



**Student-Parent Handbook**  
**2024-25**

# Table of Contents

<b>Welcome</b>	<b>5</b>
About the Handbook	5
About Northridge	5
Mission Statement	6
Statement of Principles & Values	6
Support of Northridge’s Statement of Principles and Values	7
Northridge, Opus Dei, and the Catholic Faith	7
Non-Discrimination Policy	7
Staff/Student Interaction Guidelines	7
Governance of the School	8
School Leadership	8
<b>School Information</b>	<b>9</b>
School Hours and Supervision	9
Contact Information	9
I have a question about ...	9
<b>Academics</b>	<b>10</b>
Academic Integrity	10
Course of Studies	10
Course Syllabus	10
Disclosure of Academic History	10
Grade Appeals	10
Grading Scale	11
Graduation Requirements	11
Incomplete Grades	13
Make-Up Work	13
Failed Classes	13
Math Advancement	13
National Honor Society	14
Physical Education – Athletes	14
Academic Reports	14
Quarter Grades	14
Report Cards	14
Retention	14
Semester Exams and Final Grades	15
Standardized Testing	15

Textbooks and Consumable Materials	15
Transcripts	15
<b>Behavior Guidelines</b>	<b>16</b>
Philosophy of Discipline	16
Actions and Consequences	16
Bullying/Harassment Policy	17
Cumulative Discipline	18
Off-Campus Behavior	18
Drug - Alcohol - Tobacco - Vaping - Substance Abuse Policy	19
Parental Code of Conduct	19
School-Sponsored Activities	19
Attendance	19
Tardiness	20
Excused Tardiness and Absence	20
Frequent Tardiness and Absences	20
Unexcused Absence	21
<b>Communication Vehicles</b>	<b>21</b>
School Web-Site	21
School Calendar	21
Knightly News	21
onCampus®	21
BrightArrow	21
E-Mail and Voice-Mail	22
Emergency Closing Notification	22
Parent Conferences	22
<b>Dress Code</b>	<b>23</b>
Philosophy	23
High School Dress Code	23
Middle School Uniform	23
Dress Code Guidelines, for both Middle and High School	24
Maroon & Gold Fridays	24
Homework Pass Spirit Days	24
Hall Fests and Hall T Shirts	24
Physical Education Uniform	25
Grooming	25
Consequences for Non-Compliance	25
<b>Co-curriculars</b>	<b>26</b>
Philosophy	26
International Students	26
<b>Financial Policies</b>	<b>27</b>

Enrollment Contracts	27
Semester Exams	27
Tuition and Fees	27
<b>School Procedures</b>	<b>28</b>
Attendance - Field Trips and Co-Curricular Excursions	28
Backpacks and Personal Belongings	28
Cell Phones and Electronic Devices	28
Computer and Network Usage	29
Drivers' Education	30
Emergency Drills	30
Extracurricular Events and Make-Up Work	30
Fundraising Events	31
Health Records	31
Medication	31
Lunch	32
Senior Lunch Privileges	32
Lockers and Locks	32
Hall Passes	32
Mothers' Club	32
Parking	32
Money Lending	32
Security and Visitors	33
Year-End Awards	33
<b>Student Formation</b>	<b>34</b>
Advisory Program	34
Chaplain	34
Halls of Northridge	34
Mass and Study Hall	34
Religion Classes	35
Social Opportunities	35
Spirit of Service	35
<b>Conclusion</b>	<b>36</b>

## Welcome

The faculty and staff would like to welcome you to Northridge!

At Northridge, we strive to help all of our students grow in Christian and human virtues in order to prepare them for the next stage of education and, more importantly, life. Virtues are good qualities, developed and fixed habits, that have become second nature by our repeated efforts to acquire them. We develop a good habit in a sport – such as shooting foul shots – by being taught how to do it properly and then practicing it repeatedly. At Northridge we learn self-discipline, perseverance, time management, reading, writing, thinking skills, and other good study and work habits by recognizing their importance and by practicing them regularly in school and outside of school. Similarly, we learn respect for others, honesty, responsibility, sincerity, generosity, and other moral virtues by making the effort to live them constantly.

