks:** Conventional style closed-toe/heel shoe are appropriate. No bath thongs, flip-flops, Crocs, sandals or slippers (with feathered fluffy insides) are allowed. Any form of sport/athletic shoes or “look-alike” is not permitted. (i.e. tennis, cross training, basketball, soccer, Vans). Tennis shoes can only be worn with a Doctor's note, which must be on file in the office of the Assistant

Principal for Student Life. Shoes should be a **neutral color with no patterns**. Shoelaces should be neutral in color and are to be tied. If boots are worn, they must fit underneath the pants. No shoes with roller skate wheels are permitted.

- b. **Trousers/slacks:** Traditional pants, solid in color only, with belt loops. Denim (of any color), multicolored, flared, ballooned leg pants are NOT allowed. Pant leg bottoms are to be hemmed, cuffed, but NOT frayed or cut in any manner. Belts (we must be able to see the belt) are to be worn at all times except when suspenders are worn instead. No sagging is allowed.
- c. **Shirts, Sweaters & Jackets:** Shirts must have a collar (a collar is capable of folding over) and sleeves. Turtlenecks and mock turtlenecks are permitted. All must be tucked (we must be able to see the belt) into the pants or shorts at all times during the school day and **buttoned up**. Fleece pullovers, sweaters (including cardigan sweaters), and sweatshirts are permitted but must be worn with a collared shirt or turtleneck. **Only SLUH full zip athletic jackets are permitted**. Hooded sweatshirts (even SLUH) are NOT allowed and the hood cannot be tucked in. After school hours, students are not allowed to be shirtless in the building or outside on school property, except when they are actively engaged in athletics or some other physical activity on playing fields or in the gym. Students are not to wear jackets or coats in the classroom or in the building during school hours. SLUH athletic game jerseys must be worn with a collar. T-shirts are not to be worn over collared shirts.
- d. **Hats:** Hats or any form of headgear are NEVER to be worn in the building at any time.
- e. **Hair and appearance:** Students are expected to have neatly trimmed, groomed hair. Long hair (that exceeds the collar) must be in a ponytail and **MUST NOT OBSTRUCT THE FACE**. Extremes in hairstyles (mohawks, carvings) are to be avoided. Hair color must be the student's solid natural color. Students should be clean-shaven. Sideburns are NOT to extend below the earlobe. Seniors may grow and maintain neatly trimmed facial hair. Body piercing is limited to the ear lobe(s) only. Tattoos are not to be visible.
- f. **Headphones:** Students are not permitted to WEAR headphones on campus. Students may only use headphones during an unscheduled period, but only in designated Technology Use areas. Noise should never be audible from the headphones.

9. Other Guidelines and Regulations

a. Behavior in the Hallways

Students should not spend their time in the academic hallways during their unscheduled periods. They should get their materials from their lockers and move from the academic hallways quietly.

b. Leaving School Grounds and Areas Off-Limits to Students

Students are not allowed to leave the school campus during the school day without permission from the Asst. Principal for Student Life. During the school day, activity period and lunch, any place but the school building and the upper field, is out-of-bounds. Except for seniors using their cars to leave for the Early Out Program, all parking lots on campus are out-of-bounds. Violations of this rule will result in JUG(s).

The front of the school on the third floor (called the administrative wing) is open to students for approved meetings or for official business. Students should not be in the basement of the administrative wing, except on official business.

c. Our Neighborhood

St. Louis U. High students are expected to be respectful of our neighbors and their property. Students are not to park or loiter in the neighborhood. Students are not to congregate on top of the St. Louis Communications Building or their parking lot on Oakland, across from school. The school is working diligently to maintain a good relationship with our partners in the Neighborhood Association. Students can enhance this positive relationship by being good neighbors with the people in the area.

d. Lockers and Book Bags

A student's lockers (both P.E. and Book) are school property loaned to the student to use during the school year. They are to be properly taken care of and may be opened for inspection upon the request of any Administrator. A student is to use the lockers assigned him by the Assistant Principal for Student Life and his Physical Education instructor.

Book lockers are not to be switched without authorization from the Assistant Principal for Student Life. P.E. lockers are not to be switched without authorization from the Chairman of the P.E. Department. **Lockers must be kept locked at all times using only locks purchased at St. Louis University High School.** Locks that are not school issued may be cut off. Leaving lockers unlocked invites stealing and vandalism.

