



BOYLAN
CATHOLIC HIGH SCHOOL

Student Handbook 2017-2018

BOYLAN
CATHOLIC HIGH SCHOOL

CONTACT INFORMATION

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The Administration reserves the right to waive and/or deviate from any and all policies at its discretion.

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PHILOSOPHY

The school's philosophy and goals provide the educational focus and emphasis for students and faculty.

Boylan Central Catholic High School is a Christ-centered faith community which exists as a response to the mandate of Jesus: "Go and teach all nations...." Our purpose is to stimulate and guide students in their spiritual, intellectual, moral, emotional, social and physical development through the acquisition and use of knowledge.

In accord with the truths of the Catholic tradition, we base our teaching mission on the existence of God the Father, Son and Holy Spirit as proclaimed by the Roman Catholic Church.

Boylan also affirms the inherent dignity of every person; the God-given rights and consequent duties of citizens in society; the sacred right of the child of God to a Christian education; and the primacy of the parents in the education of their children.

GOALS

- To develop a faith response to God within the context of a Christ-centered educational community
- To encourage the discovery and development of individual potential to deepen self-knowledge and self-esteem
- To encourage and stimulate academic success in all areas of study
- To foster an awareness of the individual's responsibility to self and to the community in order to deepen a commitment to peace and justice
- To cultivate a caring educational environment conducive to Christian growth
- To offer programs which integrate school, civic and Church communities

MISSION STATEMENT

Boylan Catholic High School is a Christ-centered community dedicated to the education of the whole person and committed to truth, service and academic excellence.

BOYLAN SPIRITUALITY

Boylan Catholic High School provides for the spiritual development of each student. The program requires formal course work, attendance at all-school Masses and participation in annual grade-level retreats. Optional opportunities for spiritual growth are also provided on an individual and group basis.

COURSES

- Grade 9 Theology I – Divine Revelation, Sacred Scripture and the Person of Jesus
- Grade 10 Theology II – Ecclesiology and Sacramental Theology
- Grade 11 Theology III – Moral Theology: Life in Christ
- Grade 12 Christian Vocations (1 semester)
Required Electives: (1 semester)
 - Catholic Social Teaching: Discipleship in Christ
 - Ecumenism and Interreligious Dialogue
 - Sacred Scripture: A Catholic Study of God's Word
 - Religious Life

RETREATS

Every student is required to attend a school-sponsored retreat each year.

- Grade 9 Class unity (One day retreat)
- Grade 10 Christian womanhood/manhood/Theology of the Body (One day retreat; separate for boys and girls)
- Grade 11 Evangelization (One day retreat; separate for boys and girls)
- Grade 12 (1 day off campus) or Kairos - God's Time (3 days off campus)

SPIRITUAL GROWTH OPPORTUNITIES

- Liturgy:** All School Masses, Penance services, retreats, special Masses, First Friday adoration,
- Ministries:** Extraordinary ministers, servers, lectors, ushers/greeters, liturgy planning and preparation, music (cantors, band, chorus)
- Service:** See the Christian Service section at Boylan.org for detailed and current information on service opportunities.

SCHOOL HISTORY

Boylan Catholic High School opened its doors on September 7, 1960. Named in honor of the Most Reverend John J. Boylan, third Bishop of Rockford, the school was built in response to the leadership of Bishop Loras T. Lane who saw the need to serve the Catholic community with a co-educational high school.

The school continues a long tradition of Catholic education begun in 1910 by St. Thomas High School. This school, at first coeducational, became a school for boys in 1929 when Bishop Muldoon High School for girls opened. St. Thomas closed in 1962, while Muldoon graduated its last class in 1970. Throughout the years, Boylan has been staffed by the School Sisters of St. Francis, Adrian Dominican and Sinsinawa Dominican Orders of Sisters, Diocesan priests and lay teachers who today comprise the majority of the staff.

Boylan Catholic is proud of its distinguished tradition of excellence in academic and co-curricular areas. These accomplishments include a number of firsts: the first school in Northwestern Illinois to incorporate computer aided design and drafting (CADD) in its industrial arts curriculum (1989); the first in Rockford to initiate a Natural Helpers program (1985); the first in the city to have a Mock Trial Team (1992) and the first to publish a magazine featuring student literary and artistic works (1986). Each of these firsts remain today as signature components of the school program.

Boylan Catholic is the first and only high school in Northwestern Illinois to receive three United States Department of Education Exemplary School Awards in 1987, 1991, and 1998. Annual ACT and Advanced Placement scores, which are well above state and national averages, reflect a rigorous academic program. The school recognizes incoming freshmen who score at the 95th percentile or above on the HSPT as Bishop Lane Scholars.

Since the school's earliest days, students and staff have reached out to people of all ages and circumstances of need. The annual Christmas Basket Drive, Speed McCoy Scholarship Drive and Lenten Haitian Drive are all-school efforts to provide for the needy and for families who demonstrate need for tuition assistance. There is a myriad

of service activities which involve students of every grade level as well as alumni and parents. Alumni continue Boylan Catholic's tradition of service across the Rockford community and around the world.

State Championships are part of the school's proud tradition. Boylan Catholic's Mock Trial team won the school's first and second State Championships in 1999 and 2001. In 2002, the Boys' Golf team won the first athletic team State Championship. In 2010, Boylan Catholic's Football and Boys' Soccer teams won State Championships in the same season, becoming the first to do so in the State of Illinois. Successive State Championships include Football in 2011, Boys' Golf in 2013, and Choral Music in 2014, 2015, and 2017.

The Boylan Players continue the tradition of fine theatre born in the school's earliest years and evidenced by alumni who have received Emmy, Grammy, Oscar and Tony nominations or awards.

Now in its 58th year, Boylan Catholic is home to its third generation of students. Customs such as the Father-Daughter and Mother-Son Dances, Friday night football and Homecoming cut across time, bringing alumni, now parents themselves, back to the place of their youth.

Boylan Catholic alumni are actively engaged in support of the school's mission. In addition to their participation in strategic planning and fund development, alumni serve the school through the Boylan Educational Foundation Board, Home and School Association, and the Alumni Board of Directors. Since 1995, the school has conferred its highest award, the Veritas, on alumni whose lives reflect Boylan Catholic's mission.

In 2015, Bishop David J. Malloy appointed Amy Jogerst Ott, Class of 1987, as Boylan Catholic's first president. As such, she ensures the school's Catholic identity and oversees administration of these key areas: advancement, enrollment, finance, and marketing. The president is supported and assisted by a Board of Consultors appointed by Bishop Malloy. Chris Rozanski, the school's ninth principal, oversees the academic program and works with and reports to the President in order to fulfill the school's mission.

Boylan Catholic High School welcomes all young people and their families to join the school's Christ-centered community in its pursuit of truth, service and academic excellence.

ADMINISTRATIVE STAFF

President

Mrs. Amy Ott
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Principal

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Assistant Principal – Spiritual Director

Father David C. Finn
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Assistant Principal – Academics

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Assistant Principal – School Relations

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Dean of Students

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Business Manager

Mrs. Jodi O'Boyle
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Athletic Director

Mr. Paul Heitkamp
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Technology Director

Mr. Brad Frisch
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BELL SCHEDULES

Regular Schedule

Class period are 50 minutes long.
Passing periods are 5 minutes.

PE/Health, Music

Early Bird	7:00 to 7:50
Period 1	8:00 to 8:50
Period 2	8:55 to 9:45
Period 3	9:50 to 10:40
Period 4A	10:45 to 11:05
Period 4B	11:10 to 11:30
Period 4C	11:35 to 11:55
Period 4D	12:00 to 12:20
Period 5	12:25 to 1:15
Period 6	1:20 to 2:10
Period 7	2:15 to 3:05
Detention	3:15 to 3:45

Homeroom Schedule

Homeroom is held on an as-needed basis. Students are scheduled into a homeroom and the homeroom number appears on the schedule; however, students will only attend homeroom on specially announced days.

PE/Health, Music

Early Bird	7:00 to 7:50
Homeroom	8:00 to 8:10
Period 1	8:15 to 9:00
Period 2	9:05 to 9:50
Period 3	9:55 to 10:40
Period 4A	10:45 to 11:05
Period 4B	11:10 to 11:30
Period 4C	11:35 to 11:55
Period 4D	12:00 to 12:20
Period 5	12:25 to 1:15
Period 6	1:20 to 2:10
Period 7	2:15 to 3:05
Detention	3:15 to 3:45

A.M. (Late Arrival) Schedule

Class period are 30 minutes long.
Passing periods are 5 minutes.

Faculty Meeting 7:45 to 9:40

Period 1	10:00 to 10:30
Period 2	10:35 to 11:05
Period 3	11:10 to 11:40
Period 4A	11:45 to 12:05
Period 4B	12:10 to 12:30
Period 4C	12:35 to 12:55
Period 4D	1:00 to 1:20
Period 5	1:25 to 1:55
Period 6	2:00 to 2:30
Period 7	2:35 to 3:05
Detention	3:15 to 3:45

P.M. (Early Dismissal) Schedule

Periods 6 & 7 are 25 minutes long.
Passing periods are 5 minutes.

PE/Health, Music

Early Bird	7:00 to 7:50
Period 1	8:00 to 8:50
Period 2	8:55 to 9:45
Period 3	9:50 to 10:40
Period 4A	10:45 to 11:05
Period 4B	11:10 to 11:30
Period 4C	11:35 to 11:55
Period 4D	12:00 to 12:20
Period 5	12:25 to 1:15
Period 6	1:20 to 1:45
Period 7	1:50 to 2:15
Detention	2:20 to 2:50
Faculty Meeting	2:25 to 3:45

LUNCHES

Students are assigned to lunches predominantly by class level. Some students with mixed class level courses may be assigned to a lunch other than their class level.

- Lunch periods are 20 minutes long.
- The lunch schedule by class level offers the opportunity for class level meetings during the built-in 20 minute study hall, eliminating the need to disrupt class instruction time for meetings.
- Students are assigned to the following lunch schedule

REGULAR LUNCH SCHEDULE

Class	4A 10:45 - 11:05	4B 11:10 - 11:30	4C 11:35 - 11:55	4D 12:00 - 12:20
Seniors	Lunch	Study Hall	Class	Class
Juniors	Study Hall	Lunch	Class	Class
Sophomores	Class	Class	Lunch	Study Hall
Freshmen	Class	Class	Study Hall / Freshman Seminar	Lunch

THIS SPACE INTENTIONALLY LEFT BLANK

A.M. (LATE ARRIVAL) LUNCH SCHEDULE

Class	4A 11:45 - 12:05	4B 12:10 - 12:30	4C 12:35 - 12:55	4D 1:00 to 1:20
Seniors	Lunch	Study Hall	Class	Class
Juniors	Study Hall	Lunch	Class	Class
Sophomores	Class	Class	Lunch	Study Hall
Freshmen	Class	Class	Study Hall / Freshman Seminar	Lunch

ACADEMIC POLICIES

DEPARTMENT CHAIRS

Academic Support Center	Mrs. Virginia Burd
Art	Mrs. Missy Minardi
Business / Industrial Technology	Mrs. Katie Schmid
Counseling	Mrs. Jean Skadeland
English	Mrs. Tricia Rozanski
Family / Consumer Science	Mrs. Becky Sayles
Library	Mrs. Angie Long
Mathematics	Mrs. Kathy Walls
Music	Mr. Steve Wolfgram
Physical Education	Miss Jule Popanz
Theology	Mrs. Lisa St. John
Science	Mrs. JoAnne Meyer
Social Science	Mrs. Louise Basile
Wellness	Mrs. Mary Kate Olofson
World Language	Mrs. Jennifer Kazmerski

ACADEMIC HONESTY

Students are expected to demonstrate honesty and integrity while in attendance at Boylan Catholic High School. Each student is expected to do his or her own work. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific

research. All work submitted by students should be a true reflection of their effort and ability. The following are considered cheating:

- claiming credit for work not the product of one's own honest effort.
- providing access to materials or information so that credit may be dishonestly claimed by others.
- sharing work with another student or assisting him/her to obtain another's work unless permitted by the teacher.
- accessing electronic devices, such as cell phones, during a test.

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education at Boylan High School. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties:

- zero on the assignment or test.
- notification of parents.
- establishment of a cheating record in the student's file until graduation.

If a student is found to have cheated a second time, the student will be referred to the Assistant Principal - Academics. Consequences could include:

- drop from the class.
- loss of credit and an "F" appearing on the transcript.
- no replacement course being allowed.

For specific examples and applications, please visit the Boylan web site: www.boylan.org

ACADEMIC PROBATION

Students are placed on Academic Probation if they do not satisfactorily progress toward meeting the minimum requirements for graduation.

Students should attain an average of six credits each year to earn a combination of required and elective credits totaling 23.75 credits, which is the minimum graduation requirement. Specific course requirements are listed in the Curriculum Guide and under Graduation Requirements.

Students who do not pass courses required for graduation must make up the failed credits through approved summer school or approved correspondence courses. Deficiencies must be completed by the start of the following year. The school reserves the right to limit the number of credits which will be accepted from summer school or correspondence courses.

Student progress will be assessed at the end of each school year and if, in the school's judgment, the student is not making satisfactory progress toward graduation, the student will not be accepted for enrollment for the following school year.

AWARDS CEREMONIES

Students are honored for their academic achievements of the previous year at an all school assembly held each fall.

Seniors are honored for the academic achievements at a special awards assembly in the spring. Special distinctions at this assembly include:

Northern Illinois Conference Scholar Athlete Award

This award is given to student athletes who have received a varsity letter in at least two sports within the same year and have maintained a 3.3 average.

Gold Honor Cords

Cords are worn by students who have earned a 3.5 academic average through the first semester of their senior year.

Gold Stoles

Stoles are worn by members of the National Honor Society.

President's Education Awards

This award recognizes students who have maintained a 3.5 grade point average and scored in the 85th percentile in math or reading on college admissions exams such as the ACT or SAT.

Boylan Edge Award

This award recognizes students who make an unselfish, positive contribution to the quality of school life through service to the school or community, positive leadership, outstanding citizenship or talent in special areas such as academics, music, drama, debate, or sports.

Athletic Achievements

Athletic achievements are recognized at special events held by the individual sports at the end of their season.

COURSE ENROLLMENT EXPECTATIONS

Colleges/universities are increasing their admission requirements, and leaders of business and industry are concerned about the academic preparation of those entering the workforce. Freshmen and sophomores are required to be enrolled in a class for each period of the regular school day. They are not permitted five- day study halls. Juniors and seniors are required to be enrolled in classes for six of the seven periods and may have one five-day study hall each semester.