Our vision for the students of Northridge is that they become virtuous young men; the type of men parents would want their daughters to marry. A real man is able to do the good he wants to do when he wants because he is in control of himself. He treats others well, works responsibly, is honest and sincere. He sees his life as one of service: to God, his wife, his family, friends and colleagues. He understands that true happiness is found only in this gift of self. He is fun to be with but has the strength to say “no” when something is wrong and hurtful to himself or to others. He will make mistakes, but he will always get up and keep trying.

As you look through this handbook, keep in mind that no one comes to our school as the perfect Northridge student. We believe that anyone admitted to Northridge can – with a positive attitude steeped in sincerity and hard work – succeed academically and socially as a member of the Northridge community.

We are delighted and proud to have you form part of the rich tradition of the Northridge family!

### **About the Handbook**

This handbook is an overview of Northridge Preparatory School, its philosophy, and its policies and procedures. The information contained in this handbook applies to all parents and students of Northridge. Northridge will modify this handbook from time to time; the official version can be found on the school’s website. Further information about the school can be found on our website, [www.northridgeprep.org](http://www.northridgeprep.org).

### **About Northridge**

In 1976, a group of dedicated parents and professional educators came together to embark upon a most noble and daring endeavor – that of starting a school. Integral to this vision was an environment that would not only challenge their sons academically but also provide for them the necessary tools, experiences, and role models to become men of faith, men of character, and men of virtue.

Today, Northridge has a rich history of successful alumni, accomplished athletics, burgeoning theater and music programs, and national recognition of its academic excellence. The common thread that weaves together these impressive accolades is a committed group of faculty, men who understand the challenges young men face on their journey into manhood.

## **Mission Statement**

Northridge is an independent school for young men in grades 6-12. Built upon the foundation of a liberal arts curriculum, personal character formation, and collaboration with parents, Northridge encourages each student to pursue his studies with professional excellence, possess a spirit of adventure and optimism towards life's challenges, and to become a man of virtue who desires to love God and serve others.

## **Statement of Principles & Values**

1. Northridge Preparatory School (“Northridge”) is an independent, college preparatory school for young men in grades 6-12 that is grounded in the Catholic Faith. It encourages its students to pursue their studies with professional excellence, to become men of virtue with a spirit of adventure and optimism toward life’s challenges.
2. The school understands its religious and educational mission as a collaboration with parents, who have the primary responsibility for the education of their sons. Therefore, harmony between the intellectual and moral education received at school and the formation received at home is necessary for the school’s educational effectiveness. Upon applying for a place at Northridge, parents, students, and families commit themselves to upholding the ideals contained in this Statement.
3. A Northridge education seeks to form the will as well as the mind, and it fosters in students a deep desire to practice moral virtues: hard work, generosity, self-control, courage, magnanimity, etc. It also encourages practical details of order, punctuality, cleanliness, and care for material things.
4. Northridge seeks to provide each student with individual attention. Each boy is assigned an advisor from among the faculty who, together with the boy’s parents, facilitates his full development as a man. The advisor meets frequently with him one-on-one and, through his example, advice, and encouragement, helps the young man to grow in self-knowledge, achieve his maximum academic potential, and motivate him to struggle for virtue. The success of the advisory program requires on-going communication and cooperation between the parents and the advisor.
5. A defining characteristic of Northridge is the Christian spirit which imbues all of its activities, no matter how inconsequential. Northridge looks to the Magisterium of the Catholic Church as the final authority concerning divinely revealed truth, morality, the proper conduct of mankind, and scriptural interpretation. All Northridge activities should be carried out in a manner consistent with that Magisterium. Northridge relies on administrators, faculty, non-teaching staff, parents, and students to create, foster, and maintain this Christian spirit.
6. Northridge provides courses on the Catholic Faith in each grade level. The Catholic Prelature of Opus Dei provides Northridge with chaplains to oversee the religion curriculum, celebrate Mass, administer the Sacraments, be available for spiritual direction, and occasionally teach.
7. Northridge is operated by Northridge Preparatory School, Inc., a 501(c)(3) non-profit corporation incorporated in the state of Illinois. It is governed by a board of directors and managed on a day-to-day basis by a headmaster with an administrative council. Both the board and the headmaster have the duty to ensure that the religious and educational principles stated in this statement are consistently observed.