Book bags should be kept in your locker until the end of the school day even if you are unscheduled and are not permitted in the classroom or library at any time, including exam week.

e. Lost and Found

Property found in the main school building should be brought to the Assistant Principal for Student Life's office; property found in the rec. room should be taken to the rec. room cage; and gym equipment, clothing, books found in the gym or locker room area should be taken to the Physical Education office. A

student's property, including books, other school equipment and gym clothing should be clearly marked with his name. Any suspected theft should be reported immediately to the Asst. Principal for Student Life's office.

f. Parking-Drop off and Pick-up

All cars must be registered in the Assistant Principal for Student Life's office. School issued parking stickers are to be placed in the vehicles rear window. If more than one car is driven to school, all must have stickers. The student lot is southwest of the school building adjacent to the Science Center. East of the concrete parking barriers is **Senior Parking Only**. Sophomores are required to park in the South lot. Students are not to park in the neighborhood, in front of any neighbors' homes. Students are not allowed to park in the alley, in the Oakland lot or on Oakland Ave. Students violating the parking rule are subject to fines and JUGs. The school reserves the right to examine any student vehicle parked on school grounds or on neighborhood streets. The school shall exercise due care in operating the parking areas but assumes no responsibility for the loss, theft, or damage to moving, parked, towed or stored vehicles.

Students should be dropped off and picked up in the back of the school at the turnaround. Drivers should be mindful of the students entering school in driveway in the back of school. Drivers should not leave their cars unattended in the driveway/turnaround area. No students should be dropped off or picked up at the Oakland lot, Oakland Avenue or the surrounding vicinity for safety reasons. Students parking in the Science Center parking lot should walk around the turnaround and avoid the crosswalk for safety reasons.

g. Lunch Periods

Students are able to bring their lunch or purchase lunch in the student cafeteria. Students are required to eat their lunch in the cafeteria or the Alumni Park during their regularly scheduled lunch period. However, students may choose to go to the library at the beginning of the lunch period to study. If they choose the library to study, they must remain in the library for the entire lunch period.

Students are not permitted to be in cars during lunch periods. **There should be no eating or drinking in school hallways, classrooms, library, auditorium, gym, locker rooms or weight room at any time during the day. This includes chewing gum.**

It is important for students to help clean up trash in the cafeteria and hallways. It is also important for students to remain quiet in the hallways after lunch while returning to their lockers, as there are classes going on. Failure to abide by these rules may result in demerit and/or JUGs.

h. Care of School Property

All students are expected to help keep the school neat, clean and functional. Defacement or abuse of school property is cause for demerits and possible JUG. In addition, the cost of repair or replacement of school property will be paid by the student(s) responsible.

i. Expected Student Behavior Off-campus

Schools are judged in no small measure by the conduct of their students when off-campus. While SLUH does not hold itself responsible for offenses committed outside of its legal jurisdiction, we reserve the right to review any conduct that impedes upon the Church or school's values and morals, or that hinders the advancement of the common good, for which may be sufficient grounds for suspension or dismissal.

j. Student Behavior at Religious Activities and Assemblies

While no one has power over another person's interior attitude and spirit, an atmosphere of reverence and respect is expected of SLUH students at all religious activities, respect for the religious service and assemblies, for those leading it, for one's fellow students, and for the location. This applies whether the place of worship is the chapel, the gym, or the stadium. Concretely,

- Talking during prayer service, liturgy or an assembly is inappropriate and disrespectful.
- Posture should support a prayerful attitude. Slumping in or over seating and the resting of the feet on the chair in front are inappropriate.
- Books, papers, lunches, etc., are not allowed whether in the chapel, gym or in the theater.
- Fiddling with or removing the dividers between chairs in the chapel is distracting and will not be tolerated.
- The chapel may not be used as a short cut to get from one corridor to another.
- Using phones during religious activities is strictly prohibited.

Students who disrupt religious services or assemblies receive 2 demerits for the first offense and 4 demerits for the second offense.

k. Visitors

To provide for the safety and security of the school, visitors, and the facilities of SLUH, only authorized visitors are allowed on school premises. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee and student welfare, and avoids potential distractions and disturbances. All visitors must sign-in and receive a name badge at the front desk, the security booth in the Oakland Parking Lot, the Main Office, or the Counseling Office. Visitors should wear a name badge at all times while on campus.

Students are not allowed to have visitors remain on the campus during the school day. If someone is dropping off something for them (i.e. lunch), it must be dropped off in the office of the Assistant Principal for Student Life. After school, girls should not be in the school building, unless they being supervised by a faculty member.

l. Leaving Things Around

Students should not leave their belongings unattended. Backpacks, books, calculators, lunches, etc... should either be locked in a locker or with the student. If something is found, it will be brought to the office of the Assistant Principal for Student Life. The penalty for leaving items around is one demerit for the first offense, two demerits for the second offense, and one JUG each time thereafter.

m. Seniors Early Out

Seniors with a signed parent permission form, are allowed to leave school when their classes are finished for the day. If a senior is tardy that day, he will not be allowed to leave early.