Exceptions to this policy would be considered on an individual basis. Students who have experienced a long-term absence due to injury or illness must have verification in writing from a medical professional. Other exceptions may be granted to students who have a need documented in writing by an education or medical professional.

Seniors who choose a less demanding senior year can expect this reduced commitment to be reflected in the eighth semester transcript as well as letters of recommendation. Institutions of higher learning report a direct correlation between academic success at the university and the maintenance of a rigorous course of study during the senior year of high school.

COURSE FAILURES

If a student fails a course at Boylan, it must be made up through the Boylan Alternate Credit Program. If the required course is not offered by Boylan, the credit may be made up through an accredited correspondence school. The failure must be made up if:

1. It is a course required for graduation (such as Theology, English, etc.).
2. The failure drops the student's total credits below an accumulated level of six credits per year.

Courses taken at other high schools, adult education or accredited correspondence schools are acceptable for credit at Boylan. However, these

courses will receive credit only if permission is secured in advance from the Assistant Principal – Academics. Boylan Catholic High School reserves the right to restrict the number of make-up credits allowed to obtain a Boylan diploma.

Any **senior failing required courses during the first semester** must complete the make-up by the beginning of the fourth quarter or the student will not be eligible for graduation nor for participation in any ceremony.

Any **senior who fails a course second semester** which is required for graduation will not receive a diploma until the requirement is made up nor will the student be allowed to participate in any ceremony.

GRADING

At Boylan Catholic High School, letter grades are given based on the percentage average achieved. The designations are:

A +	99 - 100	C+	83 - 84
A	95 - 98	C	79 - 82
A -	93 - 94	C -	77 - 78
B +	91 - 92	D +	75 - 76
B	87 - 90	D	72 - 74
B -	85 - 86	D -	70 - 71
		F	0 - 69

In addition to reporting the student's letter grade, teachers are given the opportunity to add comments about the student's performance in the class. The inclusion or omission of comments is at the discretion of the teacher.

QUARTER AND SEMESTER GRADES

Quarter grades will be based on 1/3 daily work, 1/3 test average, 1/3 quarter test.

- Percents will be averaged to determine the final quarter grade.
- With approval, second and fourth quarter teachers may choose to drop the quarter test and count unit tests as 2/3, or replace the quarter test with a project.
- Quarter grades will be published as a letter grade.

**To calculate a quarter grade,
Skyward will compute these percentages automatically:**

Daily Work	Test Average	Quarter Test	Quarter Grade
80% +	65% +	65% =	210/3 = 70% (D)

Semester grades for each class are the final grades recorded on the student's permanent file.

Semester grades will be determined by averaging the percentage grade of the first or third quarter (2/5, 40%), second or fourth quarter (2/5, 40%) and semester test (1/5, 20%).

- Students will be required to achieve a cumulative 70% or better to receive a passing grade for the semester.
- The final semester grade will be published as a letter grade.
- Students who refuse to take a semester test will fail the course for the semester.

To calculate the semester grade. Skyward will compute these percentages automatically:

Qtr. Percentage	Qtr. Percentage	Sem. Exam	Final Sem. Grade
80% + 80% +	70% + 70% +	60% =	360/5 = 72% (D)

GRADE POINT AVERAGE (G.P.A.)

Each grading period an unweighted Grade Point Average (GPA) is calculated. Using the Academic point value for each grade (below) add the points earned for each course which has a .5 credit value. For courses with a .25 credit value, use one-half the point value. Add up the point values for all the courses listed. This total is divided by the total credits of the courses in which the student is enrolled. Divide by 2 to calculate the quarter or semester GPA.

Weighted GPA is calculated and reported on the student's permanent record (transcript). To compute the weighted GPA, follow the procedure outlined above but use the weighted values below. Academic courses do not receive weighted grades.

Grading Scale				
Grade	%	Academic	Weighted Honors	Weighted AP
A+	99-100	4.00	5.00	6.00
A	95-98	4.00	5.00	6.00
A-	93-94	4.00	5.00	6.00
B+	91-92	3.00	4.00	5.00
B	87-90	3.00	4.00	5.00
B-	85-86	3.00	4.00	5.00
C+	83-84	2.00	3.00	4.00
C	79-82	2.00	3.00	4.00
C-	77-78	2.00	3.00	4.00
D+	75-76	1.00	1.00	1.00
D	72-74	1.00	1.00	1.00
D-	70-71	1.00	1.00	1.00
F	69 OR BELOW	0.00	0.00	0.00

GRADUATION REQUIREMENTS

In order for a senior to participate in the Senior Honor Assembly, Baccalaureate and Graduation exercises, the following criteria must be met:

1. All academic requirements must be successfully completed.
2. The student must be in good standing according to the Boylan Discipline Code.
3. All financial obligations must be fulfilled.
4. Student must have fulfilled the retreat requirements.
5. All Christian Service requirements must be fulfilled.

CHRISTIAN SERVICE REQUIREMENTS

All students are required to complete 25 hours of service each year. Consult the Boylan website for details: boylan.org/christian-service

COURSE REQUIREMENTS

To graduate from Boylan a student must successfully complete a minimum of 23.75 credits in the following areas:

Theology *	Eight Semesters	3 credits
English *	Eight Semesters	4 credits
Mathematics	Six Semesters	3 credits
Social Science *	Six Semesters	3 credits
Science *	Four Semesters	2 credits
Physical Education	Seven Semesters	1-3/4 credits
Health	One Semester	1/2 credit
Consumer Education	One Semester	1/2 credit
Fine or Applied Arts	Two Semesters	1 credit
Elective Courses		5 credits

Students must pass the Illinois and U. S. Constitution Tests.

The Fine Arts requirement may be met by passing a course in the Art, Music, Family and Consumer Education or World Language departments or by passing an Industrial Technology class.

*** Consult the Curriculum Guide for specific course requirements.**

HONOR ROLL

The Honor Roll will be determined on the first and second semester unweighted grade point averages. An incomplete grade or 40 or more demerits denies a student honor roll recognition.

G.P.A.	Honors
4.0	Highest
3.5 - 3.99	First
3.0 - 3.49	Second

INDEPENDENT STUDY PROGRAM

A student interested in pursuing an area not offered in the curriculum must register the topic with the Assistant Principal - Academics. If the topic requested is approved, an outline of steps to follow will be presented to the student and work will begin as directed.

PUBLICATION OF HONORS AND AWARDS

Traditional publication of awards and honors such as honor roll will continue unless a parent requests, in writing at the time of registration, that such information not be shared.

PROGRESS REPORTS

A student's grades and academic progress may be tracked on Skyward through the Family Access feature. Grades are continuously updated to report an accurate day by day grade. At any time Family Access provides the ability for the student and family to be aware of any possible failure. No other notice of a possible failure will be issued to students or parents.

RANK IN CLASS

Boylan Catholic High School does not rank its students. Due to the nature of its curriculum and ability of its students, Boylan Catholic believes that conventional class rank would represent an inaccurate assessment of a student's abilities and potential for post-secondary success. Therefore, class rank is no longer calculated. After seventh semester grades have been calculated, the student with the highest grade point average in the senior class will be recognized as the valedictorian and the student with the second highest grade point average in the senior class will be recognized as the salutatorian.

REPORT CARDS

Grades are available through Family Access. Families may print the student's report card from this location. Unless specifically requested, report cards will not be mailed.

SCHEDULE CHANGES

The following will govern any schedule changes once a student has registered for a course:

Scheduling errors made by the school or the programmer (such as erroneously scheduling a student for the same course a second time) will be corrected at no cost.

PARENT OR STUDENT REQUEST FOR CHANGE OF SCHEDULE

Once a student registers for courses, he/she is to carry out that program. Determination of a schedule change is made by the Assistant Principal - Academics.

1. The deadline for students or parents to request schedule changes will be printed on the student's schedule. Students receive a schedule for each semester. Requests will be granted if:
 - The change does not overload the requested course or section if the course that fits in the student's schedule.
 - Does not drop the student below the number of credits required.
 - Only one five (5) day study hall is scheduled
 - The change is consistent with the appropriate challenge level.
 - A schedule change fee and materials' fee for the new class(es) are paid.
2. If a course is dropped before the start of school but after materials have been ordered, no refund will be made for the cost of the class materials.
3. Requests to drop A.P. courses for the following school year will not be honored after May 15 of the current school year.
4. Seniors are to complete year long courses. Seniors who fail the first semester of a year long elective course class may request to drop the class. A drop may be implemented if a substitute class can be scheduled.
5. No course will be dropped after the date on the schedule and before the end of the current semester for the following reasons:
 - Dislike of the teacher or course.
 - Desire for a different lunch period.
 - Credit for course not needed, or college doesn't require course.
 - Course is lowering G.P.A..
 - Earning a failing grade in the course.
6. Other requests will be considered on an individual basis.

STUDENT RECORDS

INSPECTION AND REVIEW OF STUDENT RECORDS

Boylan High School shall comply, within a reasonable period of time, with a request from a parent or an eligible student to inspect and review his/her educational records.

1. Boylan reserves the right to have an Administrator or Counselor present when a parent or eligible student inspects and/or reviews his/her records.
2. A parent or a person specifically designated by a parent shall have the right to inspect the student's permanent and temporary records.
3. Seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
4. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that the Act and § 99.31 authorize disclosure without consent.
5. File with the U.S. Department of Education a complaint under § 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of this act.
6. Requests for inspection and/or amendment of a student's records may be submitted to the school administration and/or student's counselor.

Regulations concerning student records are based on and in compliance with the Illinois School Student Record Act. Any questions pertaining to this act or the following information should be directed to the Administration.

PERMANENT RECORDS

The student permanent record shall contain the following: basic identifying information including student's and parents' names and addresses, birth date and place and gender. Academic transcript includes grades, graduation date,

grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record. These records are maintained for not less than 60 years.

Make-up credits, enrichment courses or courses which have been approved to substitute for a Boylan course become a part of the student's permanent record but do not affect the student's G.P.A. Failed courses that are made-up remain on the student's permanent record.

Except for Dual Credits, college courses taken while the student attends Boylan become part of the student's permanent record at the college or university. Students who wish college credits to be included in their application to another college should secure a transcript from the issuing college.

TEMPORARY RECORDS

The student temporary record shall consist of all information not required to be in the student permanent record that includes test scores, reports of evaluation and any other information of clear relevance to the education of the student. These records will be kept for no longer than five years after graduation or withdrawal. Students who have reached a majority age (18) or parents may request a copy of the temporary file before the five year expiration date. Please contact the Boylan Guidance department for further information.

TESTING POLICIES

Students are not permitted to take quarter or semester exams early. Unless special circumstances dictate otherwise, semester examinations that are missed must be made-up within one week or the student receives an "F" as a grade. "Special Circumstances" does not include "taking a vacation" or other planned activities. The school calendar is mailed home each spring for the following school year and is also available on the school web site. Any student who refuses to take a semester exam receives an "F" for the course. Students who are enrolled in an Advanced Placement course are required to take the A.P. exam.

DIOCESAN POLICY FOR SEMESTER EXAMINATIONS

It is the policy of the Diocese of Rockford that: “No student will be allowed to take first semester exams unless his or her tuition is current. Furthermore, no student will be allowed to take final exams unless his or her tuition and fees have been paid in full.”

SENIOR SECOND SEMESTER TEST EXEMPTION

The policy is intended to encourage seniors to continue to focus on their academic studies through the entire second semester.

1. Second semester examination exemption applies only to seniors.
2. The exemption is available to all seniors.
3. The grade requirements for exemption are:
 - a. Both third and fourth quarter grades must be 85% or higher. The percentage average of the third and fourth quarter grades will determine the final semester grade.
 - b. Students with all other grade combinations are required to take the semester exam.
4. Students with 40 or more demerits at semester exam time are required to take semester exams.
5. The attendance requirement is no more than three absences in a course each quarter. School sponsored activity absences do not count against the student's total absences.

Parents and students should be aware the attendance software counts absence by periods. If a student is absent from any course more than three times, the student must take the semester exam for that course. Teachers of seniors are responsible for recording absences. In disputed cases, the Attendance Office will make the final determination of absences.

VALEDICTORIAN AND SALUTATORIAN

To encourage and recognize outstanding academic achievements, a valedictorian and a salutatorian will be selected for each graduating class. The school's valedictorian(s) and salutatorian(s) may be permitted to speak as part of the school's planned graduation program at the discretion of the Principal or designee. All speeches must be reviewed and approved in advance by the principal or designee. The Administration makes the final determination of who is named as valedictorian and/or salutatorian. Titles and privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of school policy, administrative regulation or school rule.

1. The valedictorian and salutatorian must be students enrolled in the 12th grade and who graduate with their cohort class.
2. The student(s) must have attended Boylan for at least four consecutive semesters. Therefore, any student who transfers into the High School after the first semester (January) of the sophomore year will not be eligible to be valedictorian or salutatorian.
3. The valedictorian must have earned the highest grade point average of his/her graduating class based on the school's consistent use of a weighted scale. The valedictorian(s) must be a student(s) in good standing and be representative of the school's philosophy, goals and mission as determined by the administration. In the event a student or students do not meet these requirements, the student with the next highest GPA will be considered.
4. The salutatorian must have earned the second highest grade point average in his/her graduating class. The grade point average is calculated to the third place beyond the decimal point. The salutatorian(s) must be in good standing, be representative of the school's philosophy, goals and mission as determined by the administration. In the event a student or students do not meet these requirements, the student with the next highest GPA will be considered.
5. Determination of valedictorian and salutatorian shall be based on the cumulative GPA calculated at the end of the seventh semester. Correspondence or summer courses will not be used to compute GPA. All Boylan graduation requirement policies must be followed.

6. In case of a tie for valedictorian or salutatorian, co-valedictorians and/or co- salutatorians will be recognized. Valedictorian(s) will be ranked as one, salutatorian(s) will be ranked as a number equal to the number of co-valedictorian(s) plus one.
7. Foreign Exchange students will not be eligible for valedictorian or salutatorian honors.

ADMISSION POLICIES

NONDISCRIMINATION POLICY FOR ADMISSION

It has always been the teaching of the Catholic Church that every Catholic child shall have an equal right to be educated in a Catholic school. It has been the express policy of the Ordinary of the Diocese of Rockford that every qualified child should be entitled to admission to Boylan Catholic High School without regard to race.

