SAINT IGNATIUS
COLLEGE PREP

2025-2026 PARENT-STUDENT HANDBOOK



WELCOME TO THE 2025-2026 SCHOOL YEAR AT SAINT IGNATIUS COLLEGE PREP

Dear Students and Families,

Welcome to the 2025-2026 school year!

As the year begins, please take time to familiarize yourself with this handbook. It is our hope that the rules established will help guide you in making decisions that are healthy and life-giving, both on and off campus.

All school events will be listed on our school calendar on our website at www.ignatius.org. Please be sure to check the website often for up-to-date information.

Our Catholic Jesuit mission animates and guides everything we do at Saint Ignatius. As we work towards the magis — the more — it is incumbent upon every member of our school community to care for and encourage one another in our endeavors and to help guide one another in positive directions.

We welcome back the classes of '26, '27, and '28 and ask you to join us in welcoming the newest members of the Wolfpack, the Class of 2029. Let us work together to "find God in all things" throughout the year.

Peace and Blessings,

Sterling Brown Ed.D.
Prefect of Studies

THE SAINT IGNATIUS COLLEGE PREP GRADUATE AT GRADUATION "THE GRAD AT GRAD"

EDUCATING YOUNG MEN AND WOMEN FOR LIVES OF FAITH, LOVE, SERVICE, AND LEADERSHIP

Religious:
Saint Ignatius students at graduation will have examined their religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and community. They are beginning to take more responsibility for exploring, confirming, and living out their own faith.

Loving:
Saint Ignatius students at graduation are on the threshold of being able to move beyond self-interest or self-centeredness in relationships with others. They are beginning to be able to risk some deeper levels of relationship in which they can disclose self and accept the mystery of another person and cherish that person. They have personally experienced moments of God's love. Saint Ignatius graduates are coming to know, accept, and love self as a person worthy of love.

Intellectually Competent:
Saint Ignatius students at graduation will exhibit a mastery of those academic requirements for advanced forms of education. Graduates are beginning to see the need for intellectual integrity in their personal quest for religious truth and in their response to issues of social justice.

Open to Growth:
Saint Ignatius students at graduation have matured as people emotionally, intellectually, physically, socially, and religiously to a level that reflects some intentional responsibility for growth.

Committed to Doing Justice:
Saint Ignatius students at graduation have achieved considerable knowledge of some of the many needs of local and wider communities and are preparing for the day when they will take a place in these communities as competent, concerned, and responsible members.

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ACADEMICS

Academic Integrity Policy

The Saint Ignatius community expects academic honesty and integrity of all its students. The members of the Saint Ignatius community, both faculty and students, expect that students will assume responsibility for their own learning and honestly demonstrate the breadth and depth of that learning.

The educational program at Saint Ignatius stresses not only the acquisition of skills and knowledge but also the formation of a moral consciousness. Students explore the ethical and moral implications of many issues, yet no issue is more important for exploration than the student's own individual honesty and integrity. The faculty and students should commit themselves to this exploration. It is the responsibility of the faculty to call the students to moral behavior - to honesty and integrity. It is the responsibility of the students to learn moral and ethical principles and to live according to them.

All students' work—homework, notes, quizzes, tests, essays, group projects, research papers, lab reports, etc.—should be a product of their own effort. To offer someone else's work—whether a student or not—as if it were one's own is dishonest. Such behaviors as copying homework, taking information from another during a quiz or test, and plagiarizing (presenting another's writing or ideas as your own) constitute serious lapses in moral judgment. Students are strictly prohibited from using AI (Artificial Intelligence) tools for any academic assignment, quiz, test, or coursework without prior permission from their teachers.

Assisting a person to be dishonest is also a moral lapse. To supply another with one's homework to be copied so that the other student can submit it as his/her own, to supply information to another during a quiz or test, and to write a paper for another are violations of the norm of moral behavior. Obviously, to steal a quiz or a test and/or to share the information from a stolen quiz or test is morally reprehensible.

If a student has an electronic device that can store or communicate information in a testing area, this shall be a violation of academic integrity as well as a regular violation.

The rewards for academic honesty are a sense of personal accomplishment, self-esteem, and self respect in addition to the knowledge gained. The consequences of academic dishonesty are both academic and disciplinary.

Any student offering someone else's work—whether a fellow student's or another person's—as if it were one's own may receive a zero for that assignment. Any student assisting another student to be dishonest may receive a zero. The teacher will complete a dishonesty referral to the Assistant Prefect for Studies.

- For a first offense, the Assistant Prefect for Studies will notify the student's School Counselor, inform the student's parent(s)/guardian(s), and speak to the student to explain the seriousness of this lapse and the consequences of a recurrence.
- For a second offense, the Assistant Prefect for Studies will have a conference with the parent(s)/guardian(s), School Counselor, and the student and place the student on academic probation.
- For a third offense within a student's academic career at Saint Ignatius, the Assistant Prefect for Studies may recommend a Discipline Board hearing. The Board will impose appropriate sanctions ranging from suspension to withdrawal from a course with an "F" to expulsion.

A student caught stealing a quiz or a test and/or sharing the stolen information will appear before the Discipline Board for a hearing. The Board will recommend appropriate sanctions, which may include expulsion from school.

Any student who has committed a second academic integrity violation and is on academic probation may not be a member of the Arnold Damen Chapter of the National Honor Society or run for/hold an elected or appointed role in Student Council.

Eligibility For Athletics And Co-Curricular Activities

To be eligible to play and or participate in all co-curricular athletic and student activity programs, students must not have any reported grade of F and must maintain a minimum GPA of 1.75. Grades will be reviewed each Thursday morning to determine eligibility. Students and parent(s)/guardian(s) will be emailed by 5:00 p.m. to report ineligibility. These grades will determine eligibility beginning the following Monday through Sunday of the next calendar week. If a student raises his/her GPA to a 1.75 or above and does not receive any Fs on the subsequent grade report, he/she will become eligible beginning the Monday after that subsequent report. A student who is ineligible at the end of a semester will remain ineligible until the first grade check of the second semester, per IHSA guidelines. A student with a Learning Plan may request an exemption to this policy if he/she is passing five classes with a minimum GPA of 1.0.

For the purposes of eligibility only, due to a potential lack of accumulated assignments which may result in a disproportionate effect on a student's overall semester grade, Saint Ignatius considers all students who were eligible based on the previous semester's grades to continue to be so until the posting of the fourth weekly itemized grade report. First semester freshmen, who have no previous high school grades, will all be eligible until the fourth posting. At the time of the fourth weekly posting, the calculated grade on the report will stand in determining eligibility for all students.

Prior to a break, a student's eligibility will be determined based on the prior week's grades. These grades will be the recorded course grades for a student, and affect his/her eligibility, until the regularly scheduled eligibility check during the next school attendance week.

During this period of ineligibility, at the coach's discretion, athletes may come to practice but not participate or dress for any contests. Please see the IHSA website at www.ihsa.org for further information.

Eligibility guidelines extend to competitive and performance-based student clubs and activities. Eligibility for related activities is reviewed by the Assistant Prefects for Studies and Mission.

Homework

Students are given homework on a regular basis. These assignments will vary in length, but students should expect to spend about three hours each day on homework. During school breaks at Thanksgiving, Christmas, and Easter, students will not be assigned more than one night's homework.

When a student is absent from class and an assignment is due, or a test or quiz is administered, the teacher will record an 'M' (missing) in Blackbaud until the assignment or assessment is completed.

If the student does not complete the assignment or assessment, a permanent grade of 0 will be recorded in Blackbaud.

Unless there are extenuating circumstances, the student will have no more than 5 school calendar days from the assignment due date to submit the missing work or complete the assessment.

If it is a long-term assignment or assessment and the student is absent on the due date, the assignment will be considered due or the assessment will be taken on the day the student returns to school (regardless of whether they have class or not). If the assignment is not submitted or the assessment is not completed, the student will receive a score of 0 for the assignment/assessment.

If a long-term assignment or assessment is due and the student is suspended on the due date, the assignment will be considered due, or the assessment will be taken on the day the student returns to school (regardless of whether they have class or not). The suspended student can submit the assignment or take the assessment to receive the highest possible grade of 59%. If the student chooses not to submit the assignment or take the assessment, he will receive a 0 for the assignment/assessment.

Grading Explanation

Grades are a means of communicating to students, parent(s)/guardian(s), the school, and other institutions and agencies a student's levels of learning in his/her courses. Grade books are open and available for parent and student viewing through Blackbaud. Students and parents may view student progress at any time. In order to help students communicate well and advocate for themselves, it is the policy of Saint Ignatius College Prep that all initial inquiries about these grades occur between students and teachers. If a parent/guardian still has questions after the initial inquiry by the student has taken place, he/she is welcome to contact the teacher(s).

A failing grade should be considered a warning of a possible failure at the semester. The school policy is that a student will not normally receive a failing grade for the semester unless the student and parent are warned. The one exception is a dramatic drop in academic performance at the end of a semester.

A student who has not received a failing grade before the end of the semester may still fail a final exam or have a dramatic drop in performance during the final weeks of a course. Either or both situations could warrant a failing grade for the semester. In such cases prior warning will not have been given. Assignment of a failing grade under these circumstances will only be rendered with the permission of the Assistant Prefect for Studies.

Grading Philosophy

Saint Ignatius College Prep places a great deal of emphasis on learning. Teachers labor to spark in their students a love of exploring different topics and a desire to know more. As students expand their knowledge, it is our hope that they will understand the great responsibility that comes with that knowledge and the many ways they can work to influence positive change in our world as educated "men and women for and with others." We want our students to use their talents and knowledge for the Greater Glory of God. In order to communicate to students, parent(s)/guardian(s), the school, and other institutions and agencies (i.e. colleges, scholarship agencies, IHSA, etc.) a student's level of learning in his/her courses, grades are assigned for each class. Because grades have implications both within and beyond the walls of the classroom and the school, our grading scale has been designed with the intention of allowing our students to be fairly assessed both internally and externally.

Grading Policy – Course Achievement Grades

		Quality Points	
100-98	A+	4.33	Student demonstrates comprehensive knowledge and understanding of the course content and skills. The student exemplifies academic excellence and is well prepared for the next level.
97-93	A	4.00	
92-90	A-	3.67	
89-87	B+	3.33	Student demonstrates a thorough knowledge and understanding of the course content and skills. The student is well prepared for the next level.
86-83	B	3.00	
82-80	B-	2.67	
79-77	C+	2.33	Student demonstrates a satisfactory knowledge and understanding of the course content and skills. The student is prepared for the next level.
76-73	C	2.00	
72-70	C-	1.67	
69-67	D+	1.33	Student demonstrates a limited knowledge and understanding of the course content and skills. There is a concern of being ready for the next level.
66-63	D	1.00	
62-60	D-	.67	
59	F	0.00	Student demonstrates unacceptable knowledge and understanding of the course content and skills. The student is not prepared for the next level.
P		0.00	Passing – used only in pass-fail courses.
I		0.00	Incomplete – used only in extraordinary circumstances and requires pre-approval by the Assistant Prefect for Studies.
WF		0.00	Withdrew Failing – may be assigned if a course is dropped after a reasonable period of time as determined by the Assistant Prefect for Studies.

Honors (H) courses receive an additional 0.33 quality point and Advanced Placement courses receive an additional 0.67 quality point. At the end of each semester, Honors Certificates are issued as follows:

Honors with Distinction	3.83 or higher
First Honors	3.33 to 3.829
Second Honors	2.83 to 3.32

Grading – Remediation Of Failing Grades

Semester failures must be made up before the start of the next school year unless, in the judgment of the school, an equivalent course is not available in an Saint Ignatius College Prep or other summer school program. Ordinarily, students may not return to Saint Ignatius College Prep unless this make-up requirement has been fulfilled. All exceptions must be approved in late May or early June by the Assistant Prefect for Studies.

In foreign language, science, and math courses, a student who fails the first semester of a year-long course may continue in the course through the second semester if approved by the department. If the student is allowed to move on and he/she receives a C- or higher in the second semester, the first semester grade will be changed to a "D." If the student receives a D+ or lower, the F in the first semester remains and the student must remediate the failure.

Graduation

To participate in the Saint Ignatius College Prep graduation ceremony a student must meet all five of these standards:

1. have earned at least the number of credits required for his/her class;
2. have passed all required courses over the course of her/his high school career;
3. be in good standing with the Deans' Office; and
4. have met all financial obligations to the school.

Graduation Requirements

Freshman Year	7/7.5 credits
English	1
Language	1
Mathematics	1
Theology	1
Science	1
Social Studies	1
Intro Music/Art	.5
Total Wellness	.5

Sophomore Year	6/6.5 credits
English	1
Language	1
Mathematics	1
Theology	1
Science	1
Social Studies	1
Total Wellness	.5

Junior Year	5/6 credits
English	1
Language	1
Mathematics	1
Theology	1
Science	1
Electives	.5

Senior Year	5/6.5 credits
English	1
Theology	1
Social Studies	1
Fine Arts	.5
Electives	1-2

Graduation Requirements - Academic

College Prep Diploma		Honors College Prep Diploma	
24 Credits		**25.5 Credits**	
English	4	English	4
Language (one language)	3	Language (one language)	4
Mathematics	3	Mathematics	4
Theology	4	Theology	4
Science	3	Science	3
Social Studies	3	Social Studies	3
Total Wellness	1	Total Wellness	1
Fine Arts	1	Fine Arts	1
Electives	2	Electives	3

Additional Honors Criteria – All Years

Four of the 25.5 credits must be taken in junior/senior level honors courses. Students must earn at least a C in one or more AP courses. AP U.S. History taken in sophomore year counts as an honors course.