F. Alcohol, Tobacco, Drug Policies

1. Smoking and Smokeless Tobacco

Students are not permitted to have in their possession, smoke or use smokeless tobacco. Before and after school, students are not to loiter in the neighborhood and smoke in front of neighbor's homes. Violations of the rules regarding smoking and smokeless tobacco result in five hours of JUG, as well as confiscation of the tobacco. A letter will be sent home. A second violation of this policy during the school year may result in suspension.

The Athletic Department requires student athletes to adhere to additional policies concerning involvement with alcohol, drugs, and tobacco.

2. Alcohol, Vaping, JUULing, and Illegal Drugs

St. Louis University High School recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. An adolescent's use of tobacco and of mood-altering chemicals such as alcohol, marijuana, steroids, "study drugs" and other drugs affects his co-curricular participation and development of related skills. Other adolescents are affected by the use and abuse of mood-altering drugs by family, team members or other significant persons in their lives.

SLUH also recognizes that young people are learning to deal with the process of "growing up". Drugs give the students a false means of sidestepping issues involved in this process.

Possession of drugs or paraphernalia, or being under the influence of alcohol or any other illegal drug, including vape or JUUL paraphernalia at or before a SLUH or non-SLUH sponsored event is in violation of our school policy. There could be consequences of in or out of school suspension, disciplinary probation, and possibly a review of a student's continued

enrollment; however, an assessment, by a professional counselor, will be mandatory.

The assessment must take place within five (5) days. The parent(s)/guardian(s) and/or student must sign the "Release of Information Form" so that the Asst. Principal for Student Life and the student's counselor receive a report of the assessment interview. A parent meeting may be held to discuss the recommendations of the counselor from the assessment interview. Follow-up conferences with a student's counselor may be required.

However, a student coming forward for assistance for a possible problem with drug use (before a reported incident) whether on his own or with the assistance of a responsible adult or one of his concerned peers will be required to have an assessment by a professional counselor.

Students may be subject to a breathalyzer/drug test if suspected of having consumed alcohol/drugs at/before school events. Refusing to take the test will be considered an admission of guilt.

Sale (and possible purchase) of alcohol, vape or JUUL products, or any other illegal drug at school or at any event sponsored by SLUH may be grounds for expulsion from school. A student participating in co-curriculars (sports, clubs, drama, Prep News, STUCO, etc.) may be subject to additional policies, suspension and/or expulsion from that particular co-curricular.

3. Policy on Tobacco/Alcohol and Chemical Abuse for Student Athletes

The SLUH Athletic Department believes that participation in athletics is a privilege that each student may choose. When a student chooses to become part of the athletic program, he also must accept the responsibilities of representing SLUH. One of these responsibilities is to refrain from the use, illegal possession and/or sale of mood altering chemicals and tobacco. Through participation in high school athletics, close relationships develop between students and their coaches. These relationships offer valuable opportunities to observe, confront and assist the student-athlete.

By implementing this policy our hope is that we will be able to:

- a. Recognize and elevate the physical, emotional, social, and spiritual potential of students in a positive manner and encourage the growth of these students in an atmosphere of responsible citizenship.
- b. Emphasize the school's concern for maintaining and improving the health and safety of all students who participate in athletics.
- c. Promote the student's awareness of the long-term physical, emotional, social and spiritual effects of tobacco and mood-altering chemical use on his health.
- d. Promote a just system of enforcement for all student-athletes.
- e. Promote in each participant a sense of order and self-discipline.

- f. Confirm and support existing state laws that restrict the use of chemicals.
- g. Assist students who desire to resist peer pressure which directs them toward the use of tobacco and mood-altering chemicals.
- h. Provide prevention guidelines for chemical abuse in the athletic program for students of SLUH.

A student-athlete coming forward for assistance for a possible problem with drug or tobacco use (before a reported incident) whether on his own or with the assistance of a responsible adult or one of his concerned peers will not be in violation of this policy.

A student-athlete may not be involved in the use, possession, or sale of illegal mood altering chemicals, or the use or possession of tobacco while he is a SLUH student-athlete, in season or out of season, whether on or off campus.

4. Reporting of Possible Violation

All reports of possible violations of this policy by a St. Louis U. High student athlete are to be directed to the Athletic Director. The person reporting the violation must identify herself/himself to the Athletic Director. The Athletic Director consults with the Asst. Principal for Student Life and if deemed necessary, meets with the athlete's coach and if deemed necessary, interviews the student-athlete. If the Athletic Director determines that a violation has occurred, he gives written notification of the violation and the consequences to the coach, the student-athlete and his parent/guardian.

5. Student-Athlete Appeal Process

A student-athlete may appeal his suspension from interscholastic competition by submitting in writing to the Athletic Director his request for an appeal hearing. The request should contain specific reasons why the student-athlete is asking for an appeal. The request must be signed by the student-athlete and a parent/guardian. This request for an appeal hearing must be made during the first school day following the meeting the student-athlete has had with his parent/guardian, the Asst. Principal for Student Life, and the Athletic Director.

