

**Student Handbook
2023-2024**

Leo Catholic High School

7901 S. Sangamon St.

Chicago, IL 60620-2531

Tel: 773-224-9600

Fax: 773-224-3856

Website: www.leohighschool.org

President: Mr. Dan McGrath

Email: dmcgrath@leohighschool.org

Principal: Mr. Shaka A. Rawls

Email: srawls@leohighschool.org



Preface/ Ideas Section A

Governance Structure

Leo Catholic High School is governed by the President and Principal in consultation with an advisory board.

Leo Catholic High School The School Philosophy

The mission of Leo Catholic High School is consistent with the mission of the Church, which is to present the message of salvation proclaimed by Our Lord Jesus Christ and contained in the Gospel, to base human love and service of God upon this message, and to share the Gospel's understanding of the human condition. Leo affirms its Catholicity by accepting the Lord Jesus and His teachings as handed down by the Church and by pledging itself to adhere faithfully to Jesus, His teachings, and his Church.

Leo is a Roman Catholic secondary school offering college preparatory and general secondary education to young men in the city of Chicago. The following characteristic elements are important to Leo:

1. Attention to persons;
2. Special concern for the poor;
3. Commitment to excellence;
4. Creative education for a variety of ability levels;
5. Religious instruction and pastoral service;
6. Promotion of justice and peace;
7. Faith-filled and zealous teaching
8. New evangelization and conversion

Therefore, Leo Catholic High School has officially adopted the following mission statement:

Leo Catholic High School's mission is straightforward. To continue to expand its ability to provide high school and college preparatory education to urban minority students and to prepare them for the 21st Century. Leo Catholic High School's educational program is directed toward the growth of the whole person – a synthesis of faith, life, and culture – through a Catholic faith community in which each human being is seen as created in God's image and therefore uniquely good and worthwhile.

Leo's programs attempt to challenge and encourage the spiritual, intellectual, personal, cultural, social, and physical development of each student. To this end, Leo endeavors:

1. To develop Catholic/Christian students knowledgeable in the theology and practice of their faith by offering theology courses, liturgies, retreats, days of recollection, prayer opportunities, and community oriented service projects;

2. To provide an orderly learning environment which encourages serious pursuit of learning and achievement;
3. To provide opportunities for growth and development in personal values;
4. To promote cultural activities which lead to aesthetic appreciation;
5. To offer occasions for applications of social amenities;
6. To promote activities which lead to physical well-being.

Ultimately, Leo's purpose is the development of the total person, an informed and committed Catholic/Christian, a self-reliant learner, a cultured individual, a socially aware, concerned, and active citizen of the community, country, and the world, and a physically healthy person.

Educational Objectives

Spiritual Development

As members of the Leo family, all students and parents are expected to investigate, participate, and associate within the Roman Catholic tradition. It is through this understanding that students and their families will have the opportunity to grow in the spiritual life.

The spiritual development of a student is the primary responsibility of the family. It is the encouragement of the family that will help the student to realize the importance of his or her spiritual life. The family is where the student will gain formative understanding of Catholic/Christian living and then will be able to share his or her Christian actions with others within the school community.

The spiritual development of a student is also the responsibility of the entire faculty and staff. It is their responsibility, at all times, to be ambassadors of Christ's message of love. Each adult must believe in his or her commitment to Christ and be willing to share this with others. Emphasizing true Christian behavior from students and adults will lead to and increase in the spiritual life for all.

The sacramental life, which is paramount to living a Catholic life, is an integral part of the religious education program. Academic courses in theology and Campus Ministry activities blend in providing opportunities to continually develop and strengthen each student's spiritual life.

Intellectual Development

Jesus is the Way, the Truth, and the Life. Since He is the Truth, Leo fosters the intellectual and moral growth of the student by focusing on right thinking and right action. The school seeks to actualize each student's potential for knowledge by challenging, encouraging, and stimulating each student within a educational program representing the intellectual disciplines of English, business, foreign language, social studies, science, mathematics, art, music,

physical educations, computer education, and theology. Each of these disciplines contributes its own principles and methodology and thus shares in the development of the whole student.