Within the language, math, and science departments, students must take 4 years of two subjects and 3 of the other. A substitution of one credit within these departments may be made with the approval of the Assistant Prefect for Studies. Also, to earn an Honors Diploma, a student must have a cumulative GPA at the end of the 8th semester of 3.00 or higher and have no semester failures.

Graduation Requirements - Service And Retreat

In addition to the academic course requirements described above, students must fulfill the following service and retreat obligations:

A. 10 service hours as a freshman; 20 service hours as a sophomore which includes participation in the service reflection component of Sophomore Theology.
B. All students must complete one scheduled retreat each year (4 total).

Dismissal For Unacceptable Academic Performance

Students can be dismissed from Saint Ignatius College Prep under any of the following circumstances:

- three (3) semester failures in a single school year or
- four (4) semester failures in two consecutive years or
- an accumulation of five (5) semester failures.

Withdrawal From Courses

All course choices (including second and third choices) will be considered binding, so students and parent(s)/guardian(s) should consider their options and recommendations with great care when registering. In some rare cases a student will be allowed to adjust his/her schedule, such as when a chosen course will not be offered, when a student has had a teacher in a previous course or when a student has been deemed by the department chair and the Assistant Prefect of Studies to have been placed incorrectly in a class. However, in order to ensure that the greatest number of students is in the correct classes from the first day of the semester onward, students will not be allowed to choose free periods, teachers, or classes other than those for which they have registered unless there is a valid academic reason in the judgment of the Assistant Prefect of Studies. Every effort must be made on the part of the student to affect these changes during the designated schedule adjustment days in July. Note: A grade of "Withdrew Failing" (WF) may be assigned if a course is dropped after a reasonable period of time as determined by the Assistant Prefect of Studies.

Student Records

Educational records are considered confidential material which is available only to the parents, to students over 18 years of age and to those members of the school staff who have a legitimate educational interest in the student. Parents shall, upon written request, be entitled to review and, provided all financial obligations have been met, request copies of the education records relating to their child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request provided all financial obligations are met, may receive copies of all notices relating to the school and school activities emanating from the Office of the Prefects.

Curriculum Guide

The Curriculum Guide contains all information regarding graduation requirements, registration information, and course descriptions. The curriculum guide can be accessed by clicking here.

Advanced Placement (AP) And Honors Course Entry Criteria

Saint Ignatius College Prep offers a broad spectrum of college-level, advanced placement courses. The schoolwide criteria for entering AP courses are:

1. Students must have a teacher recommendation, indicating that they possess the needed work ethic, study habits and self-discipline to do all the work that is required in a course taught at the college level.
2. In addition to the teacher recommendation, certain grade levels are required by each department, as indicated:

To take an AP class in:	You must:
English	have a minimum 3.67 in English
French	have a minimum 3.67 GPA in French and recommendation of French teacher
Chinese	complete Mandarin 3 and have the recommendation of the Chinese teacher
Latin	have a minimum 3.33 GPA in Latin and recommendation of Latin teacher
Spanish Language	have a minimum 3.33 GPA in Spanish if currently enrolled in Honors Spanish 3 (334 H) or Spanish 2 Heritage (325 H)
Spanish Literature	have a minimum 3.0 GPA in AP Spanish Language (348)
AP PreCalculus	have an A+ in Algebra 2 Trig H (536 H) and have the recommendation of the department chair
AB Calculus	have at least a 2.67 GPA in Precalculus H (546 H)
BC Calculus	have a departmental recommendation based on Precalculus exam given in the spring semester

Statistics	have a minimum 3.67 GPA in Algebra 2/Trigonometry (535) or a minimum 3.0 GPA in Algebra 2/Trigonometry H (536 H) or Precalculus (545), or a minimum 2.67 in Precalculus H (546 H)
AP Chemistry	have a minimum 3.5 GPA in Mathematics and Science and and AP Physics 1 recommendation of Science department chair
AP Physics C	recommendation of Math and Science department chair
AP Biology and AP Environmental Science	have a minimum 3.5 GPA in Science and the recommendation of Science department chair
African American History	have a minimum 3.0 in Social Studies and English and the recommendation of Social Studies department chair
Modern European History, Comparative Government and Politics, Psychology	have a minimum 3.0 in English and Social Studies recommendation of Social Studies department chair
Macroeconomics	have a minimum 3.0 in Math, English, and Social Studies and the recommendation of Social Studies department chair
U.S. History	have a minimum 3.5 GPA in English and World History
Fine Arts	have the recommendation of Fine Arts instructor and department chair
Computer Science	have a minimum 3.6 GPA and recommendation of Computer Science department chair

3. Students with less than the required grade level in the department-designated course(s) may take an AP course with teacher and department chair recommendation.
4. Placement in honors courses is made by the department in which the courses are offered.
5. The student's School Counselor and/or the Assistant Prefect for Studies may limit the number of AP courses for which a student can register.
6. Students in their junior or senior year can take up to three Advanced Placement classes. If the student has a cumulative GPA of 3.8 or better, she/he can take up to four Advanced Placement classes after consulting his/her School Counselor. Any student wishing to take more Advanced Placement classes than these limits must have the approval of the Assistant Prefect for Studies.
7. During the May nationally scheduled Advanced Placement exam dates (see the calendar on Blackbaud or the calendar found at www.ignatius.org for test dates) students will not be required to take tests ("Test" is any pre-announced assessment instrument taking more than 20 minutes) or turn in major assessments or presentations, not including regular/daily homework on the day the student is taking an Advanced Placement exam. Students are responsible to coordinate due dates for the make-up tests/assessments with teachers.

This policy also applies to make-up Advanced Placement exams for a student who may miss the scheduled Advanced Placement exam day. These make-up exams are scheduled after the completion of all Advanced Placement exams. The Advanced Placement test coordinator will notify the classroom teachers of the rescheduled exam date(s).

Arrupe Virtual Learning Institute

There are online courses available in a variety of disciplines through the Arrupe Virtual Learning Institute. Courses are taught by teachers with experience in Catholic Education. Students from other Catholic high schools around the country meet in "virtual classrooms." These courses can be taken for credit with the approval of the Assistant Prefect for Studies. Additional fees will be required.

Independent Study

Independent study offers an option for students to explore subjects in the curriculum that do not fit in their schedules. Courses specifically required for graduation, however, may only be taken as an independent study with the specific approval of the Assistant Prefect for Studies.

Should a student have an irresolvable scheduling conflict involving an elective course, it may be taken on independent study provided suitable arrangements can be made with the department. Students who wish to pursue independent study apply through the office of the Assistant Prefect for Studies. Grading is pass/fail for semester one a letter grade for semester two. The grade and credit are entered on the student's transcript and these grades are included in a student's grade point average.

National Honor Society

The Saint Ignatius College Prep Chapter of the National Honor Society (NHS) is chartered as the Arnold Damen Chapter and operates under the auspices of the National Association of Secondary School Principals. The Chapter adheres to the constitution and guidelines contained in the NHS Handbook.

Membership in the NHS is an honor bestowed upon a student. Selection to NHS is a privilege, not a right. Students do not simply apply for membership; instead they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is not an election, nor is it automatically conveyed simply because a student has achieved a specified level of academic performance. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Consideration for membership in the Arnold Damen Chapter of the NHS is reserved for juniors and seniors who have a minimum cumulative grade point average of 3.33. The Arnold Damen Chapter also requires three years for juniors/four years for seniors of in-school co-curricular/athletic participation as a condition of membership. A student must have completed at least one full semester at Saint Ignatius in order to be eligible for consideration. The semester completion requirement may be waived by the Faculty Council based on unusual circumstances and a recommendation from the previous school principal.

The minimum scholarship requirement of 3.33 is determined by the appointed Chapter Adviser with the help of the Registrar. The Chapter Adviser also performs the requisite check with the Deans' Office to ensure none of the candidates are in any probationary status.
The Chapter Adviser then invites those students meeting the minimum scholarship requirement to apply for membership in the chapter and provides each candidate with the Arnold Damen Chapter application form. Completion of the application form is mandatory and constitutes the documentation the Faculty Council uses to determine if the character, leadership, and service requirements meet Chapter standards for membership.

The Faculty Council consists of at least five voting faculty members. The Chapter Adviser will be a non-voting member of the council. The council will meet at least once a year to select members and consider dismissal, disciplinary actions, and warning cases. A majority vote of the appointed council members is required for all actions.

Once selected and inducted in the NHS, members have the responsibility and are expected to continue to demonstrate the qualities of scholarship, character, leadership, and service that earned them membership into the Society. Members who fall below the standards which were the basis for their selection will be warned by the Chapter Adviser and given a reasonable time to correct the deficiency. In cases of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

The Faculty Council shall determine the procedure for dismissal. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. The Prefect of Studies shall reserve the right to approve all activities and decisions of the Chapter. The Prefect of Studies serves as the final appeal for non-selection or dismissal cases.

Summer School

Saint Ignatius College Prep offers a number of credit-earning courses in the Saint Ignatius Summer Programs that are the equivalent of a one semester class. Eligibility for these courses is outlined in the Curriculum Guide and registration is completed through the Summer Registration portal. Credit-earning courses offered and taken at Saint Ignatius College Prep are calculated in the student's GPA and count toward appropriate graduation requirements. For example, if a student has accrued the appropriate number of credits in a particular discipline, they may be released from one semester of that subject during the regular school year and schedule another class in its place or have a free period as long as the student maintains minimum enrollment and completes all graduation requirements. All students, during all semesters and regardless of credits accrued, must be enrolled in at least FIVE courses.

If a student fails a course during the school year and this course is offered in the Saint Ignatius Summer School, the failing grade must be made up in the Saint Ignatius Summer School Program. Saint Ignatius grants credit for other schools' summer school courses only when they are a direct equivalent of courses offered in the Saint Ignatius College Prep regular school-year academic program as determined by the Assistant Prefect of Studies.

A student taking credit courses in summer school may receive credit for the course, and the grade will be included in the calculation of the student's GPA. The exception to this is the student who has not failed a course but who elects to take the credit course in summer school in order to improve his or her skills in that subject area. The student's regular school year grades will stand, and no additional credit will be granted for taking the summer school course. A student taking a credit course at a summer school other than Saint Ignatius must have the course approved by the Assistant Prefect of Studies. The course must be consistent with the courses in the Saint Ignatius College Prep curriculum.

Core courses must be taken during the regular school year except for cases of making up a semester failure or taking one of the credit-earning summer courses at Saint Ignatius College Prep. Core courses include: English 1, 2, 3, 4; Language 1, 2, 3; Algebra 1; Geometry; Algebra 2/ Trigonometry; PreCalculus (for students who took Geometry during freshman year); Physics, Chemistry, Biology, World History, U.S. History, Economics, and Theology 1, 2, 3, 4. Prior permission from the Assistant Prefect of Studies must be granted for any credit to be accepted by Saint Ignatius. No more than 1.5 units of summer school credit from schools other than Saint Ignatius College Prep will be accepted toward the fulfillment of graduation requirements. This limit does not, however, apply to summer courses taken to make-up failures. Credits for pre-approved summer school courses will be accepted, placed on transcripts, and added to the cumulative total of credits.

If the course taken in summer school is to remediate an "F" in a course taken in a school year, the "F" will remain on the transcript and will be calculated in a student's GPA. The grade earned in summer school will also appear on the transcript and be included as an additional course in the calculation of a student's GPA.

Textbooks

All students must have an iPad with them each school day. Most textbooks will be purchased in an electronic format. Each year prior to the beginning of school students will receive their class schedules from the Office of the Prefects. All courses and most required texts are listed. Students will purchase electronic texts as noted in the booklist. Some titles will be purchased by Saint Ignatius College Prep and billed to students. The Saint Ignatius website contains more details and booklists.

School Counseling

School Counseling is the process of helping individuals achieve the self-understanding and self-direction necessary so he/she can live up to his/her God-given potential as a student in a Jesuit, Catholic school, as a member of a family, and as a member of the community. In addition, because Saint Ignatius is a Catholic school, the School Counselors provide each student every opportunity to grow in love and maturity in Christ.

Information disclosed by a student in the process of counseling is confidential. However, matters brought forward that raise major concerns about health, life, and/or safety will be discussed with the Director of School Counseling and/or other appropriate school administrators as well as parent(s)/ guardian(s). Please note that faculty (including counselors), staff, and administrators are mandated reporters and, as such, adhere to the laws that govern mandated reporting.

1. Student Assignment: Each student is assigned to a School Counselor upon entering Saint Ignatius.
2. School Counselor-Student Relationship: Counselors seek to develop a caring relationship with each student. This relationship helps promote a spirit of encouragement, understanding, acceptance, and trust.
3. School Counselor-Parent Relationship: In order to understand each student, it is helpful to understand his/her family. Communication from the home can foster a mutually helpful and supportive climate for the young adult. Parent(s)/guardian(s) are free to call their student's School Counselor any school day.

4. School Counselor-Teacher Relationship: The counselors work closely with the teachers. Without violating confidentiality, the counselor serves as the student's advocate to help enhance the learning process and student-teacher relationships.
5. The School Counseling Process: Individual and group counseling interventions are used. Regardless of the particular type of counseling, the goal is to promote student growth toward becoming a self-motivated, Christ-centered young adult person.