In the written request, the student should name at least three faculty members who are members of the Athletic Department, one of whom would be chosen by the Athletic Director, if possible, to serve on the committee to hear the appeal.

The committee to hear the student's appeal will consist of three faculty members who are members of the athletic department (one of whom may have been requested by the student-athlete), the Asst. Principal for Student Life, and the Athletic Director. The Athletic Director will act as chairperson of the committee. The student will be given the opportunity to state his position. The committee will meet as soon as possible after the request for the appeal has been made. The Athletic Director will inform the principal of the committee's decision.

If, because of a student's violation of the school's policy on the use and possession of illegal drugs, a student faces the possibility of expulsion, then the "Due Process Involving Discipline Board Meetings" (as described earlier in

this Parent-Student Handbook) takes precedence over the appeal process outlined above.

6. Penalty for the Use of Tobacco Products for Student-Athletes

First Violation: As a result of a first violation, the student-athlete will be suspended from interscholastic competition as a member of the St. Louis U. High athletic program for the same number of MSHSAA events as prescribed in penalties for the first violation of the policy with respect to the use of alcohol and other illegal drugs. (See the list above.)

If the violation occurs in season, the process of implementing the suspension is the same as above, except for (5).

If a violation occurs out of season, the suspension from interscholastic competition will be applied in the next full sports season in which the student athlete participates.

Second Violation: As the result of a second violation, the student-athlete will be suspended from interscholastic competition as a member of the St. Louis U. High athletic program for the same number of MSHSAA events as prescribed in penalties for second violation of the drug/alcohol policy.

Third Violation: As the result of a third violation, the student-athlete will not be allowed to participate in the athletic program for the remainder of his enrollment at St. Louis U. High.

(Policy is effective August 12, 1993.)

7. Penalties for the Use of Alcohol and Other Illegal Drugs for Student-Athletes

First Violation: As a result of a first violation, the student-athlete shall be suspended from interscholastic competition as a member of the St. Louis U. High athletic program for a certain number of MSHSAA events in which he is a participant.

Sport	Suspension 1st /2nd Violation
BASEBALL	2 games/4 games
BASKETBALL	2 games/4 games
X-COUNTRY	1 meet/2 meets
FOOTBALL	1 game/2 games
GOLF	1 match/2 matches
ICE/INLINE HOCKEY	2 games/4 games
LACROSSE	2 games/4 games
SOCCER	2 games/4 games
SWIMMING	1 meet/2 meets
TENNIS	2 matches/4 matches
TRACK	1 meet/2 meets
VOLLEYBALL	2 matches/4 matches
WATER POLO	2 games/4 games
WRESTLING	2 matches/4 matches

If the violation occurs in-season, the process of implementing this suspension is as follows:

- a. The student-athlete will continue to practice during the time of his athletic suspension, except when prohibited by suspension from school.
- b. The suspension begins from the date it has been determined that the student-athlete was in violation of said policy. Written notification by the athletic director to the coach, student-athlete and his parent/guardian will state the beginning and ending date of the suspension.
- c. A meeting with the athlete, parent/guardian, Asst. Principal for Student Affairs and Athletic Director will take place to discuss the student-athlete's behavior, and to explain the penalty for a second offense.
- d. The student-athlete meets with his coach.
- e. The student-athlete meets with the Asst. Principal for Student Affairs and Counselor to implement the SLUH Assistance Program.

If a violation occurs out of season, the suspension from interscholastic competition will be applied in the next full sports season in which the athlete participates. However the SLUH Assistance Program will be implemented immediately.

Second Violation: As a result of a second violation, the student-athlete shall be suspended from interscholastic competition as a member of the St. Louis U. High athletic program for a certain number of MSHSAA events in the sport in which he is a participant. (See the list above). The suspension will be implemented as described in (1) through (5) above.

If a violation occurs out of season, the suspension from interscholastic competition will be applied in the next full sports season in which the student athlete participates.

If the second violation occurs within 365 days of the first violation, the penalty will be immediate dismissal from the team and suspension from the athletic program for 365 days from the date of notification.

Third Violation: As the result of a third violation, the student-athlete will not be allowed to participate in the athletic program for the remainder of his enrollment at St. Louis U. High.

G. School Attendance

Academic success is closely connected with regular attendance. Students are expected to report on time each day and to remain in school for the entire day. An absence from class can never be made up; a student always misses something by his absence.

Missing the following # of classes constitutes an absence/tardy:

- 1-2 (at the beginning of the school day) tardy
- 1-2 (throughout day) part day absence
- 3-4 part day absence
- 5 or more full day absence

Parents should not allow students to stay home unless they are ill. **It is the responsibility of the student to request and do the make-up work.**

1. Absence Procedures

For every day a student is absent, a parent or guardian should notify the school switchboard (531-0330) or email attendance@sluh.org by 9 AM. If no call or email has been received by 9 AM, the school will call parents at home/work to verify the student's absence. When he returns to school, the student should present, before homeroom, an explanatory note from a parent or guardian to the Asst. Principal for Student Life. This note should be turned in by the **second day** of his return to school.