Leo provides a curriculum in the liberal arts tradition. Each discipline within this curriculum establishes its own individualized performance objectives. The curriculum seeks to actualize in each student according to ability, the following developmental goals:

1. To recognize differences and similarities through critical and analytical thinking skills;
2. To engage in the activity of questioning and answering leading to a systematic investigation of and search for the truth;
3. To recognize the relationship of the past to the present;
4. To appreciate human expression and experience;
5. To discriminate among values;
6. To express one's ideas clearly and precisely.

The aim of the curriculum is to provide each student with the ability to move from the examination of the truth and a synthesis of faith and reason, to a responsible knowledge and appreciation of self and of the world within the Roman Catholic tradition.

Personal Development

The personal development of each student at Leo Catholic High School focuses on Jesus Christ as the model for the maturing Catholic/Christian. This person shows openness to growth and demonstrates this by making respectful and considerate decisions based on Catholic/Christian values. Leo aims to foster the formation of a Catholic/Christian young person who is able and willing:

1. To recognize and acknowledge God as the source of all moral obligations and the life of Jesus Christ as a guide to meet these moral obligations;
2. To strengthen a commitment to Catholicism/Christianity as a way of life and to demonstrate attitudes and conduct in accepting responsibility for the development of academic and creative potential;
3. To demonstrate the ability to work with teachers and peers for the development of meaningful relationships and purposeful commitment through extracurricular activities;
4. To understand and respond, in humane ways, to life's realities in the present and future by assuming the responsibility and consequences for decisions that affect self and others;
5. To demonstrate a Catholic social perspective through interactive relations combined with a zest for living, human compassion, and personal virtue;
6. To practice the principles of physical fitness and good health in their lives;

7. To actively become informed American and global citizens of the present and future with the ability to cope creatively with and direct change for the betterment of humankind;
8. To develop ongoing, life-learning habits for self-actualization leading towards fulfillment as an independent, mature, and sensitive adult.

Social Development

Social relationships are in essence Christian relationships. Through a student's interaction with others and the faculty, Leo offers opportunities for social growth both in and out of the classroom. These activities foster not only a respect for self and for others, but they also provide the occasion for service. It is through this social interaction that Leo seeks to foster and instill a pride in Leo tradition and a positive attitude toward the four year Leo experience.

Leo provides supervised experiences for developing and managing extra class activities. The school offers a variety of these activities that are open to all students. By working together, both moderator and student can share ideas, experiences, and individual talents. Social skills and graces required for participation in Leo's social events are encouraged formally and informally in association with these events

Adolescence is a time for searching for both identity and worth. Students are encouraged to join with peers for companionship and to share common concerns. At Leo, each student will find these opportunities in student government, small group projects, retreats, service projects, athletics, and other extracurricular activities.

Physical Development

Leo strives to promote the general health of each student and to guide each in achieving and sustaining life long habits of physical fitness. The continuing emphasis is to develop an awareness of the value of physical activity, sound health practices, positive self image, leadership, and team play.

This program provides instruction in and knowledge of a variety of activities such as health, physical conditioning, and individual and team sports. Participation in these games, activities, and sports is encouraged to develop habits that will continue into adult life. Where talent and motivation seek specialization, a varsity program is provided.