Federal agencies have requested codification and promulgation of a racially nondiscriminatory admission policy.

Therefore: Boylan Catholic High School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Boylan Catholic High School does not discriminate against students with disabilities. Boylan Catholic High School does not discriminate against students based on their status as immigrants. Boylan Catholic High School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

ADMISSIONS CRITERIA

The following policy applies to students admitted to Boylan Catholic High School:

1. Students will be admitted whose academic, attendance and behavior records are in good standing.
2. Students will be admitted to the extent of available room.
3. If applicants exceed the number of spaces available, the school accepts applicants according to the following:

Classifications

Applicants are considered in one of two classifications:

1. Incoming freshmen - Students entering high school for the first time.
2. Transfer students - Students enrolled in a secondary school prior to making application to Boylan. Twelfth grade students will be considered on a case by case basis.

Priorities

Incoming freshman students will be accepted in this order:

1. Incoming freshmen whose families are registered in one of the participating parishes as defined in the Boylan Constitution.
2. Incoming freshmen from non-participating parishes whose families have children currently enrolled in Boylan or children graduated from Boylan.
3. Incoming freshmen from non-participating parishes who graduate from grade schools of participating parishes.
4. Incoming freshmen from non-participating parishes who attend other schools.

Transfer students will be accepted in this order:

1. Students new to the Rockford area whose families are registered in one of the participating parishes.
2. Transfer students whose families are registered in one of the participating parishes.
3. Transfer students whose families are not members of participating parishes.
4. Boylan does not accept senior level transfers from area schools.

Readmission Policy

Students who have transferred to other areas schools and apply for readmission will be considered on an individual basis.

BIRTH CERTIFICATE

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

NINTH GRADE/TRANSFER STUDENTS

PHYSICAL EXAMINATIONS

In compliance with Illinois state law, a physical examination must be on record before entrance into ninth grade. Transfer students must also have a physical examination on record. These records must include an update of all immunizations.

FOREIGN EXCHANGE STUDENTS

Students from foreign countries who are interested in enrolling at Boylan will be considered on an individual basis according to the following guidelines:

1. The student has proficiency in speaking and reading English.
2. Sponsorship is through a recognized foreign exchange organization that is responsible for securing a "J1" visa for the student, arranging for a host family and otherwise accepting full responsibility for the student.
3. Boylan cannot accept students with any other type of visa.
4. The period of attendance will be for a maximum of one school year.
5. The student will not be granted a Boylan diploma.
6. The student's family will be responsible for all tuition and fees.
7. The student's readiness and requirements of the native country may limit Boylan's ability to meet the academic needs of the student.

HOME SCHOOLING POLICY

1. Incoming freshmen who have been homeschooled for their elementary grades will be accepted on the basis of the Boylan placement examination and on meeting the other admissions criteria.
2. Students who have been homeschooled for any portion of their high school education and wish to enroll at Boylan for grades 10 or 11 will be accepted under the following conditions:
 - a. The student meets all criteria for admission.
 - b. The student will be placed at the appropriate grade level as determined by the school.
 - c. The student will be eligible for honor roll and awards but **WILL NOT BE ELIGIBLE TO RECEIVE A DIPLOMA FROM BOYLAN** nor participate in any commencement ceremonies.

An exception to letter "C" above would be a home-schooled student who has earned credits in a recognized/accredited home-school program.

3. Students who are currently being homeschooled are not eligible to participate on Boylan's athletic teams.

ATTENDANCE CODES FOR SKYWARD

The following legend will be used in the Skyward Attendance program to classify the type and reasoning for a student's absence.

Type

- P** Boylan Excessive Absence Policy ([see page 21](#))
- U** Unexcused absence
- X** Exempt from the Excessive Absence Policy

Reasons

- AD** Administrative request
- AP** AP testing
- AS** Academic support
- CA** Car accident
- CD** Court date
- CP** Car problems
- CV** College visit
- DO** Dean's office
- DR** Doctor/medical appt
- DV** Drive right
- FA** Family activity
- FL** Foreign language testing
- FN** Funeral
- GC** Guidance/counseling
- IL** Illness
- IN** Injury
- LB** Marked present in library
- MD** Surgery
- MS** Assisting with mass
- NC** No call from parent
- OS** Overslept
- QZ** Taking tests/quizzes
- R** Retreat
- SA** School activity
- SC** Suspended from class
- SG** Support group meeting
- SN** Snow - transportation problems
- SU** Suspended from school
- T** Tardy
- TR** Truant
- VA** Vacation
- WO** Wellness office
- YB** Student yearbook staff

ATTENDANCE POLICIES

School is in session for 179 days in the year, exclusive of all holidays. Students are expected to be in attendance every day of the school year because absence from class is always a detriment to the student, no matter what the reason.

On the day a student is absent, parents must call the school between 7:00 and 10:00 a.m. Parents must call every day the student is absent, even when the illness continues for more than one day. The phone number is 1-815-877-2513. It will be assumed that no call indicates an absence without parental knowledge or consent. The student will be considered truant.

If the student knows in advance an absence will occur, a note must be written or the absence form can be downloaded from the Boylan.org website and brought to the Dean of Students' Office the day before. This notification must be done even when the absence involves only part of the day.

Absence for three periods is counted as a half-day of absence.

Upon returning to school, the student must bring a note to the Dean of Students' Office from a parent stating the reason and the dates of the absence. It will document absenteeism, should a question on attendance surface later.

Medical and dental appointments should always be scheduled outside school hours, except for emergencies. Appointments during school time are counted as absences.

EARLY DISMISSAL

If a student needs to be dismissed from school early, **the student must bring a note to the Dean of Students' Office from his/her parents the morning of the early dismissal day.** The note should state the reason for leaving and the date and time. If the student is to be dismissed during a class, an early dismissal form will be given to the student. In courtesy, the student should show the form to the teacher whose class he/she will be missing. Students with early dismissals must be picked up and signed out from the Dean's Office – the east entrance of the school.

EMERGENCY CLOSING

Planned vacations should take into account that the school year may be lengthened due to snow days or other unforeseen closings.

EXCESSIVE ABSENCE - GRADE REDUCTION - NO CREDIT

CLASSES THAT MEET FIVE DAYS A WEEK

Parents of students who are absent more than five class periods in a quarter for a class that meets five days a week will be sent a letter warning them that if a student exceeds ten absences per semester teachers will be directed to reduce the student's semester grade one grade level.

Students who are absent 22 class periods in a semester for a class that meets everyday will be deemed not to have sufficiently met the requirements of the class and credit will not be given.

CLASSES THAT MEET THREE DAYS OR LESS

Parents of students who are absent more than three class periods in a quarter for a class that meets fewer than five days a week will be sent a letter warning them that if a student exceeds six absences per semester teachers will be directed to reduce the student's semester grade one grade level. Students who are absent for 11 class periods for a class that meets fewer than five days each week will be deemed to not have sufficiently met the requirements of the class and credit will not be given.

EXCUSED / UNEXCUSED ABSENCES

It is the responsibility of the parents to notify the attendance office each day the student is absent. The attendance office is open each day at 7:00 a.m. The telephone number is 815-877-2513. If the parents have not met their responsibility by 3:00 p.m. on the day the student is absent, the attendance office will consider the student unexcused for that time period. The final determination of an excused absence is decided by the Dean of Students. Students will not be allowed to make up any class work for an unexcused absence and may be subject to the discipline code.

EXTENDED ABSENCE GUIDELINES

When a student is at home recovering from an illness, surgery or accident and is expected to miss more than one week, the parent is to notify the Assistant Principal-Academics and the Dean of Students who will determine the appropriate steps to be taken.

Upon the student's return to school, a letter from the attending physician must be on file. The letter should briefly summarize the reason for the absence. Additional information to assure the student's well-being should also be included in the letter. Information about a student's medical history is confidential. The school's representative will determine if a conference is necessary.

FUNERALS

A student may be excused for a funeral for members of the immediate family. Other absences for funerals should be cleared in advance with the Attendance Office.

ILLNESS OR INJURY

Any student who becomes ill during the school day is to report to the Dean's Office. The Dean of Students will decide whether the student will remain in school and he will be responsible for calling the parents. **UNDER NO CONDITION MAY A STUDENT LEAVE THE BUILDING WITHOUT**

PERMISSION FROM THE DEAN OF STUDENTS. THE STUDENT MUST REMAIN IN THE DEAN'S OFFICE UNTIL THE PARENT IS CONTACTED.

MISSED SCHOOL ASSIGNMENTS

Work missed during an excused absence must be made-up. It is the student's duty to contact his/her teachers for this work. Homework assignments may be requested via Family Access by e-mailing the student's teachers. Allotted time for make-up is as follows:

1 to 2 days absence:

Work must be made-up within two days after return to school.

3 to 5 days absence:

Work must be made-up through arrangements with each subject teacher. Work not made-up during the agreed schedule will result in a failure grade.

Over 5 days absence:

Arrangements must be made with Assistant Principal – Academics.

PLANNED ABSENCE

While Boylan accepts parental right to keep a student from school for a sufficient reason, absence from school with family or others is discouraged. No matter how educational or cultural in nature these experiences are, they are not an adequate substitute for the student's attendance in class and attention to the specific tasks being accomplished in the subject areas under study.

If a planned absence will cause the student to be absent more than one day, a form must be obtained from the Dean of Students' Office. The form must be completed and returned prior to the expected absence. No make-up work will be accepted, nor will tests be administered, unless arrangements have been made with the Dean of Students' Office and with the student's teachers, one week before the expected absence. Note: Teachers may be unable to provide work in advance. [See also Excessive Absence-Grade Reduction and Missed School Assignments.](#) (Page 21)

RETREATS

Every student is required to attend a school-sponsored Retreat each year.

SCHOOL SPONSORED ACTIVITY ABSENCE

If the student is absent from school on a school-sponsored activity (an institute, retreat, workshop, athletic event), the Student Absence Record will show a "School Sponsored Activity Absence." The absence will not count against "Perfect Attendance" computation or Senior Test Exemption.

SPECIAL ATTENDANCE DAYS

Special attendance days will be announced in advance. These are days when absence cannot be allowed for any reason. If the student is unavoidably absent, he/ she will be required to make-up the day on an alternate calendar day assigned by the Dean of Students. Examples of these days are: Retreat Day, Awards Assembly, etc.

TARDINESS

A student who is not in an assigned area (classroom, homeroom, study hall) when the bell rings is late. The student must report to the Dean of Students' Office for an admit. An admit must be obtained even if the tardiness is excused by a faculty member. Penalty for unexcused tardiness is two demerits and detention.

DISCIPLINARY PROCEDURES REGARDING TARDINESS

1. When a student is tardy to school or to any of his/her classes or study hall, the student will be required to attend a 30 minute supervised study hall after school on the following class day.

2. If a student is late more than once in a given day, he/she will serve additional consecutive detentions on subsequent nights.
3. Students must report to detention within ten minutes of the dismissal bell. Failure to serve a detention will necessitate two periods of detention being served. Students who fail to comply will be liable for suspension.

Please remember, a telephone call or a note from a parent does not excuse the student from the aforementioned regulations. Oversleeping, faulty alarm clocks, speeding tickets, etc. may cause one to be tardy, but they are usually avoidable. Demerits and detentions will be registered accordingly.

Emergencies and bad weather will dictate extenuating conditions under which demerits might not be assigned. The Dean of Students will make judgments in such cases.

TRUANCY

The student will be considered truant for nonattendance, except for the following:

1. Sickness.
2. Attendance at a funeral of an immediate family member.
3. Special situations or circumstances. In these cases, clearance must be made with the Dean of Students prior to the absence.

If a student is truant:

1. The student's record will show truancy and be unexcused.
2. The student will receive five demerits for each period missed or 30 demerits for each day missed.
3. The student will receive a failing grade for that day's class work.
4. The student will be required to attend a supervised study hall after school for each class period missed. This detention is to be served on the day of truancy or as determined by the Dean of Students.

BEHAVIOR POLICIES

THE DEMERIT SYSTEM

Boylan High School uses the following demerit system to measure each student's attitude. Administration reserves the right to dismiss any student for serious cause.

1. Each student will begin the school year with no demerits. The only exception is "2" below.
2. Demerits earned during the months of May or June will be carried over to next semester in which the student is enrolled at Boylan.
3. The student's demerits will be available on Family Access.

When the student reaches 20, 30, 40 or 60 demerits, the following will result:

20 Demerits: The student will be called in for a conference with the Dean of Students. Parents will be notified by letter.

30 Demerits: The student and his/her parents must meet with the Dean of Students for a conference. A conference will be scheduled with the student's guidance counselor. The student's pastor will also be notified.

40 Demerits: The student will appear before the Council of Discipline where his/her demerit record will be reviewed. The student will not be allowed to participate in any extracurricular activities or class office. The student will meet regularly with his/her Guidance Counselor.

60 Demerits: The student will appear before the Council of Discipline for possible expulsion. As an alternative to expulsion, a student may be put on probation with a contract.

Once dismissed for disciplinary reasons, a student may not be readmitted to Boylan for at least one year from the date of dismissal. Upon application, the case will be reviewed by the Administration to determine if the student is eligible for re-admittance.

DEMERITS

The following are minor violations for which a student may receive demerits from the faculty. (* In addition to demerits, a detention will be assigned.)