Failure to turn in a signed note from a parent/guardian by the due date will result in demerits. JUGs will be given for failing to turn in the note every day after the due date.

Forging a parent's, guardian's, or relative's signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative is illegal and dishonest. Moreover, notes written by parents giving false reasons for absences or requests to be off campus are dishonest. Students may be suspended and be liable for dismissal for any of these offenses.

2. Tardiness

Homeroom begins at 7:50 am (8:50 am on a late start). **STUDENTS NOT IN THEIR ASSIGNED PLACE BY THIS TIME ARE TARDY.** If parents/guardians foresee their son's being tardy, they should notify the Secretary to the Asst. Principal for Student Life. Upon arrival, he is to check in at the "Tardy Check-in Table" with the prefect in the middle corridor, first floor or the Secretary to the Asst. Principal for Student Life. A student who is late is never to go to homeroom or a class period without first checking in with the teacher in the first floor middle corridor or with the Secretary to the Asst. Principal for Student Life.

If a student arrives to school after homeroom he must have a written note from a parent or guardian. If he does not have a note, we will attempt to notify the parent/guardian by phone. If a student fails to turn in a valid tardy note the next

day from a parent or guardian, he will receive a demerit for that day and JUGs for each day thereafter.

A student's being tardy to school six (6) or more times in a quarter, this is considered EXCESSIVE TARDINESS. When excessive tardiness occurs, parents will be sent a letter from the Asst. Principal for Student Life notifying them of their son's tardiness and of the consequences to be imposed.

3. Skipping School and Class

A student who "skips school" is given five demerits, six successive days of JUG after school, and probation. A second violation is grounds for suspension. Parents should not allow students to stay home unless they are ill.

A student who "skips class" is given 3 JUGs, to be served on Saturday regardless of co-curricular activities. A second violation is grounds for suspension. **ATTENTION FRESHMEN:** Not attending freshman English tutorial classes is considered "skipping class". Be sure to report to tutorial.

Students should show up to all scheduled classes for attendance, even if they do not think the teacher is present.

4. Unexcused Absences

Unexcused absences, with the consent of the parent but not necessarily with the consent of the school, include anything that can be attended to while school is out of session. This may include, but is certainly not limited to, extended vacations, sporting events and obtaining drivers' licenses.

Unexcused absences will be given for not following "Procedures for Advanced Absences or College Visits" (see below under section 5)

Teachers are not be obligated to provide the student with make-up work or missed test for unexcused absences.

Extended Vacations

The policy on extended vacations at Christmas, Easter, Spring Break, or vacations/trips during the school year follows:

- a. We strongly discourage requests for students to be absent for the above-mentioned reasons.
- b. The extended absence will be unexcused; therefore, teachers will not be obligated to provide make-up tests, work, etc., when the student returns to school.
- c. We request that the student's teachers be notified in writing of the possibility of the absence so that both the student and parents are aware of his status in each particular class.
- d. This notification is done as follows: a "Request for Absence Form" should be obtained from the Asst. Principal for Student Life's office **TWO CLASS DAYS BEFORE** the absence takes place. The parent

note is attached to the "Request for Absence Form." The student has his teachers sign the form. The form is then returned to the Asst. Principal for Student Life's office.

5. Excused Absences

Advanced Absences

If parents anticipate an absence from school, they should notify, IN ADVANCE, the Asst. Principal for Student Life through a written note. The note should state the reason for the absence, and it must be turned in two class days before the student is to be absent. The parent note is attached to the "Request for Absence Form." The student has his teachers sign the form. The form is then returned to the Asst. Principal for Student Life's office. Not following procedure will result in an unexcused absence.

SLUH athletes participating in non-school athletic events may be considered unexcused.

College Visits

A senior may be absent from school three days; a junior has two days, to visit prospective colleges, with all make-up privileges for class work that is missed. These days are counted as days absent on his attendance record. As a student determines when he will make a visit, he is to bring a parental note stating the dates and place of the visit to obtain a "College Visit" form from the Asst. Principal for Student Life office TWO CLASS DAYS BEFORE THE STUDENT LEAVES FOR HIS VISIT. Not following procedure will result in an unexcused absence. College visits are NOT to be arranged during senior project.

The student should be ready to consider alternate visiting dates or not being absent if his presence in a particular class is considered absolutely necessary by his teacher.

6. Excessive Absences

If a student misses more than three consecutive days, a doctor's note is required upon their return to school.