People

Section B



Leo Catholic High School Faculty & Staff 2023-2024

Administrative Team

Mr. Dan McGrath
President

Mr. Shaka A. Rawls
Principal

School Administration

Mr. Dan McGrath
President

Dr. Shaka A. Rawls
Principal

Mr. Kevin McNair
Director of Admissions

Mr. Noah Cannon
Athletic Director

Ms. Jennifer Fleck
Teaching and Learning Coordinator

Mr. Terence Cook
Dean of Students

Mr. Deshawn Mills
Assistant Dean

Mrs. Tiffany Harston
College Counselor

Mr. Noah Cannon
Activities Director

Mrs. Lydia Tabernacki
Campus Minister

Ms. Fajr Al-Nurridin
Office Manager

Ms. Tamishae Curry
Tuition Manager

Mr. James Earner
Business Manager

Ms. Jaclyn Glasgow
Technology Manager

School Faculty

Ms. Aurora Latifi
Mathematics Department Chair

Ms. Tiana Bogard
Mathematics

Mr. Justine Ramirez
Mathematics

Mrs. Lydia Tabernacki
Theology Department Chair

Ms. Beatriz Quinteros
World Language

Ms. Tenille Wright
Science Department Chair

Ms. Bria Polk
Science

Ms. Jaclyn Glasgow
Science

Mrs. LaDonna Hill
Music Department Chair

Mr. James Jackson
Social Studies Department Chair

Mr. Isaiah Moore
Social Studies

Dr. Marques Stevenson

Social Studies

Mr. Michael Anderson
Physical Education

Mr. Titus Redmond
English Department Chair

Ms. Molly Zajac-Clark
English

Mr. Daniel Ridges
English

Maintenance

Mr. Darryl Wedgeworth
Head Custodian

Mr. Harold Green
Custodian

Mr. Charles Brown
Custodian

Mr. Ryan Shipp
Custodian

Athletic Coaches

Football

Dr. Marques Stevenson

Basketball

Mr. Jimalle Ridley

Cross Country

Mr. DeShawn Mills

Track and Field

Mr. Edward Adams

Baseball

Mr. Michael Anderson

Bowling

Mr. Darryl Wedgeworth

Wrestling

Mr. Michael Anderson

Policies and Procedures Section C



Governing Policies

Leo Catholic High School adheres to the policies outlined in the Archdiocesan Handbook for School Administrators. In addition, the school complies with applicable federal and State laws prohibiting discrimination, including, but not limited to:

- a. Title IX of the *Education Amendments* of 1972 (20 USC 1681 et seq.)
- b. The *Individuals with Disabilities Education Improvement Act* (20 USC 1400 et seq.)
- c. The *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.)
- d. Title VI of the *Civil Rights Act* of 1964 (42 USC 2000d et seq.)
- e. Title VII of the *Civil Rights Act* of 1964 (42 USC 2000e et seq.)
- f. The *Americans with Disabilities Act* of 1990 (42 USC 12101 et seq.)
- g. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

If it is believed that a violation of any of the above policies has occurred, written documentation of the alleged violation should be submitted to any of the following: the school's President, Principal or Regional Director.

In addition, the school complies with

- a. Applicable sections of the Illinois School Code [105 ILCS 5], and
- b. Relevant case law including *Plyler v Doe*, 457 U.S. 202, 102 S Ct 2382 (1982)
- c. 23 IllAdm. Code Part 425

Discipline Expectations for Students

Social Media

- A. 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;
- B. 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 network account violates the school's disciplinary policy; and,
- C. The school may require the student to share content in the course of such an investigation.

SUBSTANCE ABUSE/ CHEMICAL DEPENDENCY/ VAPING POLICY

We strongly believe that the abuse of mood or mind altering chemicals is counter productive to the Christian, social, and academic climate of the school. Students will be held accountable

for their behavior. The use of these substances by a student in a school environment will result in dismissal from Leo Catholic. H.S.

Aside from being illegal for high school students, the use of alcohol and/or drugs will not be tolerated.

If you use, possess, smell, or are under the influence of any illegal or controlled mood or mind altering chemicals and its paraphernalia, which includes and not limited to Marijuana, Vape pens, tobacco/ cigarette papers, edibles, “look alike” drugs during school, on school premises or during school sponsored activities, you are subject to IMMEDIATE SUSPENSION, PARENT NOTIFICATION AND DISCIPLINE BOARD HEARING. Immediate suspension means the student is not allowed to attend classes or attend or participate in any extra-curricular or school sponsored activities. Students are not to be on campus until the Discipline Board hearing is held and a decision is made.

Board Recommendations may include the following possible action steps:

- A. Substance abuse/ Alcohol education and awareness for the student and the parents;
- B. Referral and evaluation completed by a licensed chemical dependency counselor program. All recommendations must be followed by the student in order to maintain active status at Leo Catholic;
- C. Staffings and discussion with appropriate personnel;
- D. Counseling;
- E. Withdrawal from Leo Catholic.
- F. Counseling and medical evaluation may also be required by the school.

If a student is determined to be “selling” illegal or controlled substances or “look alike” drugs, the student will be immediately suspended and a Discipline Board hearing scheduled with a recommendation of expulsion.