Crisis Resources

Sexual Assault Hotline
1-800-656-4673

Suicide and Crisis Lifeline
Dial 988

Text-A-Tip
Saint Ignatius Text-A-Tip Line:
Text WOLFPACK to 844.823.5323 to reach a mental health professional 24/7

Registration/Scheduling

Registration for the following year's courses takes place during the second semester. Students must review their course selection request with their parent(s)/guardian(s). School Counselors and College Counselors are available for guidance with registration. Students will be assigned courses and levels as determined by school and departmental policies as well as prior academic performance. Other courses or electives are scheduled as possible. The Assistant Prefect of Studies makes all decisions concerning a student's schedule and assignment of classes.

Learning Specialists

In addition to a School Counselor, students with documented learning differences will work with a Learning Specialist who will provide support and encouragement to live up to their academic, personal-social, and college goals. The assigned Learning Specialist will create a formal Learning Plan based on a student's psycho-educational assessments to be shared with teachers and school counselors. This plan will also be communicated to parents. The Learning Specialists will apply for accommodations for standardized testing for College Board and ACT testing and facilitate extended time semester exams.

Information disclosed by a student in the process of counseling is confidential. However, matters brought forward that raise major concerns about health, life, and/or safety will be discussed with an Assistant Prefect and/or other appropriate school administrators as well as parent(s)/guardian(s). Please note that faculty (including School Counselors), staff, and administrators are mandated reporters and, as such, adhere to the laws that govern mandated reporting.

Beigel Resource Center

The Beigel Resource Center is an academic support space for student use during the school day from 7:30 a.m. to 3:00 p.m. The Beigel Resource Center houses the Math Resource Center, Writing Center, Learning Specialists' Offices, and Tech Help Desk. Students may drop-in for math support, writing support, or meeting with a Learning Specialist before school or during their free periods.

College Counseling

Saint Ignatius provides comprehensive, ongoing college counseling service that includes testing, individual and group counseling, and application processing for college admissions, scholarships, and financial aid. Each student is assigned to a College Counselor upon entering Saint Ignatius.

Because the process of selecting a college is personal, individual counseling sessions are provided as needed to review the student's high school record in relation to education/career goals. To help in this process, several daytime and evening programs are offered for students and parent(s)/ guardian(s) in addition to a spring college fair. Representatives from over 200 colleges visit the school throughout the fall to talk with students about specific college programs.

Information disclosed by a student in the process of counseling is confidential. However, matters brought forward that raise major concerns about health, life, and/or safety will be discussed with the Director of College Counseling and/or other appropriate school administrators as well as parent(s)/guardian(s). Please note that faculty (including counselors), staff, and administrators are mandated reporters and, as such, adhere to the laws that govern mandated reporting.

ATTENDANCE

Attendance Procedures

Regular and punctual daily attendance is essential to the educational program offered at Saint Ignatius. For this reason, severe attendance problems may require a student's withdrawal from the school.

When a student is absent, the parent(s)/guardian(s) should call the Deans' Office at 312-421-6435 no later than 8:30 a.m. on the day of the student's absence. Voicemail messages or an email to attendance@ignatius.org from a verified parent email are both acceptable to report an absence. Absence notifications must include the student name, date, and reason for absence.

General Guidelines Concerning Attendance

1. If at all possible, parent(s)/guardian(s) should not schedule doctor's appointments, driving tests, and other personal business on school days.
2. If a student arrives late to school because of a doctor's appointment, he/she must present a note from the doctor.
3. If a student becomes ill during the day, the student is to report to the Nurse's Office which is located in the Deans' Office. Students may not go home unless their parent(s)/guardian(s) have been contacted by the Nurse's Office to pick the student up from school.
4. If a student arrives late to school because he/she is not feeling well, but without a doctor's note certifying that the student was at the doctor, it will be treated as a tardy. If the arrival is after 8:30 a.m., the student will receive a JUG. If the arrival is after 11:30 a.m. without a doctor's note, the student will receive a double JUG.
5. Missing 10% of the days or periods of any one course (9 in a semester) is considered excessive absenteeism and may result in loss of grade earning status or academic credit. When a student misses nine (9) or more days of school or periods of any one course, a conference with a school administrator, the student's counselor, and the student's parent(s)/guardian(s) may be scheduled to discuss grade-earning designation and attendance expectations for the remainder of the academic term. Excessive absenteeism may result in a pass/fail (non-graded) designation for the academic term or loss of academic credit.

6. A student must arrive by 11:30 am in order to participate in or attend co-curricular or athletic events after school. This applies to students who arrive late to school even if they are ill. A student who leaves school ill may not return to participate in or attend co-curricular activities.
7. If a student is truant, he/she will receive a Saturday JUG.
8. Repeated truancy will lead to an accumulation of demerits. A pattern of truancy is grounds for expulsion. After two truancies, a student may be referred to the Discipline Board.
9. Class work or assessments missed during absences related to suspension, truancy, may not be completed or made up. Class work or assessments missed during such an absence will be assigned a zero.
10. If students are not called in on the morning of an absence, parents / guardians will be contacted by the Deans' Office to confirm the absence by 10:30 am on the day of the absence.

Anticipated Absences, College Visits, Early Dismissals

1. If a student must be absent from school for reasons other than sickness, permission must be requested in writing from the Deans' Office at least two school days in advance using the Anticipated Absence form located on the website. Neglecting to get prior permission may result in disciplinary consequences.
2. Students are not normally permitted to extend their vacation periods.
3. In general, senior students are allowed three (3) college visit days and junior students are allowed one (1) college visit day. No college visits will be allowed after the last Friday in April. Permission for college visits must be requested in writing two school days before the visit using the Anticipated Absence form. Failure to follow this procedure may result in disciplinary consequences. The Deans' Office reserves the right to limit the number of days a student may use to visit colleges. Students are advised to plan their college visits for school holidays whenever possible. Students may not use their college visit days to extend a vacation.
4. A request for an early dismissal must be made using the Early Dismissal form. This must be turned in to the Deans' Office before 8:00 a.m. on the requested date. Parent(s)/guardian(s) are to come to the Deans' Office to pick up students, unless other arrangements have been indicated on the form.
5. A student's participation in two or more non-required school-sponsored events that conflict with class time within 20 school days will be subject to approval by the school administration. This does not include IHSA sponsored athletic competitions, Saint Ignatius retreats, or field trips.

Long-Term Absence Policy

Long-term absence is defined as any absence of nine or more consecutive school days resulting from prolonged illness, surgery, or therapeutic treatment. The school must be notified when parent(s)/ guardian(s) first learn of the possibility of an extended absence. When a student misses or anticipates missing nine (9) or more consecutive days of school, a conference with a school administrator, the student's counselor, and the student's parent(s)/guardian(s) will be scheduled to discuss grade-earning designation and attendance expectations for the remainder of the academic term. Missing 10% of the days or periods of any one course (9 in a semester) is considered excessive absenteeism and may result in the loss of grade earning status or academic credit.

Tardiness

Tardy students must report to the Deans' Office immediately upon arrival at school. Students arriving late but by 8:30 a.m. are allowed six tardies for the year before a JUG is issued. A letter is e-mailed to parent(s)/guardian(s) when a student reaches the sixth tardy. With the seventh tardy and every tardy thereafter, the student is required to serve a JUG.

Parent(s)/guardian(s) will receive another letter when their student has accumulated nine tardies. Any student that is tardy twelve times will be placed on tardy probation. Students are responsible for keeping track of their totals. A JUG will be given when a student is tardy after 8:30 a.m. without a note from a doctor's appointment. A double JUG will be given if a student arrives after 11:30 a.m. without a note from a doctor's appointment.

Throughout the day, students are expected to be in the classroom when the bell begins to ring. Students should report to the Deans' Office if they are late to class. If a student is late during the day, he/she must serve a JUG for each of these tardies.

Students who are excessively tardy will be placed on tardy probation. Tardy probation requires the student to sign in at the Deans' Office before 7:55 a.m. each school day. Continued violations of tardy probation may result in a Discipline Board hearing and may lead to a student's dismissal from Saint Ignatius.

Homeroom Period

Students will meet in homeroom every day to accommodate announcements and other school business. They must report on time to homeroom every day. In addition to announcements, homeroom is used for attendance recordings, inspection for dress code violations, and special projects.

Emergency Communication With Students During The School Day

Only emergency communications or messages from a parent/guardian are guaranteed to be passed to a student during the regular school day. The school considers emergencies to be death, serious illness, or accident involving the student's family. Personal appointments, transportation arrangements, and similar types of messages are not considered emergencies. Parent(s)/guardian(s) may also communicate with their student(s) by sending e-mails directly to their student(s).

Health Policies

Infectious Diseases

Saint Ignatius strives to achieve a school environment free from chronic infectious diseases and enlists the cooperation and effort of parents, students, and the school staff to do so.

In order to promote and to ensure appropriate student health standards, students with chronic infectious or communicable diseases may be permitted to remain in the classroom only if there is no risk of transmission of the disease to others.

Parent(s)/guardian(s), as well as the school staff, who have knowledge of or reasonable cause to believe that a student has a chronic infectious disease have an obligation to report such conditions to the applicable Prefect, Assistant Prefect, or Dean.

Saint Ignatius will endeavor to accommodate the interests of students infected with such diseases to continue to participate in educational and other school activities, but the school reserves the right to exclude students from school if it believes it is necessary.

Medication Policy

Illinois state medication law requires written consent from the parent and physician to self-carry any type of medication, and therefore medication will only be dispensed to students who have a parent/guardian and physician signature on the "Authorization to Self-Administer" medication form on file in the Nurse's Office. This form must be updated annually.

All medication, whether prescribed or over the counter, must be kept in the Nurse's Office. During the school day no medication is permitted to be carried on the student or taken at any location other than the Nurse's Office with the exception of prescribed inhalers, EpiPens, and insulin. Special arrangements will be made for school sponsored overnight trips away from campus (such as retreats). In that case a parent/guardian must complete a form that authorizes Saint Ignatius College Prep and its staff to permit a student to possess and self-administer medications, including over-the-counter medications, prescribed and rescue medications, such as epinephrine auto-injectors during overnight trips. On such trips if an emergency arises and the student is unable to self-administer medication, a Saint Ignatius staff member is authorized to administer that medication.

Prescription medication must be brought to the Nurse's Office in a pharmacy labeled container accompanied with the medication form completed and signed by parent/guardian and physician. Over the counter medication must be in the original container, have an affixed label with the student name and a completed medication form with a parent/guardian and physician signature.

Acetaminophen, Ibuprofen, and cough drops are stocked in the Nurse's Office. They can only be dispensed to a student with a properly completed medication form on file.

Parents must claim the remaining medication by the last day of the school year or it will be discarded.

Pregnancy Policy

As a Catholic school, Saint Ignatius College Prep affirms the dignity of every human life from conception to natural death. We use this value to support pregnant women, expectant fathers, and their children by providing them with the resources necessary to choose life. The administration and guidance personnel of Saint Ignatius will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment. The first concern for a pregnant student is the health and wellbeing of her and her child. Her school counselor, parent(s)/guardian(s), and the administration will determine, with her, any special arrangements, if any, that should be made.

Absence from school for maternity reasons will be considered as an extended medical absence. Academic excellence is still attainable for pregnant students and expectant fathers and the school will support them in achieving their goals.

STUDENT DISCIPLINE

Dress And Appearance Standards

Students should wear clothing and practice personal grooming that respects the dignity of self, other individuals and groups, and promotes effective learning and social environments. Any student's dress or appearance, while not specifically outlined below, may be considered unacceptable if it is in violation of the neatness, moderation, modesty, spirit and/or intent of these standards as determined by School Administration.

General Standards

- Clothing and personal grooming must be neat, clean and modest.
- Clothing must fully cover undergarments, midsection, and shoulders.
- Clothing must be free of holes or rips.
- With the exception of a small logo, clothing may not include images or text of any kind.
- Students are required to wear appropriate clothing and footwear not only during the academic day but also at all school-sponsored events.

Hair and Accessories

- Hair must be a natural color and one color only.
- Body piercings, except for earrings, are not permitted. Visible tattoos are not permitted in school or at school-sponsored events, including but not limited to dances and athletic events.
- Facial hair must be clean shaven.
- Hats are not permitted in the building during the school day.

Tops

- Collared shirts are required at all times.
- Knit sweaters of a crewneck and a quarter-zip style are permitted when worn over a collared shirt. Cardigans are also permitted when worn over a collared shirt.
- Saint Ignatius quarterzips and crewneck sweatshirts are permitted when worn over a collared shirt.
- Turtlenecks are permitted.
- Hooded jackets / sweatshirts, sweatshirts with large logos (bands, colleges, etc) and other outdoor jackets are not permitted.

Bottoms

- Colored denim, khakis, corduroys, or dress pants are permitted.
- A skirt that is no more than 3" above the knee is permitted.
- Material splits in skirts are not permitted.
- Athletic skirts, athletic pants, stretch pants, yoga pants, velour pants, fleece pants, drawstring pants, and leggings are not permitted.
- Pants must be worn at the waist.

Shoes

- Students may wear athletic shoes, dress shoes, or boots.
- Slippers, sandals, or backless/slingback shoes are not permitted.

Students who violate the dress code will receive a JUG. JUGs may be issued by any administrator, faculty or staff member. School Administration further reserves the right to determine if clothing or personal grooming practices hinder effective learning and social environments at Saint Ignatius College Prep or any school-sponsored activities, including and beyond the guidelines listed above.