A student who misses five days in a quarter and/or eight days in a semester will be sent a notification letter from the Assistant Principal for Student Life. A student who misses ten days in a semester will have to meet with his parents/guardians and the Assistant Principal for Student Life to discuss the excessive absences. The same policy applies to a student who misses the same number of individual classes repeatedly.

7. Medical and Dental Appointments/Early Dismissals

Medical and dental appointments should be made outside of school hours if at all possible. If a student must leave school for such an appointment, he should request an early dismissal form from the Asst. Principal for Student Life before

the beginning of homeroom. The request should be in the form of a note from his parent(s)/guardian(s), STATING THE TIME OF THE APPOINTMENT, THE DOCTOR'S NAME, OFFICE ADDRESS, AND PHONE NUMBER.

If a student misses a test or turning in of an assignment because of an appointment, he should expect to take the test **or turn in the assignment before he leaves school** (if he is not returning to school that day) or after school (if he does return to school later that day).

8. Zero Hour Classes

Zero hour classes begin at 7 am each morning. Students will be marked tardy if they are late. If a student misses zero hour, but attends school, he is required to present an explanatory note on that day from a parent/guardian to the Asst. Principal for Student Life. Failure to present a valid note will result in demerits and/or JUG time. When the school is on a late start schedule, due to inclement weather, zero hour is canceled.

9. Student Retreats

No student will be denied the opportunity to attend a retreat. Students will in no way be penalized or disadvantaged in classes or in co-curriculars for participating in a retreat. Students will be allowed to make up any work missed while on retreat. Teachers will allow students a reasonable amount of time after the retreat to complete the assignments given during the retreat time. Students on retreat have two class days from the day on which an assignment was given to make-up the work. A student is not expected to take a test on the first day back from retreat unless that test was scheduled to be taken on the first day of retreat.

10. Class Exemptions

Exemption from participating in physical education classes must be obtained from the student's physical education teacher. A note from the student's parent or doctor stating the reason for the exemption request should be brought to the teacher at the beginning of the student's P.E. class period. A copy or second note should be given to the school nurse.

11. Policy on Co-curricular Participation When Absent or Tardy

A student may not participate in or attend any co-curricular activity on the day when he does not attend classes. This non-participation policy includes practices, rehearsals, banquets, and dances.

A student must be present for five or more class periods of the day to be eligible to participate in or attend a co-curricular activity. However, if a student leaves school early during sixth or seventh periods, he is not allowed to participate in or attend a co-curricular activity.

The Asst. Principal for Student Life may make exceptions to this rule, but such exceptions will be made rarely and only when an extraordinary reason has caused a student's absence from class. 6 successive days of JUG after school will be the consequences for violation.

H. Student Health and Welfare

1. Emergency Cards

Up-to-date emergency cards should be on file in the Asst. Principal for Student Life and Nurse's office. Parents are asked to notify the Asst. Principal for Student Life when there are any changes in home address, home phone number, place of employment, business phone or person to contact when a parent cannot be reached.

If parents will be out of town, the Asst. Principal for Student Life should be informed, through a written note, of the name and the phone number of the person responsible for the student and where the parents can be reached in case of emergency.

2. Health Records

SLUH policy requires all Freshmen to have a physical and current immunization record on file in Privit no later than 1 week prior to the first day of school or 1 week prior to the first day of fall sport's practice. Sophomores, Juniors, and Seniors trying out for a sport are required to have a current physical on file in Privit no later than 1 week prior to the start of their first practice date for that particular sport. In addition, transfer students and/or foreign exchange students are required to have a physical and current immunization record on file in Privit following the same guidelines set forth above, 1 week prior to the first day of school or 1 week prior to the first day of fall sport's practice. A current physical and immunization record must be on file before participating in the first practice according to state guidelines and school policy. According to new 2019 MSHSAA guidelines, physicals are now valid for 2 years from the date of the evaluation unless noted by a physician that the physical is good for only one year. Students not in compliance with state guidelines and school policy by the first day of school or first day of seasonal sport tryouts will be excluded from school / sport until completed.

3. Special Health Concerns

If there is a special concern (medical, physical, emotional, or learning disability) about which the school nurse should be alerted, the parent or guardian should write the nurse a letter explaining the concern. The letter should be specific about informing the student's teachers and/or counselor.

4. Guidelines for Sending an Ill Student Home or to School

Students experiencing the symptoms below will be sent home or to a medical facility for further evaluation if warranted. In any case, parents will be notified. In addition, the same guidelines should be followed when deciding to send students back to school:

- a. Fever (>100.5) or 1-2 degrees above the child's normal temperature and/or ill appearing.
- b. Rash with fever.
- c. Rash of unclear cause that has not been evaluated by a physician.
- d. Difficulty breathing (especially asthmatic not relieved with medication).
- e. Sore throat with fever or difficulty swallowing.
- f. Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking.
- g. Vomiting at school/home or stomach cramping with history of vomiting in prior 24 hours.
- h. Diarrhea, unusual sleepiness, and abdominal cramping.
- i. Mouth sores with inability to control saliva.
- j. Chicken Pox or other communicable diseases (Contact school nurse for questions).