DISCIPLINARY ACTIONS

The listed corrective actions may be taken by Leo Catholic. Students who earn one of the following disciplinary actions may not participate in any extra-curricular activities until the corrective measures have been completed.

- A. **1 HOUR DETENTION:** Action taken by the Deans in which 1 hour of student’s time is required. Parents are notified with a telephone call and/or email. **Detentions will be served afterschool from 3:00p.m. - 4:00 p.m, except Fridays. POSSIBLE**

CRITERIA: Violation of dress code, 3 tardies to class within a school week, cutting class. Extra curricular activities and part-time jobs do not hold priority over an assigned detention. **A missed 1 hour detention will result in an additional 1 hour detention. Failure to serve the additional 1 hour will result in a suspension.**

- B. **ISS (IN- SCHOOL SUSPENSION):** Action taken in which students will be allowed to come to school, but will be omitted from all classes. Students must remain with Dean in a controlled environment (Dean's office). ISS is assigned at the discretion of the Deans and Administration. **POSSIBLE CRITERIA:** Any excessive infractions, second smoking offense, cutting class, leaving campus without permission, any lost time from suspension, gambling, excessive absence and any other infraction that warrants an out of school suspension. Extra curricular activities and part-time jobs do not hold priority over an assigned detention.
- C. **SUSPENSION:** Action taken in which a student is prevented from attending school or after-school activities for a period of time. Each case will be individually handled in a conference between the Dean of Students and Administration. During suspension, the student is not allowed to attend or participate in any school-sponsored activities or to be on school property. **POSSIBLE CRITERIA:** Vandalism, physical fighting, theft, disrespectful behavior towards staff, excessive truancy, administrative discretion.
- D. It is the responsibility of the student to check with his/her teacher(s) on the day, during or before regarding missed assignments and tests. Please note that it is not always possible for teachers to gather all missed assignments on the day of the absence. Students will have an equal amount of days to make up the work as days absent, or as grading period deems necessary.
- E. **EXTRA-CURRICULAR PROBATION:** Actions taken by which a student is prohibited from participation in extracurricular activities for a period of time.
- F. **SOCIAL PROBATION:** Actions taken by which a student is prohibited from participation in extracurricular activities for a period of time. **POSSIBLE CRITERIA:** Disorderly/rude conduct at social or athletic functions.
- G. **GENERAL PROBATION:** Actions taken for a period of time during which any serious infraction of school policy could result in a Discipline Board hearing. The student's record will be reviewed after a previously determined length of time. **POSSIBLE CRITERIA:** Serious or flagrant violation of school rules on the campus or a school function away from Leo Catholic, repeated infraction of the same rule, administrative discretion.
- H. **EXPULSION:** Action taken by the Principal on the recommendation of the Deans and the Discipline Board, in which one is expelled from school and not allowed to

return. **POSSIBLE CRITERIA:** Conduct or a series of actions that shows one does not belong with the Leo Catholic Community, destructive and/or abusive behavior.

Examples cited herein are not all-inclusive. Good common sense should be the guide for all student conduct. Students who have been expelled for disciplinary reasons may not attend any Leo Catholic events for one year after the dismissal.

ELECTRONIC DEVICES

Cell Phones should be turned off and not visible during the school day. Students must relinquish their cell phones to the teacher before entering class. This method is a part of our non-negotiable classroom expectations. At the end of class, students may retrieve their cell phones. Students that do not have a cell phone must see the Deans for verification, then sent to class. Other electronic devices are not permitted: IPOD, MP3 Player, gaming devices. If the electronic device goes off and/or is visible during the school day, the item will be confiscated and a parent must come to school to claim the device.

HAZING/BULLYING

This policy is in effect to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students and prohibits hazing at all times.

- Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Bullying

This school is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Examples of Bullying:

- Physical violence such as hitting, pushing or spitting at another pupil.
 - Interfering with another pupil's property, by stealing, hiding or damaging it.
 - Using offensive names when addressing another pupil.
 - Teasing or spreading rumors about another pupil or his/her family.
 - Belittling another pupil's abilities and achievements.
 - Writing offensive notes or graffiti about another pupil.
 - Excluding another pupil from a group activity.
 - Ridiculing another pupil's appearance, way of speaking or personal mannerisms.
 - Misusing technology (internet or mobiles) to hurt or humiliate another person.
- Using social media to administer any of these infractions.