Mass Attire

- Modesty, respect, and reverence should guide student appearance on mass days.
- Boys must wear dress slacks, a dress shirt, and a tie for the entire day. Dress shirts should be tucked in at all times. Blazers or sweaters are optional but appropriate.
- Girls may wear a skirt or dress that is no more than 3" above the knee. A dress must reach the collarbone and have sleeves (short or long). Relaxed-fitting dress slacks are also permitted. Tops must reflect all regular dress code guidelines.
- Outerwear of any kind, including sweatshirts, fleece jackets/quarter-zips, is not permitted during mass. The only exception is a blazer or cardigan.
- Any violation of the dress code on a Mass Attire Day will result in a double JUG. The Saint Ignatius Administration reserves the right to define what styles and fits are appropriate for a Church setting.

Spirit Wear Days

- On designated Spirit Wear days, students may wear short or long-sleeved Saint Ignatius t-shirts or sweatshirts with jeans. The clothing must be official Saint Ignatius wear approved by a moderator or coach and should have the school's name or mascot on it. The Spirit Wear top must be worn as the outer garment.

Relaxed Dress Code

- At the sole discretion of School Administration, periods of relaxed dress code may be announced within the early and latter weeks of the school year.
- During periods of relaxed dress code, shorts that are no more than 3" above the knee are permitted.

Respect And No-Harassment Policy

Saint Ignatius College Prep works hard to create and maintain a safe and secure academic and social environment for all its students and to prevent situations that create offensive conditions. The school wishes to recognize and celebrate the diversity of our school community.

A major goal of Saint Ignatius College Prep is to teach and encourage students to become men and women who are aware of their own talents and blessings and who are willing to share them with others in open, loving and generous ways. Saint Ignatius recognizes its obligation to prepare its students to live, work and serve others in our increasingly diverse society.

Interactions among students and adults should, therefore, reflect acceptance of and sensitivity to the diversity within the school community. Affirming the richness of diversity in a community is not simply avoiding intolerance. Rather, it is a way of thinking, seeing, and behaving that demonstrates an understanding and respect for all ethnic and cultural traditions.

What the School Will Not Tolerate

1. Bullying of any kind, which includes but is not limited to hurtful remarks or conduct that reflect intolerance or prejudice, such as actions or words directed toward another's disability or handicap, and/or his/her racial, ethnic, gender, sexual orientation, or socioeconomic status. This also includes using online or electronic communications like social networking sites, cell phones, or other devices in ways that hurt or embarrass another person.
2. Sexual harassment which includes such conduct as unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or any behavior that creates an offensive overall environment including the use of vulgar language, the showing of sexually explicit photographs or other materials, and the telling of sexual stories. Sexual harassment is a violation of the law, and Saint Ignatius will not tolerate sexual harassment of any student, faculty member, or other employee.

Action Steps to Prevent Bullying and Harassment

At Saint Ignatius, students are expected to help others by speaking out and/or getting adult help when they witness bullying or harassment. True to our Catholic and Jesuit identity, in concert with the values of the "Grad at Grad," the school will take the following steps to prevent bullying and harassment.

1. Promote positive behavior and interactions among all members of the community.
2. Raise awareness of bullying behaviors and teach students what to do when they feel bullied or see bullying.
3. Educate all members of the faculty and staff on signs of bullying and encourage intervention.
4. Respond quickly and sensitively to bullying reports and investigate incidents fully.

Procedures for Reporting Harassment

Any student who feels that he/she has been subjected to any type of bullying or harassment or who is aware that it is happening to another person should report the matter to a trusted adult, School Counselor, Prefect, Assistant Prefect, or the Deans. [If a complaint is made, the appropriate Prefect or his/her designee will promptly conduct a thorough investigation. If the investigation supports the complaint, immediate action will be taken and consequences will be administered to the offending party(s) commensurate with the seriousness of the offensive actions. The President can be contacted about a complaint relating to one of the other officers of the school. The Chairman of the Board of Trustees may be contacted about a complaint relating to the President.]

Under certain situations the complainant will be requested to submit a written statement describing the specific action or words. No retaliation will be made against an individual who makes a legitimate complaint, or against any witness who reports an incident of harassment, regardless of outcome. Confidentiality will be maintained as much as possible. Dissemination of information will be strictly limited to those persons with a need to know in order to protect the identity and the rights of the parties involved.

This SAFE Report Form is another means by which Saint Ignatius community members may report any incident or behavior that is inconsistent with our Jesuit Catholic charism or incongruent with the Respect and No-Harassment Policy. This digital form is available and accessible in the Student, Parent/Guardian, and Faculty "Resource" portals of Blackbaud. The Saint Ignatius Response Team will receive, on days school is in session; review; investigate, when needed; and take action, as appropriate. A member of the administration will follow up with the individual who submitted a report, if contact information is provided.

Legal Notification

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

1. Placing the student 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 students' 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. This list is meant to be illustrative and non-exhaustive.

“Cyber-bullying” means bullying through the use of technology or any electronic communication (including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature) transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system (including without limitation electronic mail, Internet communications, instant messages, or facsimile communications). Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this section. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this section.

Bullying is contrary to State law and the policy of Saint Ignatius College Prep, and is consistent with subsection (a-5) of 105 ILCS 5/27- 23.7.

Saint Ignatius will make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

Saint Ignatius will involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

Saint Ignatius faculty and staff who receive reports of bullying should notify the Prefect of Mission of the incident as soon as possible after the report is received.

Saint Ignatius College Prep policies on bullying are consistent with federal and State laws and rules governing student privacy rights, procedures for reporting bullying incidents - Safe Report, contacting the Prefect of Studies at (312) 432-8308, and or Dean of Students at (312) 432-8309 - timely notification of bullying to the parents / guardians of all parties involved, and availability of counseling, psychological services and restorative measures.

Saint Ignatius prohibits reprisal or retaliation against any person who reports an act of bullying. Students who retaliate against any one who reports bullying may be subjected to Saturday JUG, suspension, probation and or dismissal.

Students who falsely accuse another of bullying as a means of retaliation or as a means of bullying may be subjected to Saturday JUG, suspension, probation and or dismissal.

Restorative Justice

Saint Ignatius College Prep continues to grow and foster a Catholic and Jesuit identity that strives to promote a community of faith, character, and integrity. Saint Ignatius upholds our "RESPECT AND NO HARASSMENT POLICY" and takes seriously any violation that is committed against it. The Restorative Justice Program at Saint Ignatius College Prep seeks to promote dialogue in order to cultivate greater education and growth opportunities surrounding issues of bias and prejudice.

In the case of a violation against our "RESPECT AND NO-HARASSMENT POLICY," the school will offer the parties the opportunity to participate in Restorative Justice, if mutually agreed upon by the individual(s) who has (have) been harmed and the individual(s) who has (have) caused harm and their parent(s)/guardian(s), in cooperation with traditional disciplinary action, and at the discretion of the appropriate Prefect.

Our goals for Restorative Justice are the following:

1. To be able to provide educational and growth opportunities for students who violate the school's "RESPECT AND NO-HARASSMENT POLICY;"
2. To supplement and enhance the disciplinary measures a student is subject to as a result of committing a violation;
3. To be able to give the perpetrator and person harmed by their actions the chance to engage in reconciliation, if mutually agreed upon.

Restorative Justice and Reconciliation

Reconciliation is a crucial aspect of the Restorative Justice Program. That being said, the reconciliation piece of the Restorative Justice Program requires the agreement and willingness of the individual(s) who has (have) been harmed and the individual(s) who has (have) caused harm to participate. Should this component of Restorative Justice be utilized, a trained adult in the community will facilitate a restorative interaction/ conversation between parties

Restorative Justice and Discipline

There will be a requirement for students to meet for education around anti-racism and antibias when their actions have caused harm and policies have been violated. This educational programming may be facilitated through one or more of the following departments including: the Deans' Office; School Culture - Diversity, Equity and Inclusion; the Office of the Prefects; School Counseling; Special Student Services; and Formation and Ministry.

Respect For Property

It is the responsibility of every student to respect the personal property of others and the equipment and facilities of the school and to display zero tolerance for those who do not. Any concerns in this area should be immediately reported to the Deans. Stealing and vandalism are such serious offenses that dismissal from school is the normal penalty.

Alcohol And Drugs Policy

1. Use and possession of tobacco products hazardous to health. Use of any type of tobacco / nicotine products is prohibited on school property and at all school-sponsored activities.

2. The possession, transfer, or use of alcohol or drugs, or possession of drug paraphernalia by students is wrong, harmful, and will not be tolerated by Saint Ignatius College Prep. Possession includes but is not limited to being on personal property, automobiles on school property, and lockers. If a student is judged to be under the influence of alcohol or drugs, the student will be detained until a parent, guardian, or the proper authority transports the student from the premises.

2. Penalties for active use, possession of, and being under the influence of alcohol, drugs or tobacco may include the following:

    A. Suspension and/or Dismissal
    B. Disciplinary probation
    C. Review for dismissal by the Discipline Board
    D. Immediate dismissal from Saint Ignatius
    E. Referral to school counseling for drug testing, alcohol / drug assessment, and or substance abuse awareness education - school counseling reserves the right to communicate with any of the above agencies for results, information, conclusion of programming
    F. Denial of participation in overnight activities

G. G.Disciplinary action in the following departments:
   i. Athletics
      1. One week prohibition from athletic contests for nicotine violations;
      2. Two- week prohibition from athletic contests for alcohol, THC or other illicit substance violation;
      3. Other sanctions may apply;
   ii. Student Activities
      1. One-week prohibition from competition or performances for nicotine violations;
      2. Two-week prohibition from competition or performances for alcohol, THC or other illicit substance violation;
      3. Loss of leadership positions in any activity or club, and possible loss of membership;
      4. Other sanctions may apply;
   iii. Formation and Ministry
      1. Loss of leadership positions on retreats (Kairos, Sophomore retreat), the right to be an Arrupe Mentor;
      2. the right to attend a a faith and just trip (immersion trips, IFTJ, March for Life);
      3. Other sanctions may apply:
H. Referral to the appropriate law enforcement agency for possible prosecution

Any student behavior occurring outside of school, while not specifically described above, may also be considered unacceptable and constitute a violation of the Saint Ignatius College Prep Alcohol and Drugs Policy. Such behavior, as determined exclusively by the Deans of Students and the Prefect of Mission, may be subject to consequences by the school.

Controlled Substances under this policy do not include a valid medication prescribed to the student who possesses or uses it, provided the student complies with all other policies and requirements pertaining to the use and possession of prescription medications. Please see the Medication Policy for further details.

Saint Ignatius College Prep recognizes its responsibility, along with parent(s)/guardian(s) and others, in providing education concerning the inherent dangers of substance abuse.

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Off-Campus Behavior Policy

Saint Ignatius College Prep looks to parents and guardians, as the primary caregivers and educators of their children, to take responsibility in monitoring their off-campus behavior. The school does not actively seek to gain knowledge of the off-campus behavior of students and families. That being noted, all students are expected to conduct themselves in a manner befitting Saint Ignatius College Prep, and any student whose behavior outside the school demonstrates a serious disregard for the rights and dignity of others, promotes any activity that impairs the responsible development of others, or harms the reputation of Saint Ignatius College Prep may be subject to school disciplinary measures including dismissal.

Students who use public transportation — buses, the L or trains — or who drive a car to school should be mindful that as they move through the community, their behavior reflects the character of our school. Students are, therefore, expected to be respectful as they travel to and from school.

Social Media Policy

Social media and other forms of electronic communication have the potential to serve a variety of noble and beneficial goals, including greater and more frequent connection between family, friends, and communities. Social media also presents the potential for significant harm to others and numerous other risks. Because of the power and influence of social media, its use carries with it important responsibilities. Saint Ignatius therefore provides the following guidelines for "Social Media," which this policy defines to include electronic communications and the posting of content on or through social media services such as: Facebook, YouTube, Twitter, Instagram, WhatsApp, SnapChat, and TikTok. Personal social media activity on campus during school hours or using school-provided equipment is prohibited barring explicit permission from a faculty or staff member.

Social Media activity by students is prohibited on campus during school hours and at any time when using school-provided computer equipment. See the Cell Phone Use Policy and the Technology Responsible Use Policy.

Involvement in Social Media on Behalf of Saint Ignatius College Prep

Saint Ignatius maintains certain official Social Media accounts for communicating with the Saint Ignatius community and the public. Only authorized students may create content for the school's official accounts, and students must abide by all guidance and directives provided by the employees who manage Saint Ignatius's accounts. Students are prohibited from creating any additional Social Media account or Social Media communication that appears to be from a Saint Ignatius account, appears to be an official communication of Saint Ignatius, or impersonates any Saint Ignatius employee.

Personal Social Media Activity

Students are responsible for their Social Media activity and the consequences of it. Accordingly, Saint Ignatius strongly recommends that parents and guardians be involved in guiding and monitoring their student's Social Media activity. In addition, the following guidelines and expectations will provide helpful parameters for students' Social Media communications.

First, Social Media content is rarely private, even if it is initially intended to be so. The nature of electronic communications is that they can be copied, imaged, forwarded, shared, re-posted, and preserved for years to come. Therefore, students are advised to consider asking, "Would I ever regret posting this?" and "Would the person about whom I am posting approve of the content if it were made public?" Parents hold the responsibility to ensure that their students engage in appropriate social media communications.

Second, our Social Media communications reflect not only on ourselves but many others. Communications by Saint Ignatius students reflect on Saint Ignatius. Postings by family members reflect on the family. Communications by those in a faith community reflect on the faith community and the faith. Thus, we want our Social Media communications to present positive reflections of ourselves and our community.