Number/Violation	Demerits
1. Disregard of administrative notices (Not returning a required school form, etc.)	5
2. Not returning a library book	5
3. Disorder in the cafeteria	
a. Not returning trays, leaving table a mess.	5
b. Creating a disturbance or unbecoming behavior during lunch will result in suspension and possible Council of Discipline review.	10-30
4. In halls without a pass or out of bounds	5
5. Tardy to school or late to class *	2
6. Improper uniform *	5
7. No chewing gum allowed *	5
8. Eating outside the cafeteria (Pop, candy, food, etc. are not allowed in classrooms or corridors.)	5
9. Minor disrespect to a faculty member *	5
10. Misconduct or creating a disturbance	5
11. Improper language (Profanity, swearing, etc.) *	5
12. Misuse of school property (Kicking lockers, sitting on or banging radiators, etc.)	5

13. Unauthorized use of school forms or permits (These are in addition to demerits student may have received if he/she had not had the illicit school form.)	5	22. Truancy - Full Day * Each Period * No academic credit will be given for class time missed.	30 5
14. Gambling or any game of chance	5	23. Possession or use of any tobacco product or tobacco devices (This applies to all students while they are in the building, on grounds, parking lot, stadium, ball fields and tennis courts, anywhere on school property or at a school sponsored event.)	10-20
15. Not reporting to Dean's Office or Detention *	5	24. Drinking/Possession of Alcohol Any student involved with drugs will be subject to the school's Alcohol/Substance Abuse Policy. (Student will be suspended until parents appear for a conference.)	30
16. Parking violation (No parking sticker, parking in restricted area)	5	25. Impulsive Fighting, Taunting or Threatening Behavior (Student may be suspended until parents appear for a conference.)	10-30
17. Leaving school building/premises without permission * (These are in addition to any demerits issued for truancy.)	5	26. Premeditated Fighting (Student will be suspended and presented to the Council for expulsion. A premeditated fight is one that has been planned or prearranged or which occurs after a warning by the Administration.)	30
18. Misuse of electronic devices such as cell phones, iPods, etc. (The device will be confiscated. In addition to demerits, a detention will be assigned for each violation and fines levied.) First offense: Verbal Warning Second offense: Five demerits/one detention Subsequent violations: \$5.00 fine/Five demerits/One detention	5	27. Major Disrespect to a Faculty or Staff Member that occurs on or off campus or by electronic means. (Student will be suspended until parents appear for a conference.)	30
19. Any misdemeanor not listed	5	28. Stealing (Restitution required and appropriate authorities will be notified.)	10-30
The following are considered major offenses. These demerits will be issued by the Dean of Students only. For 30 demerit offenses, student could be suspended and presented to the council for possible expulsion.		29. Vandalism (Student will be required to pay for repairs.)	10-30
The following are major violations for which a student may receive demerits or be suspended by the administration. (* In addition to demerits, a detention will be assigned.)		30. Scandal to Boylan Catholic High School	10-30
20. Suspended from class by teacher * (When a teacher asks a student to leave the room for any disciplinary reason, the student is to report to the Dean of Students' office immediately, whether or not the teacher tells the student to report there.) No academic credit will be given for class time missed.)	5	31. It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be	
21. Carrying an instrument of injury or irritation	10		

considered to constitute a weapon. Violations of this policy may result, at the school's discretion, in disciplinary action up to and including expulsion from the school.

- 32. Drugs: Any student involved with drugs will be subject to the school's Substance Abuse Policy.
 - a. Any student who uses, possesses or aids in the use or possession of any drug. 30
 - b. Any student who introduces drugs to others. 30
(Selling and/or giving to others on or off school property)
- 33. Reckless/Careless Driving 10-30
(Possible revocation of driving privileges and a \$5.00 fine)
- 34. Harassment/Bullying of any kind - verbal, physical, visual or sexual 30 (See page 35) 10-30
- 35. Any Major Offense Not Listed 30
(Example: Endangering life or limb of another; false alarms; tampering with fire extinguishers; defibrillators; concealed weapons; displaying gang signs, symbols or graffiti; fireworks or inappropriate public behavior) Possible consequences include demerits and/or suspension or dismissal.

Boylan Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Examples include harassment, inappropriate use of blogs, etc. Possible consequences include demerits and/or suspension or dismissal.

DEMERIT REMOVAL

Any student, regardless of the number of demerits accumulated in a given year, can have those demerits removed by fulfilling the following requirements:

- 1. A student must go one calendar month without receiving demerits. (Example: Go from October 28th to November 28th with no demerits) Upon completion of each month, the student is then eligible to have five demerits removed from his/her record.

- 2. For each successive week, the student is eligible to have one demerit removed, if no new demerits have been recorded.

EXPULSION OR SUSPENSION VIOLATIONS

The Dean of Students, in consultation with the principal, has the authority to suspend a student. No academic credit will be given for class time missed while a student is suspended.

The following are grounds for immediate suspension and/or expulsion by the principal. Suspended students may be presented to the Council of Discipline for possible expulsion:

- 1. Possession of any instrument or weapon, which may inflict bodily harm. This includes, but is not limited to, look alike weapons.
- 2. Fighting or violent behavior.
- 3. Threats of violence or continued harassment or any action or statement that jeopardizes the safety or security of the school community.
- 4. Involvement with drugs.
- 5. Tampering with fire extinguishers, fire alarms or defibrillators.
- 6. Vandalism to school property.
- 7. Gaining access to the Skyward Student Management System to manipulate one's grade(s) or other students' grade(s).

SCHOOL FUNCTIONS, OFF CAMPUS, OUTSIDE SCHOOL HOURS

Students attending games and other school functions are to maintain the standards of behavior as set in this handbook. School pride and loyalty are emphasized and proper behavior must be observed. Students are responsible for their conduct as specified in Boylan's demerit code.

Boylan Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours, such as attending another high school's sponsored activity.

UNIFORMS

Boylan High School expects its students to follow certain dress code regulations. Uniforms are worn every day. Uniform rules are in effect from the first bell of the morning to the last bell of the day. Students who are sent home for being out of uniform will be considered unexcused and will serve a detention.

If the uniform requirement needs to be modified due to medical necessity, the Dean of Students will determine appropriate uniform requirements.

Boylan uniforms need to be purchased from the approved suppliers. For boys, Tom Harmer's is the approved supplier. For girls, the approved supplier is Dennis Uniform.

BOYS' UNIFORMS

The regulations for boys' uniforms at Boylan are:

1. Trousers: Uniform trousers are to be worn at the waist in unaltered fashion with a dress belt. The length of the trousers should not exceed beyond the top of the heel of the shoe.
2. Shirts: WHITE DRESS SHIRT. A dress shirt is one that has a collar, with buttons completely down the front and is designed to be worn with a tie. Shirts are to be worn tucked into trousers.
3. T-Shirts: Only plain white T-shirts may be worn under the uniform shirt.
4. Ties: Ties are to be worn at all times, except for the months of September and May. Shirts are to have the collar buttoned.
5. Sport coats: Boys must wear the uniform sport coat, except during the months of September and May.
6. Shoes/Socks: Boys must wear conventional dress shoes (*view examples at boylan.org/uniforms*) and dress socks. No-show socks, white athletic socks, gym shoes, tennis shoes, beach clogs, moccasins, boots, slippers of any kind or sandals are unacceptable. If there is a question, the Dean of Students will decide if the footwear is appropriate.

7. Hair: A boy's haircut is considered part of the Boylan uniform. No erratic style haircut or color will be allowed (includes punked, tailed, spiked, multicolored, grooved, partially shaved, emblems or striped). Hair is to be a conventional length, not to exceed the collar and be neatly trimmed, not tucked behind the ears. Neither should the sides of the hair fall forward covering the student's cheeks. If there are questions, the Dean of Students will decide.
8. Facial Hair: Beards, mustaches, long sideburns (below the earlobe) are not permitted. Students are expected to be clean-shaven.
9. Jewelry: Jewelry consistent with the school uniform may be worn (a class ring, watch). Earrings (even if covered), plastic studs, straps, chains, rock buttons, medallions, ethnic, cultic, gang and excessive jewelry are unacceptable. Body piercing jewelry is not allowed.

GIRLS' UNIFORMS

1. Skirts: Uniform skirts are to be worn in unaltered fashion. All skirts must reach within three inches of the knee cap or the size of a square post-it-note.
2. Sweater: The uniform sweater must be worn at all times except during the months of September and May.
3. Blouse: The uniform blouse consists of a white tailored shirt-type blouse with a pointed collar or buttoned down collar with white buttons down the front. Blouses must be purchased from the uniform company.
4. T-Shirts: Only plain white T-shirts may be worn under the uniform blouse.
5. Shoes/Socks: Girls must wear conventional dress shoes (*view examples at boylan.org/uniforms*) and dress socks. No-show socks, gym shoes, tennis shoes, beach clogs, moccasins, high heels, slippers, boots of any kind or beach sandals are unacceptable. Footless, thigh high, fishnet, or lace stockings are not permitted. If there is a question, the Dean of Students will decide.
6. Hair Styles: Hairstyles are considered part of the Boylan uniform. No erratic style haircut or color will be allowed (punked, spiked, tailed, multicolored or hair styled below the forehead). Kerchiefs are not part of the Boylan uniform.
7. Jewelry: Jewelry consistent with the school uniform may be worn (a class ring, watch). Straps, chains, rock buttons, medallions, ethnic,

cultic and excessive jewelry is unacceptable. Body piercing jewelry is also not allowed.

8. Cosmetics: Make-up should be in acceptable good taste.
9. Pants: No pajama pants, sweatpants, leg warmers, long underwear, jeans, etc. may be worn under the uniform skirt during the school day. For warmth, tights or opaque stockings are acceptable as long as the tights or stockings are not made of fishnet or lace material.

FINANCIAL POLICIES

COLLECTION OF FUNDS

The collection of all funds, dues, and fund-raising projects by any faculty member or any student group must have the prior approval of the Principal.

FEES

REGISTRATION FEE:	(Nonrefundable) For the 2018-2019 school year, \$100.00 is to be paid at the time of registration.
GRADUATION FEE:	For the 2017-2018 year, the fee will be \$75.00 to cover the cost of diploma, cap and gown, flowers, etc.
BREAKAGE:	Any school property broken (windows, desks, equipment, etc.) must be paid by the student.
BOOKS:	Students are responsible for their books and must pay for any that are lost, damaged or not returned.
LOCKER FEE:	\$10.00 (Refundable upon passing end-of-year locker inspection.)

ACTIVITY FEE:	\$35.00 (Covers cost of admittance to all Boylan activities)
TECHNOLOGY FEE:	\$150.00
YEARBOOK:	\$70.00
RETREAT FEES:	Seniors \$70.00 Kairos (Optional-Seniors) \$150.00 All other students \$50.00
ATHLETIC PARTICIPATION FEE:	\$100.00 for the first sport \$50.00 for the second sport
PARKING FEE:	\$60.00

RETURNED CHECK POLICY

A fee of \$35.00 will be assessed for checks returned unpaid for any reason.

TUITION ASSISTANCE FUND

The Student Aid Committee with the recommendations from the P.S.A.S program has the responsibility for distribution of tuition assistance funds. Applications are available to all students currently enrolled in Boylan and all eighth graders who have registered to attend in the fall.

The amount of assistance depends on need and available funds. Assistance is given for one school year at a time. Families must reapply each year. Funds are distributed after a confidential financial statement has been analyzed. All information is kept in confidence. Financial aid is awarded on the condition that all financial obligations are met. If a family does not meet its financial obligations as stated above, the aid will be forfeited and the full, undiscounted amount of tuition will be due. Adhering to the school's Behavior Policies is a factor in maintaining and renewing financial aid. For more information, contact the Business Manager.

2018-2019 TUITION ASSISTANCE APPLICATIONS

Applications for tuition assistance will be available during registration sessions in February 2018. Boylan provides tuition assistance to registered families who demonstrate need. All registered families are eligible to apply for financial assistance. To ensure confidentiality and fairness, Boylan has selected FACTS Management to measure and report applicants' need. The school uses these recommendations to distribute financial aid. Applications must be submitted to FACTS online online by by April 15, 2018. Submit applications by visiting FACTS at: online.factsmgmt.com/aid **Boylan's School Code is 21470**. All tuition assistance awards will be made in mid to late June 2018.

TUITION

We partner with Smart Tuition to process and collect tuition and fees for the 2017-18 school year.

Smart Tuition makes it easy for you to:

Select a payment method that works best for you

1. Choose to receive a monthly invoice, or
2. Set up recurring automatic payments from your bank account or credit card
3. Visa, MasterCard, Discover, and American Express are accepted (A 2.85% convenience fee is applied to all credit/debit card payments)

Access your account online

1. Review account history, transaction details, and print monthly invoices.
2. Edit your contact information, password, and payment method.
3. Make a payment or set up recurring payments.

Receive payment and follow up reminders

1. For recurring payments, a reminder is emailed 7-10 days before the due date.
2. For missed payments and outstanding balances you will receive an email and phone call.

Speak with a customer service representative

1. Live agents are available 24 hours a day, 365 days a year.
2. Spanish speaking representatives are available.
3. Call toll free to make payments at (888) 868-8828.

Tuition rates are determined as follows:

1. Students from participating parishes.
2. Students from non-participating parishes.

Families may pay tuition in one of three ways:

1. Full tuition by July 10/20, 2017.
2. Two payment option* - 50% due July 10/20, 2017 and 50% due January 10/20, 2018.
3. Monthly payments* through a bank draft or invoice. Families may spread payments over ten months from July to April. Payments will be due on the 10th of each month.

* An annual \$36.00 Administrative fee will be applied to families choosing the two payment or monthly payment option.

Please note that although payment can be made automatically through your bank, Boylan High School never has access to your bank account.

It is the policy of the Diocese of Rockford that: "No student will be allowed to take first semester exams unless his or her tuition is current. Furthermore, no student will be allowed to take final exams unless his or her tuition and fees have been paid in full."

Students in their senior year will not be allowed to participate in graduation ceremonies until all financial obligations have been met.

Tuition is to be paid on a year-to-year basis and a student may not be registered for the succeeding year until tuition from the previous year has been paid in full or alternate financial arrangements have been made.

All payments are due by the exact date indicated. The following penalties apply:

- \$40.00 late fee if any payment is received later than the date agreed.
- \$30.00 fee for all NSF checks or failed electronic transfer.

Tuition payments submitted after May 1 must be in cash, cashiers check, money order or credit card. Personal checks will not be accepted.

TUITION REFUND POLICY

Tuition will not be refunded for any quarter in which the student attends at least one day.

WITHDRAWAL / TRANSFER FROM BOYLAN

Parents of students who are leaving Boylan are expected to officially notify the school by filling out the appropriate forms that may be obtained in the Main Office. No records will be forwarded until the school has been officially notified of withdrawal and all financial obligations have been met.

Beginning and ending dates for each quarter are:

First Quarter:	08/21/2017 - 10/20/2017
Second Quarter:	10/23/2017 - 01/11/2018
Third Quarter:	01/16/2018 - 03/16/2018
Fourth Quarter:	03/19/2018 - 05/31/2018

Tuition: The date that a parent completes the withdrawal form or the last day of the student's attendance (whichever is later) will be the last day of attendance.

Financial Aid: For refunding purposes, financial aid, grants or scholarships are considered to be credited on a quarterly basis. Financial aid will only be used to offset the cost of tuition of the last quarter completed. For example, if a student withdraws during second quarter, only the first quarter's aid will be used to offset the cost of tuition.