Student Dress Code

UNIFORM DRESS CODE: "DRESS FOR SUCCESS"

Students must always dress for school with good taste and dignity. Clothing should be clean and pressed and neither faded nor ripped in any way. Leo Catholic reserves the right to determine appropriate clothing for the school term. If a student is in violation of the Leo Catholic dress code, a detention will be issued to the student. Repetitive dress code violations may result in a parent conference as assigned by the Deans.

LEO CATHOLIC STUDENT DRESS CODE

Students must wear business professional attire. Shirts with ties, pants and solid color shoes.

- A. **Shirts:** Professional, collared button-down. They may be solid in color, plaid, dotted, or striped. long-sleeved or short-sleeved. No Polo shirts, shirts with designs, excessive writing, and other high school affiliations are allowed. Shirts must be tucked in pants. All students must wear a tie.
- B. **Pants:** Slacks or Khakis. Pants must be solid in color: black, brown, or blue. No Jeans, Joggers, Jeans/pants with rivets(round metal piece at pocket), cargo pants or shorts.
All students must wear a belt.
- C. **Sweaters:** LEO and other solid color sweaters, button-down sweaters, cardigans and half-zip sweaters are allowed. Sweaters with obscenities, designs, and athletic wear/logos are not allowed. No Hoodies.
- D. **Shoes:** Professional dress shoes/casual shoes are allowed: Black/Brown/Gray/Blue.
Sneakers that are solid triple black (shoe,shoetring,sole) in color may be worn.
No Flip-Flops, Sandals, Crocs, Uggs, backless, moccasins, ballet shoes, or slippers are

allowed. This is not an all-inclusive list, merely examples of footwear that are not allowed. (also includes Leo dress down days.)

- E. **NO EARRINGS! Students with earrings/bandages covering ears/backward earrings will be sent directly home and may return back to school without them.**
- F. Students not adhering to Leo dress code will automatically receive a 1-hour detention. After the third offense, the student is subject to ISS,OSS, and/or mandatory parent conference.

ALL STUDENTS

- A. If students wish to wear an outer garment over their shirts, they must wear selected Leo sweatshirts available only in the school spirit store. Hooded and/or pouched sweatshirts are not allowed during the school day. **NO TEAM WEAR IS CONSIDERED TO BE PART OF THE SCHOOL UNIFORM.**
- B. Accessories must be moderate and always in good taste. Hats, headbands, sunglasses must never be worn. Piercings are not permitted.
- C. Coats and outdoor jackets must not be worn during the school day.
- D. Hair must be neat, clean, well-groomed and normal looking. Extreme hair styles are not permitted. Examples could include Mohawk, bowl cut, etc. Boys' hair must be above the eyebrows in front, above the top of the ear on the side, or above the top of the collar. Must be clean shaven.
- E. Book bags are to be kept in lockers and not permitted in the classroom at any time.

OUT OF UNIFORM DAY

An out of uniform day is a privilege that will be granted periodically by Administration. Proposals for these special days should originate from the Student Government. These elected representatives will also help determine guidelines for appropriate dress.

ALL STUDENTS

- A. If students wish to wear an outer garment over their shirts, they must wear selected Leo sweatshirts available only in the school spirit store. Hooded and/or pouched sweatshirts are not allowed during the school day. **NO TEAM WEAR IS CONSIDERED TO BE PART OF THE SCHOOL UNIFORM.**
- B. Accessories must be moderate and always in good taste. Hats, headbands, sunglasses must never be worn. Piercings are not permitted.
- C. Coats and outdoor jackets must not be worn during the school day.

- D. Hair must be neat, clean, well-groomed and normal looking. Extreme hair styles are not permitted. Examples could include Mohawk, bowl cut, etc.