Third, Social Media activity should embody the characteristics of quality communication generally, such as being thoughtful, accurate, kind, respectful, insightful, inspiring, and spiritually uplifting.

Fourth, Social Media activity should avoid a number of topics and characteristics. It should not spread rumors or communicate factual allegations that cannot be supported. It should not include racially discriminatory remarks, harassment based on protected characteristics, threats of violence, or other inappropriate or unlawful conduct. It should not be sexually explicit or inappropriately suggestive. It should not be defamatory, malicious, obscene, unfairly disparaging, or bullying. And it should not misrepresent the author of the communication or impersonate any individual.

Fifth, criticisms or complaints are usually better received and resolved through methods other than Social Media. One-on-one communication, or communication limited to only those who need to know, has a much greater chance of accomplishing a positive or productive outcome if there is an important concern or grievance to be raised.

Sixth, confidentiality and privacy should be respected. There are sound reasons for keeping a variety of matters private, not only for individuals, but for groups and entities. If the communicator is unsure whether the information is appropriately shared on Social Media, the communicator should seek approval from the affected parties to release the information.

Finally, let us all ensure that when we speak the truth, we do so in a loving way. (Ephesians 4:15.)

Investigations and Discipline

Social Media communications by students, whether or not expressly related to Saint Ignatius or its students or employees, may be grounds for investigation or discipline. While Saint Ignatius does not attempt to affirmatively monitor students' Social Media activity, if the school is made aware of communications or content that violates school standards or implicates school policy, Saint Ignatius may find it necessary to investigate and take action. As with other matters of potential student discipline, cooperation by students and their parents is required. Saint Ignatius' expectations of student conduct, including as communicated in the Parent-Student Handbook, will guide its determinations regarding the severity of the offense and the need for discipline. At the same time, Saint Ignatius also recognizes that students (and all of us) are growing in maturity, and remorse, acceptance of responsibility, and requests for forgiveness may be mitigating factors in the disciplinary process. Saint Ignatius prohibits retaliation against someone who reports, in good faith, what he or she believes to be a violation of this Social Media Policy or who cooperates in an investigation conducted by the school. At the same time, a knowingly false or reckless accusation that someone has engaged in misconduct may itself be grounds for discipline.

Saint Ignatius also requests that if a parent has a concern about another student's Social Media activity, the parent considers whether the matter could (and should) be addressed, at least in the first instance, with the parents of that other student. For example, Saint Ignatius sometimes receives complaints about Social Media activity when the activity does not implicate any Saint Ignatius conduct requirement for its students or even when the intent or meaning of the communication is unclear. In such instances, it may be better for a parent-to-parent communication to occur, in which clarification or resolution can be pursued, rather than immediately escalating the matter to school authorities.

Legal Notification

Pursuant to the Illinois Right to Privacy in the School Setting Act, St. Ignatius communicates the following notices: (1) the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website; (2) the school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy, and (3) in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination as part of the investigation.

Technology Responsible Use Policy

Note: The most current version of this policy will be posted on the Resource Boards in Blackbaud.

The primary purpose of technology at Saint Ignatius College Prep is to enhance and support the school's educational programs. Technology should be used in a manner consistent with the educational objectives and mission of the school. The use of technology should support the formation of young men and women for lives of faith, love, service and leadership in the Catholic and Jesuit tradition.

Use of the school's technology is strictly for academic and administrative purposes and must be consistent with the educational objectives and mission of the school. In their use of technology, students are expected to model core Ignatian values and exercise good judgment while complying with this policy and all related administrative rules and guidelines. The use of technology at Saint Ignatius is meant to enhance and not disrupt or detract from the learning experience of all students.

Policy Enforcement: The Department of Information Technology, prefects, faculty, staff and administration will work together to enforce the Technology Responsible Use Policy. Violations of this policy will be enforced through the Deans' Office and should be reported to the Deans and Department of Information Technology immediately. Legal authorities will be contacted if situations warrant.

In the event of violation(s) of this Technology Responsible Use Policy, and in consideration of the nature and degree of the violation and the number of previous violations, one or more of the following consequences may apply:

- Personal electronic devices, including those owned by the student, may be confiscated and/or searched.
- Student use of technology may be limited for an extended period of time.
- Disciplinary actions including possible suspension or expulsion will be implemented and will be consistent with school policies.

Important Notes:

- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social networking account violated the school's disciplinary policy.
- The school may require the student to share content in the course of such an investigation.

Students must act in a responsible, ethical, and legal manner when utilizing technology. Examples of unacceptable use include, but are not limited to the following:

- Academic dishonesty, including but not limited to storing, sending, sharing, or viewing information with electronic devices that could be used for cheating.
- Using technology to obtain, download, view, post, distribute or gain access to materials not related to coursework.
- Causing damage to or tampering with hardware components and their configuration.
- Tampering or attempting to tamper with account or resource permissions.
- Violating copyright laws.
- Wasting of resources, including disk space, wireless and Internet bandwidth, and paper.
- Attempting or gaining unauthorized access to resources or entities.
- Using school technology resources for personal business or financial gain (examples include crypto mining, online shopping, gaming, blogging, and browsing social networking sites).
- Using the school's technology resources for illegal activity.
- Storing inappropriate software which may be used for illegal activities.
- Inappropriate representation of Saint Ignatius College Prep or member(s) of the Saint Ignatius community in any web posting, blog, e-mail or other electronic communication. This includes anything that may embarrass or offend a student, a member of the faculty and staff, or another member of the Saint Ignatius community.
- Creation and/or dissemination of inappropriate images, including but not limited to those generated by artificial intelligence.

- Cyberbullying, text bullying, or other forms of harassment using technology, including but not limited to students, faculty or staff either inside or outside of the Saint Ignatius community.
- Use/attempted use of another user's technology account or device.
- Use of anonymous proxies, VPN connections, caching servers, or any other means which can bypass restrictions implemented by the school's filtering system(s).
- Sharing any school issued technology account credentials with others.
- Violations of a teacher's classroom technology policy.
- E-mail spoofing.

Technology on Campus:

All Saint Ignatius students are required to have an iPad. Effective with the class of 2028, Saint Ignatius College Prep will supply students with an iPad. Students in all other classes must supply their own iPad. An iPad is the only device the students are allowed to use during regular school hours, and the iPad must remain connected to the school's WiFi network.

Details about the school's iPad Programs can be found in the iPad FAQ on the school's website under the Forms and Documents Page.

Each teacher and student will utilize the iPad to support the educational objectives and mission of the school. The primary use of these devices on campus is for academic purposes. Teachers will use the Blackbaud Learning Management System as the central repository for their classroom web pages, which will include information on assignments, grades and other resources being used in their classrooms. Teachers will also post their classroom expectations regarding technology usage on their classroom web pages.

Students are expected to model core Ignatian values and exercise good judgment in their utilization of iPads and all forms of technology.

As part of this initiative:

- Students are required to bring their iPads to school each day fully charged.
- Unauthorized use of the audio or camera recording function is strictly prohibited. This includes video recording, photographing, or audio recording anyone without their permission and/or sharing unauthorized videos, audio recordings or photographs. If a teacher gives permission to use these functions, students should not modify the recording or post it online without receiving explicit permission from the teacher.

- Students are reminded that the use of any electronic devices on campus is for academic purposes. Any non-academic use may be subject to disciplinary action.
- During class smart watches may be utilized to check the time, but may be subjected to academic and or disciplinary action if used for any other purpose.
- Gaming devices of any kind are prohibited at Saint Ignatius College Prep. Students may not use devices such as Gameboys, Nintendo Switches or any other electronic gaming devices during the school day.
- In an effort to encourage good table fellowship as well as a break from "screen time" during the day, Tully Hall and Damen Hall are "technology free zones" during the lunch block. This means that all technology should be turned off and out of sight during the three lunch slides - 10:50 a.m.-11:20 a.m., 11:45 a.m.-12:15 p.m., and 12:45 p.m.-1:10 p.m. daily in Tully Hall and Damen Hall.
- Saint Ignatius College Prep is NOT responsible for the upkeep, repair, or loss of personal devices or data on these devices. Students should keep their iPads in their sight at all times and should never leave them unattended. Students should also password-protect their devices, enable the "Find My iPad" feature, and clearly label their iPads with their first and last names. Students should record their iPad serial number in the event of a theft.
- Students are responsible for maintaining a backup of all important data stored on their iPad.
- Students are required to connect their iPads to the school's wireless network for access to network resources including the Internet. Students must follow guidelines and instructions from the IT Department for connecting their devices.
- The use of separate 3G, 4G, 5G or any other connectivity to the Internet is prohibited on campus. When on campus, students must connect their iPads to the school network for filtered access to the Internet.
- Additional personal electronic devices, with the exception of cell phones, may be used as needed for academic purposes only.
- Students should be sure that their iPads are adequately charged before arriving on campus each day.
- When on campus, any audible alerts on iPads should be silenced. The use of technology should not disrupt the learning environment at any time.
- A limited number of iPads will be available for short-term loan in the event that a student's iPad is being repaired or replaced. Authorization for a loaner iPad must be approved through the Deans' Office before a student can borrow a loaner device from the help desk.
- Saint Ignatius College Prep reserves the right to confiscate and search devices in the event of any policy violation.
- School administration reserves the right to modify the terms of this program at any time.

Internet Use and Parental Involvement

Parent(s)/guardian(s) should understand that Internet access on campus is intended for educational purposes. Internet use is NOT private and Saint Ignatius College Prep reserves the right to monitor student use of the Internet at any time.

In conjunction with CIPA (Children's Internet Protection Act) guidelines and in an effort to manage bandwidth resources, Saint Ignatius College Prep uses a filtering system to block access to many prohibited sites and controversial material. However, it is possible that some inappropriate websites or content may escape detection by the filtering system. The fact that students may be able to access a particular site does NOT necessarily mean that site is appropriate for viewing.

Parent(s)/guardian(s) should recognize that it is impossible for Saint Ignatius College Prep to restrict access to all controversial and inappropriate materials. Parent(s)/guardian(s) will hold harmless Saint Ignatius College Prep, its employees, agents, or board members for any harm caused by materials or software obtained via the Internet and/or the school's technology resources. Parent(s)/ guardian(s) understand that they will be legally responsible for their student's actions and accept full responsibility for supervision if and when their student's use of the school's technology resources or the Internet is not in a school setting. Parent(s)/guardian(s) must understand that Internet access for students, who utilize their own Internet connection from their personal electronic device, is NOT filtered by the school's Internet filtering system.

Outside of school, parents bear full responsibility for monitoring their student's use of the Internet. Parent(s)/guardian(s) are highly encouraged to communicate with students on the importance of safe, responsible and ethical use of the Internet from any device in any location. The following sites are good resources to explore responsible use of the Internet:

- https://isafeventures.com/
- https://beinternetawesome.withgoogle.com/en_us
- https://www.commonsensemedia.org/
- https://www.microsoft.com/en-us/digital-skills/online-safety?activetab=protect-whats important%3aprimaryr3
- https://www.netsmartz.org/Home

Google Workspace for Education Accounts

Google Workspace for Education is a set of education productivity tools from Google. Each Saint Ignatius student receives a Google Workspace for Education account. This account provides students with access to:

Google Workspace for Education Core Services which include Gmail, Calendar, Classroom, Assignments, Drive, Docs, Forms and Slides.

Additional Google Services which include products such as Google Search, Maps, YouTube and AI Tools such as Google Gemini and Notebook LM which Workspace for Education users may have access to.

Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Saint Ignatius College Prep also allows students to access third party services, including but not limited to Adobe Creative Cloud, Blackbaud and Digital textbook platforms, with their Google Workspace for Education accounts.

By agreeing to the policies of Saint Ignatius College Prep in the school's handbook and this Technology Responsible Use Policy, parents and guardians provide consent for their child(ren) to use Google's additional services, as well as their core services through their Saint Ignatius Google Workspace for Education account. Additional information about Google's use of personal information can be found in the following links:

Core Services: https://workspace.google.com/terms/user_features/
Additional Services: https://workspace.google.com/terms/education_terms/
Privacy Notice: https://workspace.google.com/terms/education_privacy.html

Blackbaud Accounts

Parent(s)/ guardian(s) should each have their own Blackbaud account to access the Parent Resource Board, classroom web pages and other pertinent information. Parent(s)/ guardian(s) will create their Blackbaud accounts during the admissions each year. Student account information is distributed to incoming freshmen with their iPads prior to summer school and to transfer students at the time of enrollment.

Data and Privacy

Saint Ignatius College Prep works with external vendors and programs in various capacities to serve the needs of the school, its students, and their parents. In doing so, the school may share relevant student information with these vendors and programs, including but not limited to academic information and personally identifiable information such as student name and student ID number. Saint Ignatius College Prep will not sell, rent, lease, or trade any such student information to any of these vendors, or to any other individual or entity, unless authorized by the parent/student or required by law.