Textbooks: All hardbound textbooks returned in original condition, less normal wear and tear, will not incur a charge. Books returned in damaged condition will incur a charge proportional to the damage. Unreturned hardbound textbooks will incur a charge equal to the current replacement cost.

Workbooks and Consumable Materials: No refund will be given for workbooks or other consumable materials.

Materials Fees: All fees are not refundable.

Other Charges: The parent or guardian is responsible for any unpaid fines, damages to school property or other charges.

GENERAL POLICIES

ACCEPTABLE USE POLICY (AUP) FOR THE TECHNOLOGY SYSTEM

Please visit boylan.org/aup to read the Acceptable Use Policy (AUP).

Acknowledgement: At the time of registration Parents and Students have signed a commitment to follow the Acceptable Use Policy.

Inappropriate use of technology (for example, on a home computer or personal device) may subject the student to consequences. Inappropriate use includes but is not limited to, harassment, use of school name, remarks or web posting directed to or about teachers, offensive communications and/or video, and safety threats.

STUDENT EMAIL POLICY

Please visit boylan.org/email-policy to read the Student Email Policy.

Acknowledgement: Usage of the email system provided by the school indicates that you have read, understand and agree to comply with the Student Email Policy, and in particular understand and agree that the school may access, read, monitor, intercept, copy and delete my communications if it deems appropriate. Failure to comply with any of the provisions in this policy may lead to disciplinary action.

AGREEMENT FOR NOTIFICATION VIA ELECTRONIC MEDIA

As the need arises the administration, teachers, coaches, or other school personnel find it appropriate and timely to communicate with students and parents via electronic means such as email, moodles, telephone messages, texting, blogs, tweeting, or social networking sites etc. These media would be used to communicate items such as athletic schedule revisions, practice cancellations, modification of meeting times, academic assignments, or other significant information. Diocesan policy requires us to secure permission from parents for the school or its employees to contact students and parents via these media. Parents who do not wish to receive general emails from the school should opt out by not providing their email address or by removing their email address from Family Access.

BRING YOUR OWN TECHNOLOGY (BYOT)

Boylan Catholic High School has implemented a technology plan allowing students to bring their own digital devices to school. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the internet, and communicate with other learners.

ELECTRONIC DEVICES

Use of electronic devices at Boylan is permitted under the following guidelines. Any other use is considered a distraction to the educational mission of BCHS and subject to disciplinary action up to and including confiscation, demerits, detention, and monetary fines. The confiscation of electronic devices by faculty or staff will occur with or without warning and without incident.

CAMERAS/PHONES

1. Personal items that can take and/or transmit electronic images cannot be used by students to take or transmit images of others without the written consent of all involved.
2. Taking pictures, videos, or recordings of teachers, staff or students without their knowledge or permission is a violation of this policy. Additional prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Violation of this policy may result in confiscation of the property in question, detention, suspension, expulsion and potential legal action. [See also the Acceptable Use Policy \(AUP\) for the Technology System.](#) (Page 30)

CELL PHONE USAGE

1. Cell Phones are to be off and out of sight during class periods which include classrooms, locker rooms, restrooms, and study halls.
2. Cell phones may be used during passing periods in the hallways and during the student's scheduled lunch period in the cafeteria (voice calls are not permitted).
3. Cell phones may be used in the classroom and study hall for educational applications with teacher permission (voice calls are not permitted).

4. Violators will have their devices confiscated and the Dean of Students will determine the appropriate course of action. Demerits and detention will be assigned as well as monetary fine.

OTHER DIGITAL DEVICES

1. Tablets, eReaders, smart phones, laptops, etc. may be used in the classroom at the teacher's discretion for educational applications. During full period study halls and study halls during the 4th hour lunch, students will be permitted to utilize their smart technology. No verbal communication will be permitted.
2. Google Glass and Glass-like headsets are not permitted on all Boylan properties.
3. Boylan Catholic High School is not responsible for any loss or damage to a student's personal digital device.
4. Students may use digital devices owned by the school and are responsible for any loss or damage.
5. Earbuds, headphones, wireless headphones, and Bluetooth speakers are not permitted in the hallways.
6. Boylan is not responsible for charging digital devices.

USE OF DIGITAL DEVICES DURING THE ADMINISTRATION OF A TEST

If a student is observed using a digital device (including but not limited to cell phones, MP3 players, cameras, smart watches, Google Glass, or other telecommunication devices capable of capturing or relaying information) during the administration of a test the following consequences will be enforced:

1. Testing for the student will cease.
2. The device will be confiscated and is subject to search.
3. The student will receive a grade of zero for the exam.
[See Academic Honesty Policy](#) (Page 10)

BUS INFORMATION

The behavior of a student on a bus to or from school is considered an extension of his/her behavior at school. Students must comply with all regulations of the bus company.

CAFETERIA

Students are to use good manners at all times and be friendly with those sharing the cafeteria. Students should be courteous in the lunch line, not crowd or loiter along the counter and should not handle food before choosing it. Inappropriate behavior will not be tolerated and may result in a loss of lunchroom privileges.

Upon finishing lunch, students should leave the table neat and clean and place dishes and trays at the tray return. Food and beverage purchased in the cafeteria are to be kept in the cafeteria. Paper and pop cans are to be put in containers provided. Students are to remain in the cafeteria until dismissed and are not allowed to go out of doors. No food may be purchased from outside sources during lunch periods.

CORRIDORS

To maintain order in the hallways, there should be no running while passing from room to room. Waste paper and refuse should be placed in the waste containers located in each of the halls.

WATER BOTTLES / WATER BOTTLE FILLING STATIONS

Water housed in clear spill-proof containers is permissible in all classrooms except all computer labs. Water bottle filling stations are located in the cafeteria and the Arts and Science Complex.

DANCE POLICIES

MAJOR DANCES

All Boylan students are invited to participate and attend all major dances with these exceptions:

1. Freshman students are not allowed to attend the Homecoming Dance.
2. Freshman and sophomore students are not allowed to attend Senior Prom. Only juniors who have been invited by seniors may attend.
3. Students who have been expelled, or have withdrawn from Boylan for behavioral reasons are not allowed to attend Boylan dances.

Because Boylan faculty, parents and students have expressed their concern about behavior at school dances, we have initiated the following policy:

1. Modesty in dancing styles/behavior and in dress is to be followed by all students so that Christian values are not compromised.
2. All tickets must be purchased by the designated day before the dance. No tickets will be sold at the door.
3. When buying tickets, students must sign their name and a parent's phone number, as well as the name and a parent's phone number of their date.
4. For identification, all Boylan students must present their school ID at the door.
5. If a Boylan student brings a non-Boylan date to a dance, the Boylan student is responsible for his/her guest's behavior.
6. A major dance begins at 8:00 p.m. Students must be at the dance no later than 9:00 p.m. Those arriving after 9:00 p.m. will not be admitted and parents will be notified.
7. All students and guests will be subject to a random alcohol breath test (commonly referred to as a breathalyzer test) upon entry or if reasonable suspicion is noticed by an administrator or faculty member. Suspicion will be based upon the following observed behavior, but is not limited to: unsteady gait, slurred speech,

impaired motor control, flushed face, odor of alcohol or other substance on breath, clothing or person, and/or vomiting.

8. A major dance ends at 11:00 p.m. All attendees are expected to remain at the dance until 10:30 p.m. and will not be allowed to leave before that time
9. The possession or use of drugs or alcohol is against the law. If either substance is detected in the parking lot, at the door, or at any time during the dance, students involved will be detained and their parents called to take them home. Boylan rules and city laws will be applicable at that time.
10. To help insure the smooth running of all dances, parents of Boylan students will assist Boylan faculty members as chaperones. However, faculty members will be responsible for all disciplinary matters.
11. A security officer will be in attendance at all dances.
12. A coat check will be available. Students are encouraged to check coats, cameras, purses etc.

MIXERS

1. Mixers are a non-date dance. They may be held after home football games. Attire is casual. Mixers last approximately 1 1/2 hours from about 9:30 p.m. to 11:00 p.m. If the game ends later, the mixer will end at 11:30 p.m.
2. Tickets are sold during the week of the mixer and at the door.
3. All Boylan students must present their school I.D. or class schedule for entrance to the mixer. Mixers are closed to students from other schools.
4. The possession or use of alcohol or drugs is against the law. If either substance is detected in the parking lot, at the door, or at any time during the dance, those students involved will be detained and their parents called to come and escort them home. Boylan High School rules and city laws will be applicable at that time.
5. To help ensure the smooth running of all mixers, parents of Boylan students will assist Boylan faculty members as chaperones. However, faculty members will be responsible for all disciplinary matters.

EMERGENCY NOTIFICATION OF CLOSINGS

School Messenger, a telephone notification system, is used to inform parents who have provided e-mail addresses and cell phone and/or landline numbers of any school emergency such as school closings. Notification will also be made over all TV stations. The Boylan web site will also provide up-to-date information.

FAMILY ACCESS

Students and parents are provided with a login and password to access student information over the Internet. Information available includes student schedule, assignments, grades, attendance, demerit infractions, food service items purchased and balance. Other features include deposit of funds to the lunch program via credit card. Message Center also provides the opportunity for teachers and administrators to post information of general or specific interest. Skyward Family Access is entered through the Boylan web site (www.boylan.org). Parents are encouraged to enter and keep their email address current so they can be notified of low lunch balance, schedule changes or other information. Parents and students are encouraged to frequently check the lunch balances to avoid an “overdraft”.

THE FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act (FERPA) provides: An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent’s FERPA rights.

FOOD SERVICE: LUNCH

The Boylan food service program features a “cashless” system. Cash is not accepted at the cafeteria at any time. Parents may deposit funds into a student’s account by means of credit card through Family Access or may mail or deliver funds to school. Deposits made at the school must be delivered to the Main Office by 8AM to be credited the same day. Parents may view and monitor balances and purchases through Skyward Family Access. Students are identified at lunch by means of a biometric system and photo of each student. Students must have a positive lunch balance to participate in the food service program.

- For **Cashless Food Service Frequently Asked Questions (FAQ's)** please visit: boylan.org/food-service-faqs

GUESTS OR VISITORS TO BOYLAN

Should Boylan students wish to have guests accompany them to class, they must have permission from the Dean of Students prior to the visitation. Specific rules regarding visitors must be followed.

VISITOR CHECK-IN

Boylan High School has a closed campus policy. Visitors must enter the building from the entrance at Campus Hills Blvd. and are required to check in with Metro Enforcement Security. Guests to the building will be required to show identification, which will be scanned through a law enforcement data base. If the name of the guest appears on any list or if the guest refuses to allow the school to scan the ID, that individual will not be allowed access to the school.

HARASSMENT/BULLYING POLICY

Boylan Catholic High School exists to transmit the Gospel values that reflect the active presence of God. An environment reflecting our Catholic tradition and Christian values is an integral component of the entire educational mission of this institution. Consequently, anything contrary or incompatible with the essential mission of Boylan Catholic High School will not be permitted.

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

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

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyberbullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence,

sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyberbullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos and social media (i.e. Facebook, Twitter, etc...) to harass or intimidate. These lists are meant to be illustrative and non- exhaustive.

Students who violate this policy will be subject to the discipline policy of the school. Harassment or bullying of any type is diametrically opposed to the mission of Boylan Catholic High School and it will not be tolerated. Harassment of any student or adult by any other student or by an employee while acting as a representative of this institution is not acceptable. Furthermore, any individual judged to harass another will be subject to appropriate disciplinary action.

A student who feels that he or she has been subjected to harassment or bullying should notify a parent or a Boylan staff member. The matter should also be reported to the Principal and an investigation of the incident will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation.

LOCKERS

Each student is assigned a locker for the entire year. Students may not change lockers or use someone else’s without permission from the Dean of Students. Lockers must be kept locked and in good order at all times. The lockers are not designed for maximum security. Students are urged not to place valuable items in lockers for safekeeping. Food and perishables may not be stored in the locker.

A \$10.00 damage deposit is required of each student for the school year. At the end of each semester, the condition of each locker will be checked and the deposit will be adjusted if no damage or defacing has occurred.

Students have no expectation of privacy in the use of their lockers. The administration retains the right to periodically inspect lockers and their contents.

LOCKER DECORATIONS

External locker decorations are to be limited to the width of the locker and one standard sized poster board above the locker.

LOCKS

Every student must use school locks on both the regular locker and P.E. locker assigned to them. Students should tell no one their combination. Students own these locks and are responsible for them. Replacement locks can be purchased in the Attendance Office.

LOST AND FOUND

Parents are encouraged to mark student apparel and belongings. Lost items may be retrieved in the Attendance Office. Found objects should be brought to the Attendance Office.

MAILINGS

School mailings will be sent to the parents or legal guardians listed on the Student Application Form. Any additional requests for information should be made to the Administration by the parent or guardian named.

THE MAINTENANCE OF THE COMMON GOOD

The goals of this institution are not designed to reform or rehabilitate adolescents involved in dangerous or criminal activity. Consequently, after a careful examination of the evidence, any individual (or members of a group) found to be a participant in illegal activity, violent behavior, possession of prohibited weaponry or exhibiting gang signs or graffiti will be subject to expulsion from this institution. Students whose involvement in illegal activity brings unfavorable publicity to the school may be subject to expulsion.

PARKING

Students must park in the west parking lot only but not in the front row. Students must park between the yellow lines and should not park in the aisles or along the east side of the student parking lot. Students must register their vehicles and obtain a parking tag in the Dean's Office. The parking fee pays for security in the lot. Failure to follow procedures will result in the loss of driving privileges.

All automobiles should be locked. No sitting or loitering in cars is permitted once students are on the grounds. Students should not tamper with other vehicles. A speed limit of 10 miles per hour is to be observed. Reckless driving will result in loss of driving privileges, demerits and a monetary fine. Parking is provided for the convenience of students and guests. Boylan assumes no liability for loss, damage or injury occurring in the parking lots.

POSTERS

Any individual or organization placing a poster on school walls must have it approved by the Dean of Students. Posters may be placed near the main entrance, on the wall of the landing of the middle stairway, the lobby of the student entrance and the wall outside Room 136. They must be removed promptly after the date of the event by those who posted them. Sticker type poster material is not allowed.

PRIVACY POLICY

Boylan Catholic High School makes every effort to maintain the privacy of students and families. Personal, academic, attendance, disciplinary and family information is not shared except as required by law or by the written permission or request of the student and/or parent.