LOCKERS

Lockers are assigned to students at the beginning of the school year. All students must have a locker. Students are issued a combination lock to use their own lockers. The combination lock is property of LEO Catholic H.S. Any other lock is not permitted to use on school lockers and will be removed. Students are not permitted to share lockers with other students. The care of the locker, inside and outside, is the student's responsibility. Poor "housekeeping" will result in detention. Prior to the Christmas and Easter breaks, all lockers are to be cleaned thoroughly. Since lockers and combination locks are the property of the school, the school administration can order a locker check or repair occupied lockers when they decide it is necessary. It is always the responsibility of the locker user to make sure the locker is cleaned – inside and outside. A \$20.00 fee will be accrued if a student loses or damages a combination lock. A \$100.00 fee will be accrued if a student damages or vandalizes a locker. **For the security of one's possessions and good order, lockers should be locked and combinations kept as a private matter. LEO Catholic H.S is not responsible for missing items.**

Emergency School Closing

In the event of an emergency, such as heavy snowfall, school closings will be announced on the following radio or TV stations: WLS, WBBM, WMAQ, WGN, WIND, OR FM-WCLR, WFYR, WUSN, and WAGO. Please do not call the school telephone number – it will not be answered.

School Messenger will be used to contact all students and families regarding an upcoming school closing.

General Information

Counseling

Leo maintains several avenues of support for those in need of social-emotional assistance. To assist with linking students with the resource which fits best, we ask that you [complete this referral form](#).

Student Activities

SCHOLASTIC INELIGIBILITY

Students who have two or more failures when grades are posted at the end of the first and/or third quarter are ineligible to participate in any extra-curricular activities or sports. Ineligibility includes practices, games, or club meetings and activities. Students may apply to the Student Counselor for reinstatement ten school days after grades are posted.

Students who have two or more failures when grades are posted at the end of the first and/or second semester are ineligible to participate in any extra-curricular activities or sports. Ineligibility includes practices, games, or club meetings and activities, and continues until grades are made up in Leo Summer School.

STUDENT ACTIVITIES

Student activities are divided into co-curricular and extra-curricular. These are further developed into religious, cultural, athletic, and non-athletic activities. Students are encouraged to participate in extra-curricular activities, not only because such participation will develop intellectual, athletic and artistic talents, but also because the effort to excel and compete as an individual or as a member of a team builds personal pride and gives the student the opportunity to test his abilities and talents in genuinely challenging situations. Students involved in activities generally take a more positive and serious attitude toward school.

INTERSCHOLASTIC ATHLETICS

Baseball, Basketball, Bowling, Cross-Country, Football, Indoor Track, Outdoor Track, Golf, Wrestling. All athletic events and teams are subject to the rules and regulations of the Illinois High School Association (IHSA).

NON-ATHLETIC

Chess team, Choir, Gaming and Gadgets Club, Leo Podcast, National Honor Society, Peer Ministry, Robotics, and Student Council.

Performance- Enhancing Drugs & Steroids of Student -Athletes

The student-athlete in the Leo High School Athletic Programs shall not possess, use, attempt to use Steroid in the use of any form of any drug other than that prescribed by a physician, alcoholic beverages or tobacco (in any form.) The student-athlete who violates any of the above will be dismissed from his current team and will not be allowed to participate in any athletic department-sponsored sport for the remainder of the school year and is subject to the school's discipline procedures. If the student-athlete wishes to pursue a sport on a team for the next school year and when a student clears the school's discipline procedures, he must attend a certified drug awareness program, where applicable. The administration team will refer the student-athlete for such a program. Only after the student-athlete has sat out the remainder of the school year and completed a drug awareness program will he have an opportunity to try out for a sport.

School Spirit

School Spirit School spirit may be divided into three categories:

1. Courtesy...toward teachers, fellow students, and the officials of school athletic activities.
2. Pride...in everything the school endeavors to accomplish and has accomplished.
3. Sportsmanship...the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level. Sportsmanship Fans are expected to meet high standards of good sportsmanship. All cheering at games must be positive and supportive of Leo High School teams. No negative or offensive cheering may be directed at teams, team members, fans, or officials. All forms of disrespect or ridicules run contrary to the standards of good sportsmanship. Consequences for poor sportsman ship include expulsion from the sports event, whether home or away and other disciplinary measures.

Hazing

Any type of hazing—hazing, bullying, harassment, intimidation, etc., even if intended to be "in fun" or "harmless"—is strictly prohibited at Leo High School. Anywhere at or around Leo High School—classroom, hallway, cafeteria, auditorium, gym, playing field, school grounds, etc.