## **Support of Northridge's Statement of Principles and Values**

Students. Students are expected to respect and act in accordance with the principles and values enunciated in the school's Statement of Principles and Values and the school's mission of educating its students according to them. Failure to adhere to the above is grounds for discipline up to and including expulsion.

Parents. By enrolling their son at Northridge, parents indicate that they accept the principles and values enunciated in the school's Statement of Principles and Values and agree that the school will educate their son in accordance with them. Parents are expected to respect these principles and values and should try to model them for their sons.

## **Northridge, Opus Dei, and the Catholic Faith**

An essential component of Northridge's mission is to offer education in the Catholic faith to all interested students. Religious formation addresses life's most important questions and greatly assists parents who want an education rooted in faith for their sons. For this reason, Northridge offers courses on the Catholic Faith at each grade level, for those interested. It also offers daily Mass, sacrament of Confession, and the opportunity for spiritual guidance from a full-time chaplain.

Northridge is an independent school, governed by a Board of Directors. The Sacraments and religious education available at Northridge are offered with the approval of the Archdiocese of Chicago. Since the school's foundation, Northridge has asked the Prelature of Opus Dei to appoint the chaplains and the religion teachers.

Opus Dei, Latin for "the Work of God," is a Catholic organization that was founded by St. Josemaría Escrivá in 1928. The purpose of Opus Dei is to help people turn their work and daily activities into occasions for growing closer to God, for serving others, and for improving society. The spirit of Opus Dei imbues life at Northridge in many ways, such as in the effort to do little things well out of love for God, in creating a cheerful and friendly environment, and in the emphasis placed on personal freedom coupled with personal responsibility. To learn more about Opus Dei or St. Josemaría Escrivá, visit [www.opusdei.org](http://www.opusdei.org).

## **Non-Discrimination Policy**

Northridge admits students of any race, color, national and ethnic origin, and religious background with all the rights, privileges, programs, and activities generally accorded or made available to every student at the school.

## **Staff/Student Interaction Guidelines**

The Northridge approach to education requires frequent adult/student interaction, mentoring, and the building of meaningful relationships. We also place a very high priority on practicing healthy and appropriate patterns of interaction. All Adults at Northridge (including faculty, staff, coaches, administration, etc.) are to follow guidelines in the Northridge Employee Handbook that ensure such appropriate behavior and interactions.

When meeting with students, adults at Northridge should do so either in a group or if individually, both in a public space or manner that allows direct line of sight (e.g. Glass door) and in a building or space with other people in the vicinity (ie, not in a building alone). Adults should never be in a car alone with a

student, should not “friend” or communicate with students on social media, and should keep communications with students (text messaging or email) to strictly school-related information purposes. Informal meetings off campus between adults and students should only be done with parental knowledge and permission, and follow the guidelines above. In addition, as required by law, Northridge hereby informs our parents that: all Northridge staff, faculty, administration and coaches are expected to follow the code of conduct outlined in the [Archdiocesan Standards of Behavior for Church Personnel Who Have Contact with Minors and Vulnerable Adults](#), to abide by the Code of Ethics for Illinois Educators, and to uphold all other Northridge standards of employee conduct. In addition, Parents may consult the [Illinois Sexual Abuse Response and Prevention Resource Guide](#).

## **Governance of the School**

Northridge Preparatory School is a not-for-profit corporation whose Board of Directors is responsible for establishing policies, ensuring fiscal prudence, and working with the school to develop its strategic plan.