Students must be free of fever for 24 hours before returning to school.

5. Guidelines for Emergency Transportation and Treatment

In the event that emergency treatment is needed for your son, the following policy will be followed:

- a. An attempt will be made to contact the student's parent, guardian, or designated responsible adult before the student is taken to the hospital's ER.
- b. If the parent or guardian is contacted, he/she will be asked to pick up student from school and transport him to the ER if the illness/injury is non life-threatening and the student has been stabilized.
- c. If the parent or guardian cannot be contacted, the student will be taken to the hospital by car or by ambulance and the discretion of SLUH personnel.
- d. If the parent or guardian is not contacted initially due to life threatening circumstances, there will be an attempt to contact the parent or guardian from the hospital's ER by the hospital staff or the SLUH personnel accompanying the student.
- e. Unless otherwise indicated on a completed form C (green card/available in medical office, the student will be taken to St. Mary's Hospital on Clayton Road via city ambulance or to the nearest hospital where the injury has taken place.
- f. If the family has requested ER services at a county hospital and circumstances require ambulance transport, 911 will be called and a city ambulance will be dispatched to the school. After stabilizing the student, a county ambulance will be called to SLUH to complete the transport to the preferred ER.

Please note that every effort will be made to send the student to the ER of choice. However, in the event that a situation warrants immediate care and could become life-threatening without prompt medical intervention, emergency care will be pursued at the closest ER regardless of preference.

6. Dispensing and Storing Medication

Prescription medication will be submitted to the R.N. and kept locked in the Nursing Office at all times. Medication must be in a sealed container with a pharmacy label of the student's name and the medication he is to receive. Instructions on the container must be legible and clearly state the dosage, frequency, and expiration date of the medication. Medications will be dispensed at a specific time each day to all students in order to accommodate various schedules. Students requiring medications labeled "take as needed" should report to the Nursing Office at anytime of the day to receive their medicine. Students will be allowed to store a single daily dose of over the counter medication (Advil, Tylenol, Roloids, etc.) in their locker for purposes of self-administration. Students requiring multiple doses of over the counter medication throughout the day should turn over the medication to the R.N. Written permission from a parent or guardian and a physician order stating the student's name, medication, dosage, frequency, and purpose will be required for all medications stored in the Nursing Office. This information will be placed on file until the medication is completed or discontinued.

I. Student Activities

1. Student Council

Student Council (STUCO) is a highly visible and active organization at St. Louis University High. STUCO sponsors and organizes most of the social events at SLUH including pep rallies and dances. They are also a service group, sponsoring Mission Week, Blood Drives, fundraising, and an annual Christmas Drive. The STUCO Constitution explains its goals, a mission statement, and duties for each member.

STUCO is represented by senior, junior, sophomore and freshman officers. This group meets weekly to plan upcoming events. Officers are elected in the spring of the previous year (Freshmen later in the year). The HR reps are elected at the beginning of the school year. (Freshmen later in the year). While the number of elected positions is limited, the opportunities for leadership and service are not. Planners, organizers, and workers are needed for virtually every event.

2. National Honor Society

The goal of the St. Louis University High School's Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in its students. Membership in this society is based on scholarship, service, leadership and character. \

All sophomore and junior students meeting the academic standards of a 3.6 GPA may become candidates for membership, and will receive an email inviting them to complete a National Honor Society membership form. Final selection for membership is decided by the NHS Faculty Council and is based on the demonstrated service, leadership, and character to date of each candidate.

More information about the SLUH chapter of the National Honor Society can be found on the SLUH website.

3. Activities

St. Louis U. High hopes to aid the total development of its students. While academic excellence is a hallmark of this school, SLUH's commitment to a diverse program of student activities as important avenues for growth is one of its most distinguishing characteristics. SLUH programs of sports, clubs, and activities aim to be truly co-curricular, a partner to the academics which support and advance the goals of the curriculum.

Many students have a real need for some other opportunities, areas in which they can excel, develop healthy self-esteem, make friends, learn or give expression to their talents and beliefs. St. Louis U. High has a commitment to student activities to such a degree that it calls these co-curriculars. While the primary mission of this Jesuit high school is academic and spiritual, student activities are seen as necessary and important avenues for growing in either area. SLUH student activities give each student a chance to find out more about himself, to begin relationships with a diverse group of others, to explore concretely where his talents and interests lie, to develop those talents he chooses, to live out strongly-held convictions and to give service to others.