PUBLICATION OF AWARDS AND HONORS

Publication of awards and honors such as honor roll, list of graduates, National Merit Scholarships, athletic awards etc. will continue unless a parent requests, in writing at the time of registration, that such information not be shared. Publication includes but is not limited to the Boylan web site, school newspaper, yearbook, alumni news, and publicity releases to various media.

SEARCHES ON SCHOOL PROPERTY

INDIVIDUALS

If there is reasonable suspicion of a student possessing banned or illegal substance or a banned object the following will occur:

- A thorough search of the student's school bag(s), locker(s), car, and a hands off search of his/her person will take place.
- The parent(s) will be notified.
- If a student is found to be in possession of said object(s), the student may be subject to suspension and may be considered for expulsion under the provisions of the Boylan discipline code.
- The student may be referred to the local law enforcement authorities.
- In some cases, State law requires a report to police.

SCHOOL WIDE SWEEPS

The school at its discretion may conduct a "sweep" of lockers and/or student automobiles with the assistance of local law enforcement agencies. Such sweeps would utilize dogs trained in the detection of banned or illegal substances. If a banned or illegal substance or its residue is detected:

- The student's locker(s) and its contents may be searched.
- The student's automobile may be searched with the student present.

- A thorough search of the student's school bag(s), and a hands-off search of his or her person will take place.
- Parent(s) will be notified.
- If a student is found to be in possession or refuses to cooperate, the student will be suspended and be subject to the Boylan Discipline Code.
- The student may be reported to local law enforcement agency. In some cases State law requires a report to police.

STUDENT RESIDENCY

All students are required to reside with parents or legal guardians to remain in good standing.

TELEPHONE CALLS AND MESSAGES FOR STUDENTS

1. Students will not be called from class to answer the telephone.
2. Only emergency messages from parents will be given to students.
3. Office telephones are for school business only.

COUNSELING DEPARTMENT SERVICES

The Counseling Department provides service in the following areas:

Academic credit checks	Academic course selection
Academic Advising	Career planning
College Advising	Counseling
Demerits/Behavior Issues	Job opportunities
Standardized Testing	Financial Aid/Scholarships & Resources

The Counseling staff assists students in academic advisement, career exploration, college planning and other areas of personal interest and concern. Students may see their counselor by completing an Appointment Request Form available from the Registrar. Please refer to the Boylan

website to view the Counseling Department calendar, resources and to connect with social media.

COUNSELING STAFF

Counselors

Mr. Jesse Kelln	(A-GA)	Room 216
Mrs. Jean Skadeland	(GE-MO)	Room 214
Ms. Allison Jacobs	(MU-Z)	Room 215
Mr. Ron Franiak		Room 222A

College Counselor

Mrs. Bridget McMinn	Room 210
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Registrar

Mrs. Vanessa Posadas	Room 212A
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ADMISSIONS TO COLLEGE

Boylan High School is accredited by AdvancED (North Central Association of Colleges and Secondary Schools), the Illinois State Office of Education and the National Catholic Education Association. Credits earned at Boylan are acceptable at any college or university in the United States. College acceptance depends upon many things. Among these considerations are:

1. Whether or not the applicant meets all the college's entrance requirements.
2. The applicant's personal qualifications such as participation in sports, clubs, service activities, and his/her leadership and character.
3. Whether or not the college application deadline is met.

For a student to be accepted into the college of his/her choice, it is essential to plan early enough to meet all subject and grade requirements. College and university catalogs and Internet sites should be carefully studied. Guidance should be sought from parents, counselors and teachers.

Students should:

1. Meet with their Counselor & College Counselor: Plan the high school curriculum early to be sure to meet college requirements.
2. Explore their interests through a variety of classes: Consider taking classes not in the core curriculum such as art, drama and music to demonstrate a well-balanced academic background.
3. Master the basics: Strengthen reading, writing, math and vocabulary skills for college and scholarship essays as well as standardized tests. Colleges are looking for diversity and rigor in the high school academic record.

Below is a suggested college prep course load:

<u>Units</u>	<u>Subject</u>
4	English - Emphasizing written and oral communications and literature.
3-4	Social Science - Emphasizing history and government.
3-4	Mathematics - Algebra, geometry, algebra 2 or other advanced mathematics.
3-4	Science - Laboratory sciences such as biology, chemistry, physics, anatomy/physiology, integrated and earth science.
2	World language (2-4 years of the same language), music or art.
1	Fine Art

Please note that each college or university may set higher minimum requirements for each subject area. Students should contact each college for its minimum requirements.

Seniors who choose a less demanding senior year can expect this reduced commitment to be reflected in the seventh/eighth semester transcript as well as letters of recommendation. Institutions of higher learning report a direct correlation between academic success at the university and the maintenance of a rigorous course of study during the senior year of high school.

COLLEGE APPLICATIONS / RECOMMENDATIONS

Requests for college recommendations and applications must be submitted at least two weeks before due date.

COLLEGE ENTRANCE EXAMS

Students who plan to attend college should register for the required college entrance examination during the second semester of junior year or during the first semester of senior year. These tests require online registration at least one month in advance of the date scheduled. Registration for these tests typically closes one month before the test date. Application forms are available in Room 212A. The test dates are:

ACT National Test Dates:

Saturday, September 9, 2017
Saturday, October 28, 2017
Saturday, December 9, 2017
Saturday, February 10, 2018
Saturday, April 14, 2018
Saturday, June 9, 2018

SAT Admissions Test Dates:

Saturday, October 7, 2017
Saturday, November 4, 2017
Saturday, December 2, 2017
Saturday, March 10, 2018
Saturday, May 5, 2018
Saturday, June 2, 2018

Register at www.actstudent.org

Register at www.collegeboard.org

Boylan's School Code Number for ACT. and SAT. is: 143-697

CONFIDENTIALITY / MANDATED REPORTER POLICY

While counselors/teachers respect the confidentiality that students place in them, there are certain behaviors and ideations that counselors/teachers may not keep confidential. This includes information revealing when students are committing acts or plan to commit acts that hurt themselves or others; information that students are being physically, emotionally or sexually

abused; and information that students have committed excessively violent acts. Furthermore, class journals, which reveal the aforementioned acts, may not be kept confidential.

Also, information discussed on Kairos retreats, Natural Helpers retreats or any school-sponsored retreat is confidential unless it indicates danger to one's self, danger to others, physical abuse or sexual abuse must be reported to the retreat director. Teachers on retreats must report incidents of physical and sexual abuse and "dangerous situations" to proper authorities.

Counselors/teachers must inform, at least, the Principal when obtaining knowledge of these behaviors or ideations and may need to notify other authorities or agencies.

Teachers, by state statute, are "mandated reporters" of any physical or sexual abuse or suspected physical or sexual abuse to the Department of Children and Family Services.

In most cases, parents will be informed. If someone other than the student's parents is abusing the student, the police will be informed. If parents are the alleged perpetrators of abuse, the Department of Children and Family Services will be notified.

If counselors/teachers have reliable information indicating that informing parents is likely to endanger students, counselors/teachers may withhold that information from parents, but only with the approval of the Principal.

If a parent has a concern that centers on a particular class or classroom teacher, he/she is strongly encouraged to contact the teacher as a first step. If a second step is needed, then the specific Department Chairperson should be contacted. If further dialogue is necessary, then the Assistant Principal for Academics should be contacted. The Principal is ordinarily the final step in this process.

If the concern centers in the psychological or social realm, the parents are strongly encouraged to contact their child's counselor or the Chairperson of the Counseling Department who will then determine a process of assistance. The parents can also contact the Principal or one of the Assistant Principals, but the Counseling Department Chairperson ordinarily is the first contact.

Students need to know their first contact regarding a concern or a discomfoting situation will ordinarily be their parents, but in situations where this may not be possible, then their particular counselor or the Counseling Department Chairperson or the Principal or one of the Assistant Principals should be contacted. It is understandable that a young person may confide in a particular teacher or staff person with whom he has a rapport. The Principal, in conjunction with the counselors, may formalize any assistance and/or problem resolution.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information

GOOD STUDENT AUTO INSURANCE DISCOUNT VERIFICATION

Requests for verification of Good Student Insurance discount forms should be submitted to the Counseling Office.

ILLINOIS STUDENT ASSISTANCE COMMISSION (ISAC)

(Formerly Illinois State Scholarship Commission)

To be eligible, a junior year student must take the ACT or SAT between September 9 and June 30 of junior year.

P.S.A.T. / NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST

The exam will be given on Wednesday, October 25, 2017 to juniors who opt to take it.

STANDARDIZED TESTS

Standardized tests such as the practice ACT and PSAT/NMSQT are given to assess students' academic strengths and weaknesses to inform teachers of student progress and to provide direction as students prepare for upcoming college entrance exams. The following standardized tests will be administered: freshmen, EXPLORE; sophomores, PLAN; juniors, practice ACT.

TRANSCRIPTS (ELECTRONIC)

To enhance processing student records for college applications, Boylan uses an electronic transmission method through Docufide by Parchment. This process is supported by the Illinois Student Assistance Commission (ISAC). Students create an account through Parchment.com giving them the ability to submit a transcript to the college or university of their choice. Families receive written instructions to enroll in the service. A credit or debit card is required for payment. Parchment for Boylan Catholic High School

TRANSCRIPTS (HARD COPIES)

For hard copy transcripts see the Registrar in Room 212A at least one week in advance of the date needed. Cost is \$5.00 per transcript, payable at the time of the request. A request for a transcript form can also be found on the Boylan web site www.boylan.org

WORK PERMITS

Work permits may be secured from the Registrar in room 212A.

HEALTH AND SAFETY POLICIES

CONCUSSION PROTOCOL

All incoming freshmen and juniors will have a baseline pre-concussion exam provided by ImpACT Applications. The baseline exam will be overseen by administration to assist a student's family physician, neurologist, and our athletic trainer in determining the existence and severity of a concussion. A concussion is a traumatic brain injury that alters the way your brain functions.

SIGNS OF A CONCUSSION

The signs and symptoms of a concussion can be subtle and may not be immediately apparent. Symptoms can last for days, weeks or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia) and confusion. The amnesia, which may or may not follow a loss of consciousness, usually involves the loss of memory of the event that caused the concussion.

Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue

RETURN TO LEARN / RETURN TO PLAY

1. Concussion protocol includes returning to learn and returning to play plan. These plans will be initiated if a student is deemed to have

sustained a concussion or mild traumatic brain injury (TBI) by a physician or an athletic trainer.

2. The athletic trainer will inform the students' parents of a concussion protocol as soon as the concussion occurs.
3. Parents will notify school administrators if their child has suffered a concussion or a mild TBI during a non-school activity.
4. The student will report to the school administrator once he/she has been cleared by a physician to do so.
5. The school administrator will inform the students' teachers via confidential email of the concussion and the protocol which will be adhered to via doctor's orders.
6. Regardless of a physician's note that may state the student is to return to regular school activities, or some non-restrictive orders as covered by the return to learning protocol, the student will go through the concussion protocol when initiated by the athletic trainer.
7. The student will progress through phases daily unless the athletic trainer notifies the administrator to maintain at a designated phase.
8. The student will be allowed to make up all work including tests, quizzes, and projects as directed in the RTL protocol.
9. The administrator and the athletic trainer will keep a strong line of communication open throughout the process. They will notify each other if the student leaves school early or is not feeling well due to concussion symptoms.
10. The student will conduct the RTP protocol in conjunction with the RTL protocol.

AFTER CARE FOR CONCUSSION / MILD TBI

All based on the recommendation of a family physician or neurologist:

1. HOME - Total Rest (No mental exertion, no computer, texting, video games or homework, no driving).
2. HOME - Light Mental Activity (Up to 30 minutes of mental exertion, no prolonged concentration, stay at home, no driving).
3. SCHOOL - Part time with maximum accommodations, shortened days (Space will be provided for mental rest, no significant classroom testing or standardized testing, modify rather than postpone academics, provide extra time, extra help, modified assignments)

4. SCHOOL - Part time with moderate accommodations (No standardized testing, modified classroom testing, moderate decrease of extra time, help, and modification of assignments).
5. SCHOOL – Full time with minimal accommodations (No standardized testing, routine tests are permitted, continue decrease of extra time, help, and modification of assignments. May require more support in academically challenging subjects).
6. SCHOOL - Full time with no accommodations (Attends all classes and exposed to full homework and tests).

FIRST AID KITS AND DEFIBRILLATORS

First Aid kits are located in the following areas:

Main Office	Room 109	Room 151
Library	Room A14	Room 141
Kitchen	Boys' Locker Room	Girls' Locker Room
2nd Floor Prep Room	Tennis Courts	Pool Complex
Science Prep Room	Arts and Science Complex	

Defibrillators are located in the following areas:

Main Foyer	Student Entrance	Lecture Hall Corridor
Swim Complex	Tennis Courts	Outside Auxiliary Gym

Four portable units are available in the Athletic Office.

EMERGENCY DRILL PROCEDURES

FIRE EVACUATION DRILLS

When the fire alarm sounds, students are to follow these directives:

1. Leave the building by way of the assigned exit posted in each classroom.
2. Move rapidly to designated area.
3. Turn and face the building.
4. Absolute silence must be observed.

TORNADO ALARM

When the tornado alarm sounds, students are to follow these directives:

1. Move rapidly to designated area.
2. Kneel on floor against lockers with arms overhead and face.
3. Use jackets or sweaters to cover the face.

Observe silence to insure possible rerouting of students and/or further instructions.

LOCKDOWN PROCEDURES

In addition to surveillance cameras and buzzers at the school entrances, classroom-locking systems have been upgraded. Students and staff members are instructed and drills are conducted in lock down procedures.

EXEMPTION FROM PHYSICAL EDUCATION

Students who are exempted from Physical Education classes because of illness or injury must present a note from a doctor to the Main Office. The doctor's note should state to what extent activities should be limited and for how long a period. Students who are exempted for a semester are not required to make-up the course.

H.I.P.A.A. REGULATIONS

The Health Insurance and Portability & Accountability ACT (HIPAA), insures privacy protection for health information, however, the United States Department of Education FERPA regulation provides for the release of school health records without prior parent permission.

Health information may be released to "school officials" and others who have a "legitimate educational interest" including but not limited to:

- Members of the school administration, Wellness Office and counseling department.
- Teachers and coaches

- Support staff who are responsible for recording, maintaining and disseminating health related information.