Important Reminders:

- Students should NOT expect that files stored on the network or other repositories of the school's domain, including the Saint Ignatius Google G-Suite Portal, are private.
- Saint Ignatius College Prep reserves the right to monitor, view, edit and/or remove any materials stored by students that it deems unacceptable.
- Students are required to use only their assigned account and password each time they log onto a school computer.
- Students should memorize their account information.
- Students should never share their passwords with anyone.
- Students are encouraged to change their password on a regular basis and should do so using the Password Change link on the Student Resource Board in Blackbaud.
- Computer activity and network file content is identified by user name. Students are responsible for their own account and the contents of their storage folders within the school's domain. This includes both the online storage space within the school's Google Apps domain and any server based or local desktop storage, which a student might have at school. Should a student believe that his/her account has been compromised, he/she should change their password immediately and report any problems to the help desk in the Beigel Room immediately.
- Students are expected to use their school issued student e-mail accounts for communications with all school faculty, coaches, and staff.
- Students are expected to check and respond to their student e-mail on a daily basis.
- Student e-mail communications are NOT private. Student e-mail is archived and can be monitored by the administration at any time. Inappropriate messages may be detected by the school's filtering software.

- Appropriate language should be used in all e-mail communications. Profanity, threats, or harassment of any kind is strictly prohibited and against the school's culture and Ignatian values. Such messages will be brought to the attention of the Dean of Students for disciplinary action.
- Before leaving a shared computer, students must always be sure to properly log out of their Google Apps and network accounts. Failure to do so can result in others accessing the student's e-mail and/or documents. Students who do NOT properly log off computers can face disciplinary consequences.
- New students are asked to test their accounts as soon as they receive their credentials. Any problems or questions should be reported to the help desk immediately.

File Storage and Maintenance: Each student receives virtual storage space on the school's Google Apps portal. Students can access these materials from any Internet connection inside or outside the school. Students are encouraged to save academic work in their Google Apps virtual storage space.

Account Deactivations: Student accounts will be deactivated upon a student's graduation, transfer or termination from Saint Ignatius College Prep. Prior to account deactivation, it is the responsibility of the student to backup or retrieve any important electronic content as well as to make appropriate arrangements for e-mail communications. Accounts for graduating seniors will be deactivated on July 1st each summer.

Chromebooks: Chromebooks are available for shared use in the Foglia Library. This space is supervised. Any technical problems or suspicious behavior will be directed to the technology staff, library staff and/or Deans of Students. Students who plan to use the computers or iPads in these spaces should become familiar with and adhere to the following rules:

1. Hours: Chromebooks will be available on school days from 7:30 a.m. - 3:30 p.m. Hardware and Software: Saint Ignatius College Prep is a mixed computing environment containing computers running both Windows, Chrome and MacOS and iOS operating systems.
2. Hardware and Software: Saint Ignatius College Prep is a mixed computing environment containing computers running both Windows, Chrome and MacOS and iOS operating systems.

3. **Food and Drink:** No eating or drinking is allowed when using school technology devices.
4. **Technology Usage:** Use of school computers and the school's Internet connection is strictly for academic purposes. No game playing is allowed.
5. **Noise:** The environment where desktop or laptop computers are used should be that of a quiet study environment. While there may be occasional group work among students, which necessitates some discussion, it should be kept to a low level.
6. **Headphones:** Students are required to have their own headphones for applicable activities.
7. **Printing:** With the exception of Fine Arts projects, all other student printing should be done in the Foglia Library, Beigel Learning Resource Center, or the IHMC Technology Classroom. Each room is equipped with a high-speed networked laser printer with AirPrint capabilities for printing from iPads. Students are encouraged to limit their printing, print in black and white, and print only academic work as necessary. Color print settings are available but should only be used when absolutely necessary.
8. **Scanning:** Students in need of this resource can use the multifunction printer/copier/scanners in the Beigel Learning Resource Center, Foglia Library, or the IHMC Technology Classroom. Students can scan documents to their e-mail account.
9. **E-mail:** Checking e-mail is acceptable only as it relates to educational purposes.
10. **Chat Sessions:** Chat sessions and Instant Messaging are not allowed.

Search And Seizure

Saint Ignatius College Prep abides by the rationale and guidelines of Illinois State Code (10-22.6) on student search and seizure in school and in any school sponsored activity. The law states: To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

Lockers, desks or storage places provided for student use are, and remain at all times, the property of Saint Ignatius College Prep. These areas and the contents therein are subject to a random search at any time. Faculty and staff are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds or during off-campus school sponsored activities, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of cell phones and iPads may be searched if a reasonable suspicion exists that the student has violated the Saint Ignatius College Prep Parent-Student Handbook.

Cell Phone Policy

During the school day, cell phones must be turned off and be out of sight from 8:00 a.m. until 3:00 p.m. Students may not use cell phones or have the devices in hand during school hours. Students must secure their cell phones in a locker or back pack. Use of cell phones in locker rooms and bathrooms is off limits at all times. Failure to follow these directions will result in confiscation of the cell phone and two JUGs. A second violation of the cell phone policy may result in confiscation of the phone, and a Saturday JUG. Confiscated phones may be searched and will be returned to the owner following the service of one of the after-school JUGs. Continued violations will have additional consequences.

Student Id And Lanyard

Students are required to wear their own current school issued lanyard and ID at all times in school. Student ID pictures and names must be visible at all times. Students who are not wearing their own ID and lanyard during the school day, or students who give their lanyard to another student to wear, will be issued a JUG. Students may be issued one temporary ID from the Deans' Office each semester without consequence. Each issued temporary ID thereafter will result in a JUG. Student lanyards are active 7:25 a.m.–3:30 p.m. Monday through Friday in the main building and the Fr. Rowe, S.J., building; and on Monday through Saturday from 6:00 a.m.–9:00 p.m. in the Gentile Gymnasium area. A lost or broken lanyard should be immediately reported to the Deans' Office for replacement. There is a $5.00 fee each for a lanyard and an ID. A student ID may be required to attend a school function.

Damen and Tully Halls - Lunch Periods

After eating, each student should make sure that the tables and floors are neat and clean, and that all paper and refuse are thrown away. On occasion, students will be told by a Dean or adult proctor to clean up trash left behind by other irresponsible students. They will be expected to cooperate. There is to be no eating or loitering in the bathrooms.

It is the responsibility of the students to keep their dining hall clean. Courteous and mannerly conduct on the part of the student is the only guarantee of a pleasant atmosphere during the lunch periods. The following standards and behavior should be observed:

1. All are to avoid loudness and observe the standard code of etiquette at the lunch table.
2. Each student is responsible for seeing that the table is cleaned and chairs are properly placed for the next lunch period.
3. If a student accidentally spills food, he/she should immediately clean it up.
4. Food and refuse are not to be thrown in/at waste receptacles. Each student should walk up to the receptacle and place the refuse in.
5. Food and/or beverages must not be taken out of a dining hall. Eating anything in any place other than a dining hall is ordinarily not permitted. During the lunch periods, with prior permission, students may eat their lunches somewhere other than a dining hall. Students must be in the building and be supervised by the teacher or administrator who gave them this permission.

6. Depending on weather and conditions, students may be permitted outdoors where the following standards apply.
    a. Use of the outdoors area will be specifically announced. Students found outdoors at other times will receive a JUG.
    b. Because classroom windows may be open, loudness and excessive noise should be avoided.
    c. Spaces for eating or drinking outdoors, if permitted, will be explicitly identified by school administration.
7. The McLaughlin Room, Foglia Library, and Beigel Room are open during the lunch hours.
8. Tully Hall and Damen Hall are technology-free zones during the lunch slides during the 10:50 a.m.-1:10 p.m. lunch block. All technology should be turned off and remain out of sight from 10:50 a.m.-11:20 a.m., 11:45 a.m.-12:15 p.m., and 12:45 p.m.-1:10 p.m. In between the lunch slides students may use iPads for academic purposes only. We do this to limit student screen time and to foster a collegial atmosphere during the lunch slides.

Firearms, Fireworks, Weapons

Possession of fireworks, firearms, or any other dangerous weapon, or look-alike fireworks, firearms, and weapons, is strictly prohibited on school property or at school-sponsored events regardless of location. The prohibition also applies to any conveyance on school property or associated with a school-sponsored activity. If discovered, the item will be confiscated and turned over to the proper authorities. Immediate dismissal from school is the normal consequence for violation of this policy. Students who are aware that any fireworks, firearms, or weapons of any kind are present must immediately notify a school official. Failure to notify a school official may result in disciplinary consequences at the discretion of the Deans. The chief school administrator (the president or one of the prefects) will immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

Food/Gum

Eating and drinking in the school buildings, parking lot, gyms, O'Connor Colonnade or The Link is not permitted without the express permission of a faculty or staff member. Beverages other than water are not permitted any place other than Tully Hall or Damen Hall. Gum chewing is not permitted in the school buildings. Outside food delivery to campus is prohibited during school hours.

Gambling

Gambling of any type is not permitted in or around the school.

Lockers

The Deans' Office assigns lockers. Students may request a locker assignment from the Deans' Office. Replacement locks will be sold in the Deans' Office for $5 per lock. Lockers must be kept locked at all times. Lockers are school property on school grounds. Therefore, the school retains the right to inspect the school lockers. Students are not allowed to switch lockers or to use another student's locker without the permission of the Deans' Office. Students are not permitted to affix any type of offensive picture, poster, sticker, etc., on the inside or outside of their assigned locker. With prior approval of the Deans, students may decorate the outside of the locker with a birthday or congratulatory message. Any marring, marking, or writing of graffiti in or on lockers is considered vandalism and will be dealt with appropriately.

Lost And Found

The school does not assume responsibility for lost articles. Found articles should be brought to the Deans' Office where they may be claimed. Students are advised to clearly put their name on all personal items, including books, jackets, iPads and other electronic devices. Items other than electronics will only be retained for ten (10) school days.

Jugs And Demerits

Those who violate school or classroom discipline are subject to JUG before school or after school. Any student who is assigned a JUG must serve that JUG the same day it is assigned, or the following morning. Morning JUG begins promptly at 6:45 a.m. in the Deans' Office and afternoon JUG begins promptly at 3:05 p.m. or five minutes after the end of the school day given a special schedule, in room 213. After-school work, personal obligation, etc., are not legitimate reasons for missing JUG. Students are allowed the opportunity to "work off" three tardy or late to class JUGs each semester by cleaning in Tully Hall. If a student needs clarification of a specific JUG, the student should address the issue with the faculty or staff member who issued the JUG prior to speaking with the Deans' Office.

Failure to meet this obligation will result in an additional JUG. Attendance at JUG takes precedence over all other activities. For every misconduct punishable by JUG, the student receives demerits. In general, a demerit is assigned for each JUG received. More than one demerit is assigned for more serious offenses. Students who receive twelve demerits in one semester or twenty during the course of the year will be reviewed for possible dismissal from school.

Saturday Jug

For some serious offenses Saturday JUGs are assigned. Saturday JUGs require all-day service to the school. Typically, the work required includes maintenance of the school buildings and ground. Saturday JUGs are scheduled at the convenience of the school. Saturday JUGs are assigned only by the Dean or Associate Dean. Four demerits are assigned to any offense that requires a Saturday JUG. Some examples of offenses that may result in Saturday JUGs are:

1. Truancy (all or part of the day)
2. Smoking, vaping, drug, or alcohol use
   (other, more serious consequences may apply)
3. Forgery of any kind
4. Leaving campus without permission
5. Any action that endangers self or others
6. Serious violations of the Technology Responsible Use Policy
7. Other infractions as determined by Deans.

Suspension

Suspension is a serious penalty imposed for only very serious offenses. When a student is suspended the following procedures will be followed:

1. The Dean will notify the student and the parent(s)/guardian(s) of the suspension either orally or in writing by the next regular school day.
2. On the first day of the suspension, the student and parents may present any relevant information regarding the suspension to the Dean.
3. After consideration of information presented in #2, the Dean will advise the student and parents of the suspension status by the start of the next school day.
4. Class work or assessments missed during absences related to suspension may not be completed or made up. Class work or assessments missed during such an absence will be assigned a zero.
5. Students may not attend or participate in any school events, activities, practices, or games during the suspension.

The length of suspension may vary with the seriousness of the offense. A student who incurs three suspensions is liable to be dismissed. When a student is suspended, a parental conference is necessary before the student is allowed to return to classes. The Dean may suspend a student on his/her sole authority. Demerits will be assigned depending on the nature of the offense and length of the suspension. Some examples of suspendable offenses are as follows:

1. Dismissal from class
2. Fighting
3. A serious offense in the judgment and discretion of the Deans
4. Uncooperative or inappropriate attitude toward any teacher or staff member.

Probation

When a student's overall attitude and behavior are not acceptable, disciplinary probation may be assigned. The Deans' Office will issue a contract setting the terms of probation and will be reviewed at a meeting with the Deans' Office, student and parent / guardian(s). During the probationary period the student must be intent on improving conduct and avoiding disciplinary incidents of any kind. While on probation, any violation of the probation contract may lead to immediate dismissal at the sole discretion of the Prefects. Privileges such as overnight trips or admission to NHS may be restricted.

Dismissal From School

Students can be dismissed from school by a Prefect for either serious misconduct as enumerated here and/or for continuous misconduct.

Serious Misconduct

The Prefects may immediately dismiss students who are guilty of serious misconduct or may refer them to the Discipline Board (see below). Serious misconduct includes, but is not limited to, any of the following offenses:

1. Stealing
2. Academic dishonesty
3. Selling, possession of, or being under the influence of alcohol, narcotics, or other drugs
4. Defacing or destruction of property
5. Conduct incongruous with the values and mission of the school, whether on campus or off campus
6. Open insubordination, defiance of, or disrespect to any teacher or staff member
7. Gambling
8. Consistent neglect of schoolwork or chronic absenteeism
9. Conduct considered detrimental to the good of other students
10. Chronic misconduct by a student who has previously been suspended or on probation
11. Accumulation of twelve demerits in one semester or twenty during the course of the year
12. A serious violation of the school's Sportsmanship/Fan Behavior Policy
13. Violations of the Saint Ignatius College Prep Technology Responsible Use Policy
14. Harassment.