Co-curriculars available:(partial list)

Association for Culture Enrichment at SLUH (ACES), Baseball, Basketball, Bowling, Chess Club, Chinese Club, Community Service, Cross Country, Dauphin Players, Football, Golf, Ice and Inline Hockey, Intramurals, Lacrosse, Latin Club, Literary Magazine (Sisyphus), Pastoral Activities, Pax Christi, Pep Band, Pro-Life Club, Rifle Club, Russian Club, Soccer, Speech Club, Student Council (STUCO), Volleyball, Water Polo, Yearbook.

4. FORMAL DANCES AND MIXERS

SLUH's goal for dances/mixers is to provide a supervised, safe environment for young men and women to socialize and have fun in a respectful and responsible manner. SLUH will reach its' goal by employing, but not limiting itself to the guidelines and standards listed below. Most formal dances begin at 8 pm and end at 11 pm, while mixers will begin at 7 pm and end at 10 pm.

A. Formal Dances

During the year there will be several formal date dances sponsored by St. Louis U. High. Fall Ball & Sno-Ball for Juniors and Seniors, Freshman, Sophomore and Junior Class Dances and the Senior Prom. Formal attire must be worn. (See Dress Code)

In addition to the usual norms of expected behavior, our policy for these formal events is as follows:

- When a student purchases a reservation to a formal dance he agrees to abide by the guidelines or forfeit his attendance at the event and possibly any future attendance at similar events sponsored by St. Louis U. High.
- The attire for the Fall Ball, Sno-Ball, Freshman, Sophomore and Junior Class Dances, is semi-formal; for the Senior Prom the attire is formal. (Formal attire requires a tuxedo, while semi-formal attire requires a coat and tie.)
- For each of the more formal dances, parents will be informed by letter about these particular dances. Included in the letter will be a statement about the required arrival and departure times.
- There will be an attempt to notify a parent by phone if their son is refused admittance because of his late arrival or for unacceptable behavior.
- Parents and students should be aware of school policy against possession and/or use of alcohol and other illegal drugs at/or before a school function.

If a student is in violation of school policy, there will be an attempt to immediately notify his parents. At the very least, automatic expulsion from the dance and suspension from school results.

Parents and students should be aware of school policy regarding school sponsored dances and know also that the school does not approve of hotel parties or unchaperoned parties of any kind. It is our position that parents would know and approve of their son's plans for before- or after-the-dance parties and get-togethers.

B. Mixers

STUCO sponsors mixers during the year. Only SLUH students and females are allowed to attend. Doors to the dance will be closed at 9:00 pm or earlier if capacity has been reached. Parents are advised not to leave after dropping off their son until they are sure he has been allowed admittance.

- **Dancing**-While dancing, there will be room in between bodies (on fast music); no one on the ground; no "simulated sex acts"; no mosh, slam, profane or suggestive dancing.
- **Dress**-Clothing that is revealing (bare back and stomach) and suggestive may not be worn. This includes tube, see-through and forms of halter tops. Clothing w/vulgar, sexual, suggestive, profane, illegal or alcoholic messages may not be worn. Skirts must not be shorter than middle of thigh and shorts or pants cannot reveal any part of the buttocks.
- **Music**-DJs will avoid songs with explicitly sexual, vulgar suggestive lyrics.

K. Items of General Information

Announcements are sent out to the students, faculty, and staff daily through the school's e-mail system. Announcements must be authorized by a faculty member and submitted to the Assistant Principal for Student Life.)

Flyers, posters or notices regarding SLUH or non-school activities must be authorized by the Asst. Principal for Student Life before posting. Homeroom teachers should always be asked for their permission before posting signs on classrooms bulletin boards. Students are expected to respect all signs and notices posted in school. Defacement of these will make the student liable for disciplinary action.

Students can use the **phone** in the Asst. Principal for Student Life's office.

There are **bike racks** near the northwest doors on the west side of the school building for those who ride their bikes to school. All bikes must be locked up.

Announcements concerning the **cancellation of school** or a **special schedule** due to inclement weather will be made via eblast, phone blast and through the school's website. Notices will also be placed on radio stations KMOX (1120AM) or KTRS and television stations KTVI Channel 2, KMOV Channel 4, KSDK Channel 5, KPLR Channel 11 and KDNL Channel 30.

Parents wishing to leave a message for their son during the school day should call the school by 2 pm. Any messages after 2 pm are not guaranteed to reach the student. Messages should be left for extraordinary reasons only. The phone number for the switchboard is 531-0330. The switchboard is open on weekdays from 7:30 am to 4:30 pm.

Student Images in School Materials

SLUH reserves the right to use, in whole or in part, photographs, videos, written extractions and voice recordings of a current or former student and/or his work for the purpose of illustrations, publications and websites, including but not limited to school marketing materials. Further, SLUH may notify local media of student academic, athletic and other special achievement. However, if a parent prefers his/her son not to appear in any of the above-noted materials because of a privacy or safety concern, a written request must be made to the Assistant Principal - Student Life.

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