We pride ourselves on maintaining a "safe," nurturing learning environment here at Leo. No student can feel safe or free to learn unencumbered if aggressive behavior that suggests hazing, bullying, harassment or intimidation is allowed to occur. Therefore, there will be no leeway in the enforcement of this policy. All violations will result in penalties up to and including expulsion.

Computer and Internet Acceptable Use Policy

Upon registration, all families are required to sign the [Computer and Internet Acceptable Use Contract](#).

Miscellaneous Section D



Leo High School 2023-2024 Bell Schedules

Period	Regular	Half Day	Early Dismissal
0	7:30	7:30	7:30
	7:58	7:58	7:58
1	8:00	8:00	8:00
	8:50	8:25	8:41
2	8:52	8:27	8:43
	9:42	8:52	9:24
3	9:44	8:54	9:26
	10:34	9:19	10:07
4*	10:36	9:21	10:09
	11:26	9:46	10:50
5**	11:28	9:48	10:52
	12:18	10:13	11:33
6	12:20	10:15	11:35
	1:10	10:40	12:16
7	1:12	10:42	12:18
	2:02	11:07	12:59
8	2:04	11:09	1:01
	2:54	11:34	1:42

ARCHDIOCESE OF CHICAGO

(Form C)



Department of Finance / Facilities & Constr

Post Office Box 1979
Chicago, Illinois 60690-1979
(312) 534-8342
FAX (312) 534-9805

DATE: 7/28/09
TO: Parent, Teachers and all other School Employees
FROM: Lynne Allen / (Principal) P. MESINA
RE: Notification Letter Concerning Asbestos Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damage.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,

(Principal)

Designated Person

MANDATED REPORTERS

As mandated reporters, **all school personnel including administrators and both certified and non-certified staff** must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger and known to them in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. The call must be made immediately and no one in the workplace is permitted to restrain the call.

Harassment

Policy ES 263.1/HS 417.1 Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Procedures

- a) Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- b) The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
- c) If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- d) The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Policy ES 263.2/HS 417.2 Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Procedures

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

Policy ES 263.3/HS 417.3 Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SMOKE FREE ENVIRONMENT

Policy ES 153.1/HS 311.1 School buildings shall be smoke-free learning environments.

The Smoke-free Illinois Act (Public Act 95-0017) protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment. Places of employment are defined in the Smoke-free Illinois Act as any area under the control of a public or private employer that employees are required to enter, leave, or pass through during the course of employment.

There is no requirement for an employer to provide an outdoor shelter for smokers. Employers may designate additional areas in the workplace as smoke-free.

“No Smoking” signs or the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, must be clearly and conspicuously posted in each place of employment where smoking is prohibited.

Signs that meet these specifications are available to download on the Illinois Department of Public Health Website.

TECHNOLOGY
Acceptable Use of School Technology
School Personnel

Electronic Communications
User Agreement

As an employee of the Archdiocese of Chicago, I (the undersigned) have read the information about the appropriate use of Electronic Communications Tools. The Archdiocese of Chicago 800 Policies found in Book II of the People of God apply to this User Agreement.

I understand this agreement and its outline of the Use and Misuse of Communication Tools as well as the Limits of Privacy inherent in Electronic Communications.

I agree to comply with the terms of this agreement.

I agree to never allow another user to access these facilities with my **ID** or Password.

I understand that failure to comply with the policies listed in this document can result in actions ranging from denial of future access to termination of employment.

I further agree to review and comply with applicable acceptable usage practices.

Employee Name (*printed*) _____

Place of Employment _____

City _____ **State** _____ **Zip** _____

Signature of Employee _____ **Date** _____

The employee retains a copy of the agreement. The original is placed in the employee personnel file at the place of employment.

THE TEACHING AND PRACTICE OF RELIGION

The local religion curriculum must be consistent with the religion curriculum of the Archdiocese of Chicago. The teaching of religion must be accurate in imparting the faith tradition of the Roman Catholic Church, must conform to the directives of the Archdiocese of Chicago for catechetical texts and series, and must be developmentally appropriate and relevant to the lives of students.

The formal teaching of religion must be taught daily with the same rigor as other subject areas. Religion classes should be taught by Catholic teachers. Recommended instructional program guidelines should be followed. Catholic social teachings should be infused throughout the instructional program.