The administration will contact the Chicago Police, if deemed necessary.

Continuous Misconduct

At the end of each semester the Deans conduct a review of students who have had disciplinary problems. The purpose of the review is to determine continuation, removal, or placement on disciplinary probation for the next semester. In those cases where the record indicates continued or excessive disregard for the norms of conduct and policies of the school, the student may be referred to the Discipline Board that is charged with developing a confidential recommendation to the Prefects.

Discipline Board

The Discipline Board is made up of members of the Saint Ignatius faculty or professional staff nominated by the Deans and appointed by the Prefects. The Discipline Board serves as an advisory to the Deans' Office, and will make a recommendation to the Dean of Students and/or Associate Dean, who will make the final decision on the status of the student. The student, his/her parent(s)/guardian(s), and the student's School Counselor are the only persons permitted to be present at the hearing. When a student is referred to appear before the Discipline Board, the Deans' Office will inform the student and parents of its process and procedures.

Right of Appeal

The family may appeal dismissal decisions to the Prefect of Studies. The appeal must be in writing and focus on new information not already presented to the Deans and the Discipline Board. The Prefect of Studies will inform the family of the decision in a timely fashion.

STUDENT ACTIVITIES, ATHLETICS AND CO-CURRICULARS

Sportsmanship/Fan Behavior

After-school programs sponsored or sanctioned by the school are extensions of the regular school day and all the school's policies and rules are in effect. Members of the Saint Ignatius athletic teams, students, and parents attending sporting events either at home or away are expected to always represent the school in the most positive manner. The expected behavior of players, students, parent(s)/guardian(s), and fans is encapsulated in one word: RESPECT. Specific expectations include:

1. Students are expected to have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment to others in the school.
2. Students are to demonstrate common sense and respect toward fellow students, opponents, players, coaches, officials, and fans.
3. Students are expected to police their own ranks and demand proper behavior from peers.
4. Proper language is to be used. Obscenities, vulgarity, taunting, "trash-talking," offensive or demeaning shouts, cheers, or commentary are unacceptable.
5. Obscene, disrespectful or vulgar signs or acts are unacceptable.
6. Cheers and chants should express support for the team and not be demeaning or negative toward the other team, school, or officials. Elitist cheers and chants are unacceptable.
7. Dangerous and boisterous behavior such as throwing things, fighting, shoving, pushing, and passing students is unacceptable.
8. During the National Anthem students are expected to face the flag, remove any head covering, not talk, and remain still until the end of the anthem.
9. Good play by both teams should be positively acknowledged.
10. Students must arrive at varsity athletic games before the end of halftime to gain admittance.

A student identified either individually or as part of a group for unacceptable behavior will be subject to all school sanctions. Depending on the nature of the offense, the sanction could include JUG, expulsion from the athletic facility, banishment from all athletic events, or dismissal from school.

Dance And Activities Policies

1. Parent(s)/guardian(s) are encouraged to monitor the appearance and attire of their students before they leave home for a dance. The school reserves the right to refuse admittance to dances for any students whose attire it deems to be inappropriate or too revealing.
2. Appropriate attire is expected of all students and their guests. Anyone who comes to the dance dressed indecently or immodestly will be sent home. Students that bring an out-of-school guest are responsible for relaying this information to their guests.
   Guidelines for males: Dress slacks, dress shirt and tie, and closed toe shoes and socks must be worn at all times. Sport coats are optional but encouraged. Jeans, tennis shoes, and hats are not allowed.
   Guidelines for females: Dresses or skirts must be no shorter than the length of your hand when your fingertips are placed at your sides. Anything that hits the leg higher than your fingertips is "too short." Dresses must have adequate back and chest coverage as well. Open-back dresses, dresses that are too low-cut in the front or too tight will be deemed inappropriate. Any student (or guest) that is not dressed in accordance with these guidelines will be sent home.
3. Appropriate behavior and dancing is expected of all students and their guests. Students who are behaving inappropriately, including, but not limited to, moshing, disrespectful dancing, or disobeying an adult chaperone, will be removed from the dance itself and must remain in another designated area until the dance is over. Their parent(s)/guardian(s) will be called on the following Monday. The school reserves the right to end a dance without issuing ticket refunds if the environment is deemed unsafe for students.
4. Each member of the student body attending a school function is allowed to arrive with one guest. Students bringing a guest from outside of school must have a completed permission form on file in the Deans' Office before they purchase their tickets. These forms are available in the Deans' Office. The school reserves the right to deny admission to anyone not a member of the current student body. Guests may not be older than 19 years of age.

5. Student ID cards or a photo of a current student ID are required for admittance to dances and other activities. The registered guest must also present an ID at the check-in location of the event. There will be no admittance of a guest without an ID.
6. Policies specific to each dance will be communicated upon purchase of a ticket before the event. Students may not leave and re-enter the building without the explicit permission of and accompaniment by a chaperone.
7. Once students leave the dance they must leave the premises. Wandering in the parking lot or sitting in cars is not permitted.
8. All hats, jackets, carry-in materials, school bags, or other bags must be checked in the coat check and are subject to search.
9. Any purses or bags that are carried into the dance may be searched.
10. Smoking or vaping by students is not allowed at any time on campus. Violation of this policy may result in Saturday JUG and/or suspension from attending dances or activities.
11. Food or drinks are not permitted outside of the dance area.
12. If asked by any school administrator, a student must comply with a request to take a breathalyzer test. Refusal to do so may result in serious disciplinary consequences including dismissal from school.
13. Any student found to be under the influence or in possession of alcohol, narcotics, other drugs, or drug paraphernalia will remain with the Dean until a parent arrives to pick him/her up. The Deans' Office will follow up with disciplinary consequences.
14. Students should not ask dates to the dance with posters, balloons, flowers, etc. during the school day.

Diversity, Equity, and Inclusion

Saint Ignatius strives to provide a supportive environment where all students are respected on the basis of personal characteristics that include ethnicity, socioeconomic status, physical and social ability, sexual orientation, and gender. The Director of School Culture - Diversity, Equity, and Inclusion, Diversity Coordinator, and Diversity Club offer programs that support and educate the entire Saint Ignatius community on issues related to diversity.

Formation And Ministry

The Formation and Ministry Department (FAM) offers a variety of opportunities and programs to nurture the spiritual development of our students, helping them to become men and women for others. We celebrate the sacraments through monthly liturgies as well as Reconciliation Services in Advent and Lent, and daily mass is available at 7:30 a.m. in the Cuneo Chapel on the 5th floor. Students may join the Gonzaga Society to help in the planning of school liturgies as well as serve as Eucharistic ministers, lectors, and music ministers.

Retreats offer students a chance to grow in their relationship with God and others, with each retreat tailored to a student's class year: a freshman day-long retreat on campus, sophomore and junior overnight retreats at a Chicago-area retreat center, and senior retreats with a choice among several options: Kairos, Oramus, and Club ADAM. Students are required to attend a retreat each of their four years at Saint Ignatius.

Service and immersion opportunities are offered throughout the year under the guidance of class year chaplains. Some involve trips such as the Ignatian Family Teach-In or March for Life (both in Washington, DC), and summer immersion trips bring students to various parts of the country to delve more deeply into the realities of poverty and injustice plaguing many in our society who have been marginalized. Summer immersion trips have a retreat component and qualify for a senior's retreat requirement.

Service hours are required for freshmen and sophomores, and this service work must entail direct service to people in need. Examples tutoring programs, nursing homes, soup kitchens, hospitals, parish outreach, justice advocacy organizations, and other not-for-profit organizations.

Freshmen and Sophomores are expected to meet in person with a member of Formation and Ministry to discuss any questions, concerns, or approval requests. E-mail requests will not be accepted. Freshmen commit themselves to five (5) hours of service by the first week of December and ten (10) total hours of service by the end of April. Students who do not meet the December deadline will receive an Incomplete on their semester one transcript. Students who fail to meet the April deadline may be subject to JUG(s) and ineligible to participate in school-sponsored activities If the service requirement is incomplete by the end of the school year, the student will not receive their next year's schedule.

Sophomores commit themselves to complete twenty (20) hours of service and more fully reflect on this experience through their theology class and service reflection essay. Sophomores must engage in an extended service experience in direct contact with a poor, vulnerable, or marginalized community. Sophomores must have an approved service site by the last week of September. Their first ten (10) hours of service must be recorded and verified on MobileServe by the end of the first week of December. Students who do not meet the December deadline will receive an Incomplete on their semester one transcript. All twenty (20) service hours must be approved, performed, documented, and submitted to Formation and Ministry via MobileServe by the last week of April. Students who fail to meet the April deadline will be subject to after school meetings until an extension contract—that has been mutually agreed upon—has been received. Sophomores enter into meaningful reflection throughout their service commitment in the Chapel Reflections, which take place during their theology class twice throughout the school year. In order for the Sophomore Service Commitment to be considered complete, students must submit a Service reflection essay by early May. If the service requirement is incomplete by the end of the school year, the student will face consequences to be determined at that time until the requirement is fulfilled.

Juniors and seniors are encouraged to continue their service experiences from Freshman and Sophomore year by choosing service. Options include the summer immersion program prior to the student's senior year, spring break service immersion offerings, and voluntary service experiences such as ongoing service experiences through Ignatian Volunteer Corps (IVC), Jesuit High School Day of Service, and Christopher Christmas.

FINANCIAL POLICIES AND PROCEDURES

Tuition

Tuition for the 2025-2026 academic year is $22,600. A $1,000 nonrefundable deposit is paid at registration, with the balance of $21,600 payable during the year.
Tuition may be paid in one, two, four or ten installments. Billing is as follows:

- **Annual Plan - due April 25, 2025**
- **Semi-Annual - due on 25th of April and October 2025**
- **Quarterly - due on 25th of April, July, October 2025 and January 2026**
- **Monthly - due on 25th of April 2025 through January 2026**

Saint Ignatius College Prep utilizes Blackbaud Tuition Management to process tuition payments. Convenient options are available for paying by checking account, savings, debit, or credit card.

Payments will not be accepted in person in the Treasurer's Office.

A $30 fee is assessed on each failed ACH automatic debit transaction or returned check.

Click here for more information regarding Blackbaud Tuition Management.

Past Due Accounts

A $40 monthly late fee will be assessed for failure to pay any tuition installment on time. Saint Ignatius may, at its sole discretion, implement any or all of the following measures for past-due outstanding tuition balances:

1. Barring students from:
   - Attending classes at the beginning of the semester or at any time during the year
   - Participating in extra-curricular activities including athletics and clubs
   - Re-enrolling for the following school year
2. Report cards/transcripts and student's schedule of classes will not be sent.
3. Graduating students will not be allowed to participate in commencement exercises.

All tuition accounts must be current to start the school year. Parents who have not paid on a timely basis may be asked to prepay tuition.

If an account is in arrears or has been delinquent, younger siblings may not be accepted at Saint Ignatius College Prep.

Accounts that remain unpaid after a student's dismissal or departure from Saint Ignatius may be turned over to an outside source for collection. All costs incurred in the collection process will be the responsibility of the parents.

All tuition situations will be handled at the discretion of the Chief Financial Officer.

Tuition Assistance

Tuition assistance is available to families with a demonstrated financial need. Through the generosity of our alumni and benefactors, funds are raised each year to assist qualifying families. Students who are accepted into Saint Ignatius College Prep are eligible to go to FACTS Management and apply online. Each family's case is considered individually. All sources of income and reasonable expenses are used in the assessment. Once a student qualifies for the program, that student must maintain a 2.0 GPA and apply annually. Parent(s)/ guardian(s) can go to https://online.factsmgt.com/signin/41XHY and apply online through FACTS Management. Students may be eligible for any of the following forms of assistance during a given year.

Work Opportunity for Students - This program allows students to earn tuition credit by doing various jobs for the school during the regular school year or summer. A maximum of $1200 may be earned toward tuition in this program. Work opportunities are not offered to freshmen.

Parent Commitment Program

Tuition at Saint Ignatius does not cover the full cost of a student's education. Parents are expected to participate in the Parent Commitment Program. Each family is asked to make a tax-deductible donation of at least $2,500 per student each year. We understand that for families receiving tuition assistance, a more modest commitment will be made. The Parent Commitment donation directly benefits the current students at the school and assists in providing the many programs, services and excellent facilities that are available at Saint Ignatius. One half of the Parent Commitment payment is due on November 15, 2024 and the second payment is due on March 15, 2025. Other payment options include monthly payments. Registration and re-enrollment will not be completed until the Parent Commitment is turned into the school. In order for families to receive grade reports and to re-enroll each year, they must be current on all tuition accounts and Parent Commitment payments.

Parent Commitment payments should be mailed to:

Development Office
Saint Ignatius College Prep
1076 West Roosevelt Road
Chicago, IL 60608

Financial Restitution

Damage caused by a student, including tagging or defacing school property, is the financial liability of his/her parent(s)/guardian(s). Included in that liability are all costs for time, materials, and temporary replacements that are involved. Transcripts will not be issued until such bills are paid.