A “legitimate educational interest” is interpreted as any health related information that may impact any educational interest including but not limited to:

- Academic performance
- Academic accommodations
- Scheduling of classes
- Behavior patterns
- Ability to participate in physical education courses
- Ability to participate in extracurricular activities including sports

HOSPITALIZATION

Upon a student’s admission to a hospital or other care unit for a stay that is expected to last more than a week, a parent should contact the Assistant Principal - Academics in the Main Office who will determine the appropriate steps. Parents should secure a written release from the care unit and physician(s) to share information with the appropriate school representative.

The school representative will contact the educational supervisor at the hospital to explain Boylan’s policy for absences and school assignments and to ascertain the types of assignments that are appropriate.

Individual class assignments will be sent to the hospital on a weekly basis only if the previous assignments have been completed and returned to the appropriate school representative.

Prior to the student’s return to school, the parent should contact the school representative to determine if a conference is required

Upon the student’s return to school, a letter from the attending physician must be on file summarizing the reason for the hospitalization. Additional information to help assure the student’s well-being should also be included in the letter.

Information about a student’s medical history is held in confidence. [See also the Extended Absences Guidelines.](#) (Page 21)

INSURANCE

Diocesan policy requires that parents provide “proof of adequate insurance” before students are allowed to participate in any organized sport.

The school does not carry medical insurance for injuries to students while in attendance at Boylan or while participating in a Boylan sponsored event. Supplemental student insurance is available through First Agency, Inc. Forms are available at www.1stagency.com.

The school has enrolled students in a Catastrophic Accident Insurance Program through First Agency, Inc. This program includes an accidental death and dismemberment benefit.

MEDICATION POLICY

State law prohibits dispensing or carrying of any medication whether prescription or over-the-counter unless the following procedures are followed.

If your child is to be given any medication during school hours, please contact the school for the appropriate forms to be filled out.

1. The parents or guardian shall provide the school with the physician’s orders/prescription detailing the name of the student, the type of disease or illness, name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects and an emergency number where the physician can be reached.
2. The parents or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school.
3. Medication shall be brought to the Main Office in a container appropriately labeled. The student’s name and the names of the physician, pharmacy and pharmacy phone number must be on the container.

4. The school shall provide a locked space for safe storage of the medication.
5. The school administrator shall keep a written record of all drug administration. The record shall include the following information: student's name, medication, when it was given (date and time), person administering the drug, the date of initiation of drug, if and when a medication is not administered and why, and the drug discontinuance date. This information shall be placed in the student's health file.
6. If a student's medical condition requires that he/she carries medication with him/her at all times, a doctor's written script is required. Upon receipt of the prescription, a "special permission" card will be issued from the Main Office. The student must carry the card while in school.

MEDICAL NON-LIABILITY NOTIFICATION FORM

The school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration or self-administration of medication or use of an epinephrine auto-injector by the pupil.

Further: The parents or guardians of the pupil must sign a statement acknowledging that the school is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the pupil and that the parents or guardians must indemnify and hold harmless the school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication or use of an epinephrine auto-injector by the pupil. – Public Act...094-0792

No medication will be given by school personnel unless these regulations are followed.

NINTH GRADE PHYSICAL EXAMINATIONS

In compliance with Illinois state law, a physical examination must be on record before entrance into ninth grade. Transfer students must also have a physical examination on record. Records must include an update of all immunizations.

SUBSTANCE ABUSE

Boylan High school recognizes the importance of establishing a healthy learning environment and lifestyle. We strive to assist students to become responsible members of society who recognize all behaviors possess consequences. Furthermore, to enhance the development of our students' physical, mental, emotional, psychological and spiritual well being, In cooperation with Rosecrance, Boylan has established the following substance abuse policy.

SUBSTANCE ABUSE POLICY AND PROCEDURES

1. Every student at Boylan is subject to random drug testing. Refusal to comply with the policy or procedures including altering of testing may result in disciplinary action including suspension or possible expulsion.
2. Testing will be done in a confidential manner.
3. Results of any drug testing will be shared with the student, parent(s), school administration and Wellness Office in a timely manner.
4. Boylan will pay for any random drug testing.
5. Testing may also be done if there is a "reasonable suspicion" of alcohol or drug abuse.
6. The costs of other drug testing, assessment or consequent treatment will be the responsibility of the family involved. Monthly testing is required of any student who has tested positive during random drug testing with the results faxed to the Wellness Office. Monthly testing will end at the discretion of the treatment program.
7. If further assessment or treatment is indicated, a "Release Form" will be required, which is signed by a parent or guardian, to inform school officials of the results.

8. Proof of an appointment for an evaluation must be provided for the student to be readmitted to Boylan. If the student fails to appear for the evaluation, the student will be suspended until an actual appointment has been completed. Proof of completion must be provided to the Wellness Office.
9. The school, at its discretion, may conduct a search of lockers.
10. The school at its discretion may conduct a “sweep” of lockers and /or student automobiles with the assistance of local law enforcement agencies. Such sweeps would utilize dogs trained in the detection of illegal substances.
11. If there is reasonable suspicion of a student possessing banned or illegal substance or contraband (including but not limited to drug paraphernalia), the parent(s) will be notified and a thorough search of the student’s school bag(s), locker(s), car and a hands-off search of his /her person will take place.

See the section on [Searches on School Property](#). (Page 37)

CONSEQUENCES FOR USE

1. Parental notification and conference with the administration.
2. Enrollment in and completion of a Boylan approved drug abuse program by a date determined by the administration and paid for by the family. A release form must be signed in order for all providers to be in contact for the wellbeing for the student and school.
3. Student is subject to Boylan’s Discipline Code (listed elsewhere).
4. For students involved in athletics, the Athletic Policy will be implemented in addition to the School Discipline Code provisions.
5. Students holding leadership positions in student government or co-curricular activities will be subject to suspension or removal from their position.
6. Students may be prohibited from participation in co-curricular activities.
7. Failure of a subsequent drug test will result in probable expulsion

POSSESSION AND/OR SALE

Students who are determined to be dealing illegal drugs or possess drugs with the intent to deliver drugs on school grounds will be suspended and presented to the Discipline Board for expulsion.

NOTIFICATION OF LAW ENFORCEMENT AGENCIES

The chief administrator of the school, or his or her designee, is required by the School Reporting of Drug Violations Act to report instances of drug violations to local law enforcement officials. The administrator shall also notify the Illinois State Police of “verified incidents involving drugs in the school.”

CARE AND INTERVENTION PROCEDURES

Any student who needs support or help regarding drug/alcohol use or knows another student who may need help is encouraged to consult any counselor, teacher, coach or Wellness Office staff member. Confidentiality will be used in dealing with any problems as long as they are not life threatening or in conflict with any applicable State law.

VOLUNTARY ADMISSION OF USE

When a student voluntarily seeks help with drug or alcohol usage, the following procedures are utilized.

1. The Wellness Office will initiate procedures to determine the best course of action and resolution of the problem.
2. The Wellness Office staff will meet with the student. The parent(s) will also be notified.
3. If indicated, the student will be required to undergo an assessment by one of the listed treatment program providers at the parent(s)’ expense.
4. A release form must be signed in order for all providers to be in contact for the wellbeing for the student and school.
5. A report of the assessment results must be forwarded to the Wellness Office.
6. If the assessment indicates a treatment program is recommended, the student must cooperate with the program to remain in good standing.

7. The Wellness Office will continue to assist the student and parent(s) and provide follow up services to the student as recommended by the treatment program provider.
8. Students who self-report will not initially be suspended from competition or participation. Those who self-report must do so before being selected for random testing. Self-reporting does not excuse a student from a pending report or investigation of a policy violation.

REFERRALS TO THE WELLNESS OFFICE OR OTHER PERSONNEL

If a student is referred to the Wellness Office or other school personnel such as counselor, teacher or administrator, the following procedures are implemented.

1. The Wellness Office will initiate procedures to determine if a problem exists or the nature of the problem.
2. If it is determined there is reasonable suspicion a student may have a problem with usage, the Wellness Office will meet with the student and the parent(s) will be notified.
3. If indicated, the student will be required to undergo an assessment by one of the listed providers at the parent(s)' expense.
4. A release form must be signed in order for all providers to be in contact for the wellbeing for the student and school.
5. A report of the assessment results must be forwarded to the Wellness Office.
6. If the assessment indicates a treatment program is recommended, the student must cooperate with the program to remain in good standing. Failure to complete said program may result in disciplinary action including suspension or possible expulsion.
7. The Wellness Office will continue to assist the student and parent(s) and provide follow up services to the student as recommended by the treatment program provider.

REFUSAL TO COOPERATE

Refusal to comply with the “policy” or procedures, or any attempt to alter test samples, or alter test results may result in disciplinary action up to and including expulsion.

APPEALS

Any appeals are to be in writing to the Boylan administration.

DEFINITIONS

The Supreme Court has ruled that for school personnel, “**Reasonable Suspicion**” is action “according to the dictates of reason and common sense.” The courts have held that schools behave reasonably when their actions are based on observations by school employees or on information received from students or other credible sources.

Assessment refers to an interview with the student and his/her parents and a test or tests that measure the presence of illegal substances or their residue in a person’s body.

Treatment is a formal program conducted by an agency that is licensed by the Office of Alcoholism and Substance Abuse and accredited by the Joint Commission on Accreditation of Healthcare Organizations. An individual counselor must be a Certified Addiction Drug Counselor.

WELLNESS ASSISTANCE PROGRAM

The Boylan Wellness Assistance Program is interested in helping students remain physically, mentally, socially and spiritually well. The program sponsors in-school support groups for students who wish to share with other students of the same grade level, similar concerns that directly affect their daily lives. Students voluntarily join small groups that meet weekly for one semester. A group meets during a study hall or other arranged time. Sign up for participation in a support group takes place at the beginning of each semester in P.E. classes, through a school counselor, by recommendation of a parent or with the program coordinator.

WAHL LIBRARY

The library is open from 7:30 a.m. to 3:45 p.m. Monday through Friday.

Use of Library:

1. To use the library during a study hall students must be present when the bell rings. No one will be permitted to enter after the bell without a pass or admit.
2. Students who come to the library for study hall are required to stay until the end of the class period. Students coming to the library during the 20 minute study hall must have a pass.
3. Subject matter teachers may send a group of students (3 or less) to the library for research during a class period with a pass.
4. The library is intended to be a quiet area where students can research and study. Disruptive students will lose their library privileges.
5. Students are welcome to work together on projects before and after school in the library

Use of Materials:

Books:

- Regular circulating books are checked out for two weeks.
- Reserve books may be checked out during seventh period or after school and are due BEFORE THE FIRST PERIOD THE NEXT MORNING.
- Reference books marked with the letter “R” are used only in the library. A copy machine is available for copies from Reference materials at 20 cents per copy (double sided).

Periodicals:

- Current issues of periodicals are available on the magazine rack near the circulation desk for use in the library.
- Back issues of periodicals may be checked out overnight

Videos & DVDs:

- Videos and DVDs are primarily used by teachers for classroom presentations.
- Students may check out a video or DVD overnight.

Book Fines and Penalties:

Regular Books:

- fine of 10¢ a day will be charged on all overdue books.
- Students who disregard notices will be issued demerits as well as the fine.
- All overdue materials and fines must be taken care of before semester exams.

Reserve Books:

- A fine of \$1.00 per day is charged for an overdue reserve book.

Special Fine:

- Any student who vandalizes a book will be charged with replacement cost of the book plus a \$10.00 fine.

STUDENT ACTIVITIES

CLUBS AND STUDENT ORGANIZATIONS

- **Anime Club** discusses various types of Japanese Anime, mangas, video games, as well as the culture. Students who are interested in any of these things are welcome to come to the meetings.
- **Art Club** is for students who wish to pursue the visual arts by exploring ideas and media whether for personal growth, or school/community service beyond the classroom. Art Club offers a studio environment that encourages cooperation, and creativity. The club is open to all students, even those not currently in an art class.

- **Bass Fishing Club** is an IHSA activity for those interested in perfecting their angling skills.
- **Boylan Book Club** selects and discusses books (and movies based on books) for the enjoyment of reading. The BBC also sponsors author visits to Boylan and hosts “meet ‘n greet” receptions for them and helps with the annual Book Fair that supports the Boylan Library.
- **Broadcasting Club** creates live streaming Internet coverage of Boylan events.
- **Chinese Club** is open to all students interested in experiencing the Chinese Culture.
- **Debate Club** provides and opportunity for lively discussion of current events and controversial issues.
- **French Club** is open to students of this language to develop a richer understanding of French culture through activities and outings.
- **German Club** is for students of the German language, as well as students interested in German culture. The club’s monthly activities, include dinners and festivals.
- **Improv Club** promotes the development of creativity in the theatre arts.
- **Italian Club** gives students the opportunity to learn about, and be engaged in, the richness of Italian culture and history. We meet once a week to explore different topics including experience Italian art, music, culinary traditions, guest speakers, Italian card games, bocce, movies, field trips, tasting/making Italian treats, and dinners at local Italian restaurants.
- **Key Club** Kiwanis Educating Youth is a service organization open to all. The club sponsors various projects throughout the year designed to help the less fortunate or those in need.
- **Martial Arts Club** is for students interested in gaining knowledge and skills in a variety of the martial arts.
- **Math Club** meets prior to the regional Illinois Council of Teachers of Mathematics competition. A subsequent meeting takes place before the state level of this competition.
- **Mock Trial** Students interested in trial law may audition for acceptance to the Mock Trial team. The selected students meet weekly beginning in the fall to prepare an assigned criminal or civil case for presentation at competitions sponsored by the Illinois Bar Association.
- **National Honor Society** The National Honor Society is an organization that recognizes outstanding students in the areas of academics, character, leadership and service. Boylan High School follows the selection procedures described in this handbook : Junior and senior students’ academic records are reviewed to determine those who have a cumulative weighted average of 3.5. Students who meet this requirement are notified and informed that for further consideration for selection to the NHS Chapter, they must complete a Student Activity Information Form. Failure to complete this form and turn it in by the assigned deadline will result in the student’s name being removed from the list of those being considered for membership. Faculty members are invited to evaluate the candidates in the areas of leadership and character. When determining membership, school attendance, demerits and classroom participation will be considered as well as extracurricular activities and community involvement. According to the Constitution, students selected must be considered by the faculty to be outstanding in all areas. Membership in the NHS is an honor conferred by the faculty of Boylan Catholic High School. It is not a right earned. Once inducted into the National Honor Society, students must maintain a 3.5 cumulative weighted GPA With membership comes responsibility. The Chapter is expected to choose one or more major school or community projects for the year. Each member is expected to contribute to these projects, as well as attend scheduled meetings prior to the school day. Individual members also have the responsibility to choose other areas of involvement that meet the criteria of leadership, character and service. Members who do not

meet these responsibilities are asked to submit their resignation. More information may be found at www.nhs.us

- **Natural Helpers** recognizes those in the school community who are most regularly sought out by others for listening or advice. A survey is conducted to identify those students and staff members who the student body considers to be “natural helpers”. Those identified in the survey are invited to training sessions to refine communication skills.
- **S.A.R.O.** stands for Students Assisting Relief Organizations. This group participates in activities that raise monies to help groups and agencies
- **Scholastic Bowl** is an IHSA activity for those who love trivia and Jeopardy, Scholastic Bowl is open to all levels. Competition with schools within the NIC-10 and from around the state takes place from November through March.
- **Science Olympiad** is an American high school team competition that requires knowledge of various science topics and engineering ability. The goal of the competition is to give one’s best effort while displaying honesty, integrity, and sportsmanship, and not violate the spirit of the problem. All are expected to display courtesy and respect toward one another.
- **Senior Retreat Team** Senior boys and girls are trained to assist as facilitators for the various retreats at Boylan and the parishes.
- **Spanish Club** Any student of the Spanish language may participate in the culturally based activities of this club.
- **Student Council** The four elected officers plus class officers at each level and elected representatives plan and participate in activities to enhance school life, raise monies for the “Speed” McCoy Scholarship Fund and coordinate the annual adopt-a-family Christmas basket program.
- **Teen Impact** is open to anyone committed to sharing and supporting drug free choices. The organization plans Red Ribbon Fair activities,

Alcohol Awareness Month, Pray for the Children Prayer Breakfast, and attend various conferences.