Mass and other liturgical celebrations are essential components of faith formation and may be considered one religion session. Teachers will prepare students for the sacred liturgy by teaching the context of the Mass within the Church Year, reflecting on the scriptural readings and the feast or saint commemorated. Students should be involved in the ritual.

Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The liturgy should be celebrated regularly for the school. Students and staff should pray daily and Catholic traditions should be celebrated according to the liturgical seasons.

Catholic schools shall provide an environment that supports the development of proper formation of conscience and the development of virtue. The school will prepare students for their role as responsible citizens with the capacity to be leaders in the Church and society.

Catholic schools shall provide opportunities for students to participate in community service projects or service learning based on the social teachings of the Catholic Church and a sense of stewardship for the common good.

Respect for the beliefs of other ecclesial communities and faith traditions is fostered. The teaching of religion is always within the context of the doctrines and traditions of the Catholic Church.

Policy ES 130.2/Policy HS 302.2 Schools may admit students who are not Catholic provided that these students will displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

TUTORING

All teachers are required to host office hours for the purpose of providing their students with additional help in their coursework at no extra cost.

**Crisis,
Emergency and
Communication
Guide
Section E**



Leo Catholic High School Crisis Plan

The following plan is designed to address a variety of potential crises which arise in the course of a school year. This crisis plan for Leo entails both a philosophy and a set of procedures.

A fundamental tenet of crisis planning is that it is the responsibility of all faculty to be able to identify and respond to potential crisis. It seems that educators will be interested in and will respond to any student-related crisis to the best of his/her ability. Crisis planning, therefore, is a system-wide effort and not just the responsibility of one or two individuals. Crises effect entire systems; they need to be responded to by entire systems.

Further, the plan which follows is designed to respond to what might be called “interpersonal” or human crises. These are distinct from crises which are natural disasters, Acts of God, or crises resulting from criminal activities. These crises are also covered in this document but the plans to cover these non—interpersonal types of crises are different.

A crisis, by definition, is unpredictable, unique, and unexpected. Therefore, the key element in the Leo Catholic Crisis Plan is to make the widest possible range of people available to respond to and follow up on any crisis referral. The assumption is made that it is safer and more efficient to direct crisis referral to several possible intervener rather than only one or two individuals. Any of the professionals designated to receive referrals will follow up according to the general plan which follows.

Any crisis referral, of life threatening nature may be referred by any faculty, student, or parent to any of the following: President, Principal Teaching & Learning Coordinator, Athletic Director, Campus Minister, Dean of Students, or Head Custodian. The most important concern is to get the crisis referred. Don’t worry about who the “right” person is when directing a referral; any of the above mentioned personnel will follow up on your concern according to the crisis plan. All recipients of referrals will follow up based on the general guidelines which follow.

Finally, if a crisis situation arises in your classroom, send a responsible student to the Principal’s office or Teaching and Learning Coordinator’s office to seek immediate assistance rather than leave your classroom. The principal’s office or assistant’s office will respond and will help with emergency communication.

Leo Crisis Plan Overview (updated 1/15/2024)

Roles and Responsibilities

Overall Coordination and Decision Making: Principal

In the absence of the Principal:

During school: Teaching & Learning Coordinator

Athletic/Extracurricular Events: Athletic Director

In the absence of above: Dean

Medical Support: Athletic Director/Health Teacher/Football Coach

Medical Coordination: Office Staff

Communication:

Internal: (via GroupMe) Decision Maker

External: Principal or designee

Procedures:

Fire: Follow evacuation routes marked on classroom map. Remain on Alumni Field until all clear.

Tornado/Severe Weather: Move to hallway or basement, away from windows. Sit with head between knees.

Earthquake: Sit below desks.

Hard Lockdown: Lock doors and close blinds. Sit silently against wall between classroom doors until law enforcement gives all clear.

Soft Lockdown: Nobody enters/exits the building. Pull blinds and limit movement in hallways, but maintain normal school schedule/activities.

Post Crisis Support: The Principal, Teaching & Learning Coordinator, and Campus Minister will secure counseling services for anyone in need

Location of Resources:

First Aid Kits: Main Office

AED: Main Office, Gym