BUILDINGS AND OPERATIONS

School Buildings Use, Operating Hours, And Security

1. The school buildings are opened at 6:00 a.m. and locked at 3:30 p.m. Entry into the main building begins at 7:25 a.m. All visitors must enter from the ground floor Roosevelt Road entrance and wear a visitor's lanyard obtained from the switchboard operator.
2. After 10:00 a.m. there is no access to the main school buildings for anyone, including students, except through the front entrance where persons must be identified and buzzed in by proper authority. Classrooms and lockers are not accessible after 3:30 p.m. Students may be in the main school buildings after 3:30 p.m. only for an approved activity that is supervised by a member of the faculty or staff.
3. After 3:30 p.m. the only designated student waiting area for transportation is Tully Hall or the designated waiting area at the north end of the Walsh-Slattery Center. The student pickup point is the north entrance to the Walsh-Slattery Center. This entrance is around the back of the school. Parents picking up students will enter off Roosevelt Road and drive around the Gentile Gymnasium to the back where there is a turnaround area. Parents should not park or stand in the Gentile Driveway as this is a fire lane. There is no access to this point other than Roosevelt Road. There will be no sight lines to the visitor's parking lot or Roosevelt Road to facilitate pickup. Additionally, the Walsh Garden gate will be locked at 3:30 p.m. preventing entrance or exit to the visitor's parking lot or Roosevelt Road.
4. The primary student entrance point to the school in the morning is through the Walsh Garden and the Beck Family entrance doors into the O'Connor Colonnade. The northwest entrance from May Street to the school grounds will be open for pedestrians on regular school days. Students accessing the grounds from the west parking lot entrance will be able to enter the school through the north Beck Family entrance doors (the back of the school) before 8:00 a.m. and exit that way from 3:00 p.m. to 3:30 p.m. These doors will be locked at all times; students will gain entrance by using their ID swipe cards.

5. Books and clothes should be removed from lockers by 3:30 p.m., even if the student will be remaining at school for an activity or athletic practice. Athletes should not appear in the school building in game or practice uniforms from 7:30 a.m. until 3:30 p.m. unless explicitly approved by school administration.
6. The library will be open from 7:30 a.m. to 3:30 p.m.
7. Students are not to be in the corridors of the school building after school unless they are going to or from the library or a supervised activity.
8. Students are not to congregate and cause disruption around faculty offices and work areas.
9. Posters hung in the school must be approved by the Director of Student Activities and may only be posted in permitted areas.
10. Locker room regulations will be specified by the Total Wellness and Athletics Departments. Locker rooms are gender specific; no one of the opposite designated gender is allowed in the locker area.
11. No one is permitted in the locker rooms during regular school hours unless changing for a scheduled Total Wellness, intramural, or sports activity. Gym lockers are not to be visited during the regular school day to store or retrieve books and materials that belong in the student's assigned locker in the main school buildings. Food may not be stored in gym lockers.
12. The school elevators are for visitors, faculty, and staff. Students are not permitted to use the elevators unless they have a pass from the Deans' Office. Passes will be issued only to students whose physical condition requires it. Another student can accompany the student with the pass if assistance is needed to carry books. Violations of this policy will result in JUG.
13. Marked construction areas and zones are off limits to students at all times.

Closed Campus Policy

Once students arrive on campus they are to remain on campus until the end of the school day. No student is allowed off campus at any time during the normal school hours without the permission of a Dean, or unless the student is going to or coming from a school approved event or class activity with an adult. Students may leave the building at the start of the last period, if they have the last period free. If a student has consecutive free periods at the end of the day, the student must present an early dismissal form to the Deans' Office before school signed by one parent or guardian indicating that the student has permission to leave after his/her last class of the day. Leaving campus earlier than permitted will result in a minimum of a Saturday JUG. Students who leave campus may not return until after the completion of the school day.

Campus Safety Drills

Saint Ignatius annually conducts multiple drills to reinforce best safety practices and to test the preparedness of our community. Drills are conducted under the guidance of the Chicago Police and Fire Departments and include fire, severe weather, lockdown and bus evacuation. Students may not opt out of any campus safety drills.

Parking And Student Drop Off and Pickup

Parking is limited and in demand. Priority will be assigned to junior and senior students who carpool. All cars on school property must show a Saint Ignatius College Prep parking permit and be registered in the office of the Administrative Assistant to the Director of Operations. The Operations Department processes student parking registration and assignment. There is a fee of $650.00 for a parking space. Only cars driven by Saint Ignatius College Prep students, faculty, and staff may park in the school parking lots. Students are not permitted to drive or sit in cars at any time during the school day, and are not to loiter in the parking areas. Students may not sit on or put their belongings in cars. Illegally parked cars and cars without Saint Ignatius stickers are subject to being towed and/or ticketed. Speeding or reckless driving on campus will result in disciplinary action for the driver. Saint Ignatius assumes no liability for damage to or theft of vehicles or their contents while parked on school property. The following parking and traffic regulations must be observed:

1. Traffic into and out of the back parking lots off Roosevelt Road and May Street for student drop-off in the morning and at the end of the school day is prohibited. Students must be dropped off on Roosevelt Road. After 3:30 p.m. students can be picked up at the student waiting area located at the back of the Gentile Gymnasium. The entrance to this area is from Roosevelt Road. Please do not park your vehicle in the driveway or fire lane. After 3:30 p.m., students are not permitted to loiter or wait for pickup in front of the school.
2. Students must park within the painted lines in an assigned spot.
3. A current Saint Ignatius parking permit must be displayed as instructed.
4. Visitor parking is in the northeast lot behind the Gentile Gymnasium. Students are not permitted to park in the visitors' lot or on May Street.
5. Consistent or serious violation of parking regulations may result in loss of the parking privilege with no refund of fees.
6. School officials may search vehicles at any time.

Unscheduled Time

During their unscheduled periods, students are expected to use their time constructively. They are encouraged to study and do homework in a supervised area. Students may not loiter in the hallways or stairwells during class periods. For academic, disciplinary, or other reasons determined by the administration, the school may assign a student to a study hall.

Students are NOT allowed in the following areas unless accompanied by an adult:

- Any unsupervised classroom, lab room, or faculty/staff office
- Gentile Gym, Weight Room, Walsh Activity Center (Third Floor Gym)
- Locker Rooms and Athletic Storage Rooms
- McLaughlin Theater, bathrooms, balcony, and lobby
- Cuneo Chapel of the North American Martyrs (Fifth floor chapel)*
- *1st floor Chapel is open for reverent prayer and meditation throughout the day.

During the last ten minutes of each period students are to remain in the supervised location where they have spent the period. No one is to be in the hall or on the stairs during this time. Failure to follow this rule will result in a JUG.

Damen and Tully Hall

The school maintains a full service cafeteria (Damen and Tully Halls) where students may purchase breakfast, lunch, and snacks. The facility opens at 6:30 a.m. daily with food service beginning at 7:00 a.m. Special events may mean closure at 2:00 p.m. Other uses of the facility are scheduled through the Administrative Assistant to the Director of Operations.

Gentile Gym/Walsh Activity Center/Locker Rooms

During the school day, the Gentile Gym, Walsh Activity Center (3rd Floor Gym) and 2nd Floor Fitness Center are only available for students participating in Total Wellness classes, Intramural activities or Strength & Conditioning programming. No activities may be held in any athletic space without an adult supervisor or coach present. The locker rooms are available for students to change into athletic wear for athletic activities. Only athletes are permitted to receive, and store belongings in, secured lockers. Students in Total Wellness classes may leave their belongings within a secured locker room for the duration of class.

Hallways

There should be no excessive noise or shouting in the hallways. When classes are in session, students are not permitted to loiter in the stairwells or at lockers. Students may go to their lockers before and after school, during passing periods, and during activity periods only. Students are not permitted to enter the main school buildings from the O'Connor Colonnade or any other out-of-classroom activity during the last ten minutes of any class period.

Foglia Library Usage

The library is open from 7:30 a.m. to 3:30 p.m., Monday through Friday. Students are expected to be engaged in quiet study and research.

The Foglia Library is a space for quiet, individual study. The Brunswick Room is open when not in use for school events and provides a space for collaborative student work. Chromebooks are available for student use. Photocopy, scanning, and printing capabilities are available to students in the library.

The overdue book fee is ten cents per day. JUG may be issued for overdue materials after the student has received several notices.

McLaughlin Room

This room is typically open and available during the entire school day. Because there are four adjacent classrooms, it is a place for quiet study and purposeful quiet discussion. It is not a place for socializing or loud activity during the regular school day.

McLaughlin Theater

Students are not to be in the McLaughlin Theater without supervision. Food and beverages are not permitted.

O'Connor Colonnade/the Link

This is the enclosed passageway connecting the main school buildings with the Walsh-Slattery Center and Gentile Gymnasium. Students may not eat or drink anything there including before and after school.

PARENT NOTICES

Abused and Neglected Child Reporting

The Abused and Neglected Child Reporting Act of the State of Illinois requires school personnel who have reasonable cause to believe a child known to them in their professional or official capacity may be abused or neglected to report or cause a report to be made to the Illinois Department of Children and Family Services. Every school employee is a mandated reporter under the act.

Child Custody Rulings

At the time of enrollment, the parent(s)/guardian(s) are expected to provide competent information regarding the custodial care of the student and visitation rights.
The parent(s)/guardian(s) should furnish to the Registrar a copy of any relevant court order so as to ensure the safety and welfare of the student. The parent(s)/guardian(s) have a continuing duty to apprise the school of any changes in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.
For parent-teacher conferences, each family may schedule one conference time for each student.

Complaint Procedure

In the interest of promoting openness and trust throughout the entire Saint Ignatius College Prep community, parent(s)/guardian(s) who have a concern or complaint about any school employee are strongly encouraged to first speak directly with the individual staff member, teacher, coach, moderator, or administrator. Complainants should have no fear of any retribution or retaliation since this is completely contrary to the Jesuit, Catholic ethic of Saint Ignatius College Prep. If this direct conversation does not result in a satisfactory outcome, parent(s)/guardian(s) can then bring their concerns to the attention of the immediate supervisor. Coaches report to the Athletic Director, club moderators report to the Director of Student Activities, teachers and school counselors report to their Department Chairs, administrators report to a supervisor in the Office of the Prefects. The Prefect of Mission, Prefect of Studies, Director of Communications, and Vice President of Finance report to the President. For information about a complaint that pertains to harassment, please see the "Procedures for Reporting Harassment" section of this handbook under "Respect and No Harassment Policy."

Parent/School Relationship

The education of a student is a partnership among parent(s)/guardian(s), the student, and the school. It is essential that students and parent(s)/guardian(s) familiarize themselves with the policies in this handbook and that students, parent(s)/guardian(s) and school officials work together to enforce school policies and assure that each student receives a values-based, Catholic, Christian education. Normally, differences between families and the school can be resolved. Just as a family has the right to withdraw a student, school administration reserves the right to take disciplinary action, including requiring withdrawal of a student if the administration determines that the partnership is irretrievably broken. Some guidelines for working with the school include, but are not limited to, the following:

- Saint Ignatius College Prep expects parent(s)/guardian(s) and students to work courteously and cooperatively with the school to assist each student in meeting the academic, moral, and behavioral expectations of the school. This includes: respectful treatment of all faculty, coaches, moderators, School Counselors, administrators, support staff, other students, and other parent(s)/guardian(s); These expectations also apply to off-campus events, whether sanctioned by the school or not, where multiple Ignatius students are present.

- Parent(s)/guardian(s) are expected to abide by the same social media guidelines as we expect from our students (see "Technology Responsible Use Policy");
- Parent(s)/guardian(s) and students are encouraged to express their concerns about school operations and personnel to the appropriate staff and administrators; however, they must not do so in a manner that is discourteous, rumor-driven, disruptive, threatening, hostile, or divisive.
- Examples of violation of this policy include but are not limited to:
    - A parent/guardian providing alcohol to an Ignatius student at a social gathering
    - A parent/guardian aggressively confronting a sports official or an opposing team's player, parent, and/or coach during or after an athletic contest
    - A parent/guardian bringing alcohol to a school-sponsored athletic event, club activity, or fine arts performance
    - A parent/guardian engaging in inappropriate online behavior such as trolling or acting in a verbally abusive way toward another Saint Ignatius parent, student, or employee

These behavioral guidelines/expectations of parent(s)/guardian(s) and students include, but are not limited to, all school-sponsored events (e.g., athletics, performances, field trips, etc.) as well as interaction with school staff, other Saint Ignatius College Prep students and parents, and individuals who are part of the Saint Ignatius College Prep Community at any other time.

Saint Ignatius College Prep reserves the right to determine, at its sole discretion, when violations of this policy have occurred. Such violations may result in a warning, disciplinary action short of dismissal, a suspension of a student and/or parent/guardian's privilege to attend or to participate in school activities, or dismissal of a student, depending on the severity of the offense.

School Use of Photographs and Images

Unless parent(s)/guardian(s) specifically prohibit the use of photographs, videos or other images of their students(s) taken at Saint Ignatius or an event related to the school, the school assumes the right to use said photographs and images for promotion material, educational purposes, and school literature. Parent(s)/guardian(s) must notify the Office of the Prefects in writing of their desire not to allow the school to use said material.

Student Directory

The purpose of the directory is to provide students and their parents with the address(es), phone number(s), e-mail addresses (if desired), and the name(s) of the parent(s)/guardian(s) responsible for the student at the student's residence(s) during the regular school day and school year. The student directory is available on Blackbaud and is updated quarterly.

Work Permits

Students who are not yet 16 may obtain a work permit from the Registrar's Office. The student is required to have a letter from his/her employer on letterhead, stating the nature of the work he/she will be performing and the time commitment involved. The request should be emailed to records@ignatius.org.