- **Theatre/Musicals** Theatrical experiences include two stage productions each year, in the fall and in the spring. All roles require auditions. A wide variety of technical opportunities is available for those who are interested in this aspect of theatre.
- **Ukulele Club** affords students the opportunity to appreciate music made on this instrument in addition to learning how to play it.
- **Ultimate Frisbee Club** is a recreational activity for Frisbee fanatics.
- **Voice for the Unborn** promotes pro-life principles in the Boylan community and beyond through education, action, and prayer. In response to Pope John Paul II’s call, we are working to help build a “culture of life.”
- **Yearbook** The EDGE staff receives intensive experience in all aspects of the production of photojournalism. Interested students must apply for acceptance to this elective English class and provide references from three faculty members.
- **All club and student activities must be scheduled with the Principal. Each individual club or organization has its own rules for running for club office.**

STUDENT GOVERNMENT

Each class has advisors to help them with school functions and extracurricular activities. The following apply for running for Class Office or Student Council:

1. Student must have a minimum average of C+ (2.5) either for the previous grading period or overall cumulative GPA.
2. Student must not have 20 or more demerits, if running for Student Council, or 30 demerits, if running for Class Office.
3. Student must attend an orientation explaining the responsibilities.

Campaign materials must be approved by the Dean of Students and must be in good taste. Stickers are not permitted.

STUDENT LEADERSHIP

STUDENT COUNCIL OFFICERS

PRESIDENT	Nathan Droessler
VICE-PRESIDENT	Meg Crouch
SECRETARY	Lilly Johnston
TREASURER	William Kinczewski

SENIOR CLASS OFFICERS

PRESIDENT	Shelby Martin
VICE-PRESIDENT	Lindsay Zimmerman
SECRETARY	Catherine O'Grady
TREASURER	Alex Klein

JUNIOR CLASS OFFICERS

PRESIDENT	Libbie Frost
VICE-PRESIDENT	Kyle Gomel
SECRETARY	Sarah Sentovich
TREASURER	Peter LaMantia

SOPHOMORE CLASS OFFICERS

PRESIDENT	Abbie Kielty
VICE-PRESIDENT	Katie Milos
SECRETARY	Cara Conner
TREASURER	Arianna Caruana

FRESHMAN CLASS OFFICERS

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

STUDENT ATHLETICS

Boys' Program:

FALL

Cross Country	Mrs. Schmitt
Football	Mr. Cacciatore
Golf	Mr. Canova
Soccer	Mr. Mera

WINTER

Basketball	Mr. McAllister
Bowling	Mr. McGriff
Swimming	Mr. McGuire
Wrestling	TBA

SPRING

Baseball	Mr. Weber
Tennis	Mr. Price
Track	Mr. Joe Blume
Volleyball	Mr. Lynde

Girls' Program:

FALL

Cross Country	Mrs. Schmitt
Golf	Mrs. McAllister
Swimming	Mrs. Kowalski
Tennis	Mr. Price
Volleyball	Mr. McLaughlin

FALL / WINTER

Cheerleading	Ms. K. Potaczek
Dance Team	Ms. Suzy Osborne

WINTER

Basketball	Mr. Perrone
Bowling	Ms. McGriff

SPRING

Soccer	Mr. Couper
Softball	Mr. Intravaia
Track	Mrs. Schmitt

ATHLETIC PROGRAMS

Boylan offers a competitive athletic program which affords the student an opportunity to visibly represent the school in a special way. This privilege carries added personal responsibilities with regard to academics, the discipline code and adherence to training rules. All teams are single gender. For more details regarding the athletic program (including the Athletic Handbook), please refer to the school web site, www.boylan.org

Each student participating in sports must be covered by insurance and have the written consent of his/her parents to participate in any sport. **PROOF OF INSURANCE IS REQUIRED.**

A student is ineligible to participate in athletics the following week if not doing passing work in at least 25 hours of high school work. (Hours of high school work are interpreted to mean class periods). A student is ineligible for the whole semester if the student did not get passing grades in at least 25 hours of transferable high school work the semester before.

IHSA regulations state that students are ineligible to participate in athletics at Boylan if they were participating in athletics at a public high school within the last calendar year (twelve full months). This rule does not apply if the student has recently moved into the Boylan school district from another district. The student must comply with all **IHSA Athletic Eligibility Rules** (*see next section*). All students participating in athletic programs are required to sign a pledge sheet agreeing to abide by Boylan's training rules.

IHSA ATHLETIC ELIGIBILITY RULES

View the 2017-18 School Term IHSA Eligibility Rules by visiting:
http://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf

If the link above is broken, you can view a copy that was retrieved on Wednesday, July 19, 2017 at 11:52:11 AM (CDT, UTC/GMT-05:00) by visiting: <https://goo.gl/UR8ehV>

ATHLETIC CODE OF CONDUCT

The use of drugs or alcohol will result in the following actions:

- 1st Offense: Participating season: Suspension for one-third of the scheduled contests during the season and probation for the remainder of the school year. The athlete may be required to attend practice during the suspension.
- 1st Offense: Non-participating season: Student will be placed on probation for the remainder of the school year.
- 2nd Offense: A second offense, whether during a participating season or non-participating season, will result in the exclusion of the student from all sports for the remainder of the school year.

The use of any tobacco products will result in the following actions:

- 1st Offense: Participating season: Suspension for one-tenth of the scheduled contests during the season and probation for the remainder of the school year. The athlete may be required to attend practice during the suspension.
- 1st Offense: Non-participating season: Student will be placed on probation for the remainder of the school year.
- 2nd Offense: A second offense, whether during a participating season or non-participating season, will result in a suspension for one-third of contests in the sport they are participating in or will participate in.
- 3rd Offense: A third offense, whether during a participating season or non-participating season, will result in the exclusion of the student from all sports for the remainder of the school year.

If student is in attendance at a party where illegal activities are occurring, the student will be considered an active participant if he/she fails to leave the party. Any team captain suspended for violating the Code of Conduct rules will no longer be eligible to serve as captain.

NCAA ELIGIBILITY: CORE COURSES

According to the NCAA Eligibility Center, the classes listed below have been approved as CORE courses which satisfy the academic standards of NCAA Bylaw 14.3, also known as "Prop 48". This listing of NCAA approved Boylan courses can be verified at www.eligibilitycenter.org

APPROVED CORE COURSES

ENGLISH:

English 1, 2, 3, 4	AP Language/Comp.	Creative Writing
AP Literature/Comp.	Debate	

SOCIAL SCIENCE:

World History	U.S. History	Government
Psychology	AP Psychology	AP U.S. History
AP Government	AP European History	World Geography
AP Micro Economics	AP Macro Economics	

MATHEMATICS:

Fundamental Algebra 1A (.5 cr. max)	Fundamental Algebra 1B (.5 cr. max)	
Algebra I	Geometry	Algebra 2 w/Rt Angle
Trig Algebra 2 w/Trig	H Alg/Trig/A Geom	Pre-Calculus
Math Topics	AP Calculus 1	AP Calculus 2

MATHEMATICS (CONTINUED):

Senior Math Concepts	Honors Statistics	AP Statistics
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NATURAL/PHYSICAL SCIENCE:

Physics First	Integrated Science	Biology
Earth Science	Chemistry	Botany/Zoology
Environmental Studies	Physics 1	AP Chemistry
AP Physics	AP Biology	
Human Physiology & Anatomy	Physical Science w/Earth Science	

ADDITIONAL APPROVED CORE COURSES:

Spanish 1, 2, 3, 4	French 1, 2, 3, 4	German 1, 2, 3, 4
AP Spanish 5	AP French 5	AP German 5
Mandarin Chinese 1, 2, 3, 4		

Please note that while this list reflects courses that have been approved by the NCAA, Boylan may not offer all of the above selections each year due to inadequate class sizes or curriculum changes. However, Boylan expects deviations from this master list to be minor or nonexistent on a year in year out basis. While Boylan makes every effort to be accurate in the listing of approved courses, the final determination is made by the NCAA.

NON-APPROVED COURSES

The NCAA has determined that the following core courses do not meet the Division I or II eligibility standards:

Development of Dramatic Arts	Correspondence Courses
Yearbook 1, 2, 3	Math Skills w/Algebra Prep
Algebra Essentials	Geometry Essentials
Practical Math	Library Internship
Multimedia Production	

NCAA ELIGIBILITY REQUIREMENTS

Division I

College-bound student-athletes first entering an NCAA Division I college or university on or after August 1, 2016 need to meet the following initial eligibility requirements to be considered a full qualifier and receive athletic aid (scholarship), practice, and compete:

1. Complete 16 core courses*
2. Earn a minimum core-course grade point average (GPA) of 2.300
3. Meet the sliding scale requirement of GPA and ACT/SAT score for Division I**
4. Graduate from high school.

The required minimum number of core courses for Division I is:

English	4 credits
Mathematics (Algebra I or higher)	3 credits
Natural/Physical Science	2 credits
Additional English, Mathematics, or Science	1 credit
Social Science	2 credits
Additional core from any above or world language	4 credits
Total Core Courses	16 credits

Division II

College-bound student-athletes first entering an NCAA Division II college or university need to meet the following initial-eligibility requirements to be considered a full qualifier:

1. Complete 16 core courses*
2. Currently, earn a minimum core-course grade point average (GPA) of 2.000
3. Beginning August 1, 2018, earn a minimum core-course grade point average (GPA) of 2.200 to be eligible for competition.

4. Currently, earn a minimum ACT sum score of 68 (sum of four subtests) or SAT of 820 (critical reading & math).
5. Beginning August 1, 2018, meet the sliding scale requirement of GPA and ACT/SAT score for Division II**
6. Graduate from high school.

The required minimum number of core courses for Division II is:

English	3 credits
Mathematics (Algebra I or higher)	2 credits
Natural/Physical Science	2 credits
Additional English, Mathematics, or Science	3 credits
Social Science	2 credits
Additional core from any above or world language	4 credits
Total Core Courses	16 credits

* The list of NCAA approved Boylan courses can be verified at

www.eligibilitycenter.org

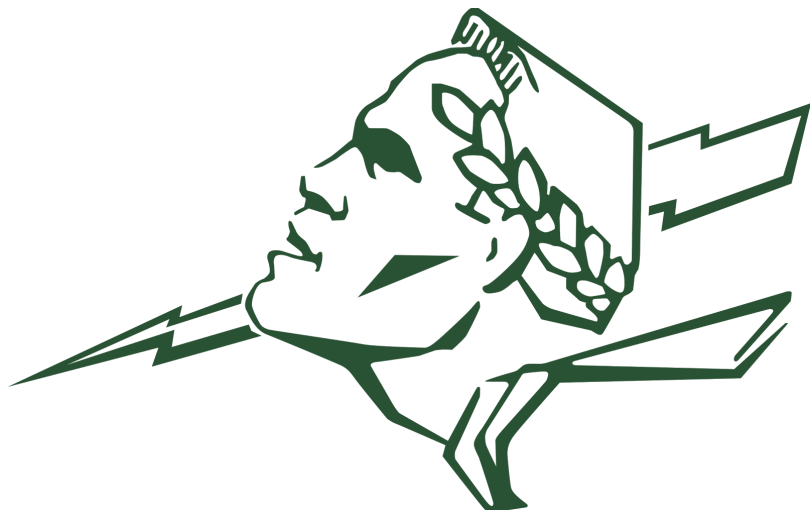
** The sliding scale requirement of GPA and ACT/SAT score for Division I and Division II can be found at www.eligibilitycenter.org

Students should also consult the Boylan Curriculum Guide for additional information about Boylan graduation requirements, career preparation and college entrance requirements.

English	3 units
Math	2 units
Science	2 units
Additional Math, English, Science	3 units
Social Science	2 units
Additional core or foreign language	4 units
Total Core Courses	16 units

One unit = one year

Students should also consult the Boylan Curriculum Guide for additional information about graduation requirements, career preparation and college entrance requirements.



BOYLAN CATHOLIC SCHOOL SONG

Boylan High School, Boylan High
B-O-Y-L-A-N, Boylan High School
Fight, fight, fight!
The march is on
No brain or brawn
Can stop the charge
Of Titan teams.
Loud rings the cry of Boylan High
Of our attack.
Let loose again,
For now it's hike, hike, hike to victory
The call to rise and strike,
For Boylan High teams will score
When Boylan High hears fight, fight, fight!
Hark to the cheering sounds rising high.
Hark to the roar
As the band goes marching by
Shoulder to shoulder
Bearing our banners high.
Burn bright our fires,
And sing along for Boylan High!
U-rah-rah, Boylan High School!
U-rah-rah, Boylan High School!
U-rah-rah, Boylan High School!
Fight!