The Board of Directors entrusts the day-to-day running of the school and all academic matters to the Headmaster with the guidance of the Administrative Council. This leadership of the school fosters the on-going intellectual, human, doctrinal, and spiritual formation of the students, teachers, staff and parents of Northridge.

## **School Leadership**

The Administrative Council is Northridge’s name for our school’s leadership team. The members of Northridge’s Administrative Council are:

<b>Role</b>	<b>Name</b>
Headmaster	Niall Fagan
Assistant Headmaster	Joe Rhee
Athletic Director	Will Rey
Chaplain (non-voting member)	Fr. Leo Austin
Chief Development Officer	Pat Healy
Chief Operating Officer	Phil Krupowicz
College Counselor	Bob Barder
Dean of Students	Emmett McGovern
Head of High School	Kieran Driver
Head of Middle School	Mike Stangel
Program Manager	Noah Lolli

The contact information of our Administrative Council can be found in the School Directory and on the school’s website, under: About >> Faculty Profiles



## School Information

### *Main Office*

Hours: 7:30 a.m. – 4:30 p.m.  
Phone Number: (847) 375-0600

### *School Hours*

Building Opens: 7:00 a.m.  
First Class: 8:20 a.m.  
Dismissal: Monday through Friday 3:15p.m.  
Building Closes: 6:00 p.m.

## School Hours and Supervision

The building opens each day at approximately 7:00 a.m. and closes at 6:00 p.m. During this time Northridge is able to provide a supervised environment for the students between the hours of 7:30 a.m. and 4:00 p.m. After 4:00 p.m. all areas of the building are closed to students with the exception of the atrium. While the school does not strictly adhere to these times when closing the building for the day, parents are encouraged to make arrangements for the care and supervision of their sons after 4:00 p.m. There are no formal before or after school care programs.

## Contact Information

Faculty and Staff email addresses and phone extensions are listed in the Directory and on the school's website, under: About >> Faculty Profiles

## I have a question about ...

**My son's grades** - Please contact your son's teacher.

**The Middle School** - Call your son's teacher or the Head of Middle School, Mike Stangel, (847) 375-0600 x445

**The High School** - Call your son's teacher or the Head of High School, Kieran Driver, (847) 375-0600 x473

**To Report An Absence or Tardy** - Call the Receptionist, (847) 375-0600

**The Advisory Program** - Call or email the Dean of Students, Emmett McGovern, [emcgovern@northridgeprep.org](mailto:emcgovern@northridgeprep.org), (847) 375-0600 x459

**Athletic Schedules** - All competitions are posted on the school's calendar on our website: [northridgeprep.org/athletics-calendar/](http://northridgeprep.org/athletics-calendar/). Or you can contact your son's coach or email or call the Athletic Director, Will Rey, [wrey@northridgeprep.org](mailto:wrey@northridgeprep.org), (847) 375-0600 x117

**College Counseling & Applications** - Robert Barder, [rbarder@northridgeprep.org](mailto:rbarder@northridgeprep.org), (847) 375-0600 x427; Assisted by: Tom Kelliher, [tkelliher@northridgeprep.org](mailto:tkelliher@northridgeprep.org), (847) 375-0600 x423

**Tuition** - Call or email the Director of Business Operations, Tom Lipscomb, [tlipscomb@northridgeprep.org](mailto:tlipscomb@northridgeprep.org), (847) 375-0600 x488

## **Academics**

### **Academic Integrity**

Academic integrity is critical to the School's mission. With a lack of academic integrity, a student commits an injustice against others, damages morale, and harms himself by replacing honest effort with fraud.

An offense against academic integrity may be committed by

1. cheating on a quiz or test;
2. plagiarism or the unacknowledged borrowing of the work of an author;
3. using unauthorized aids;
4. copying another student's homework.

An offense against academic honesty may lead to a failing grade and parental notification. A second offense may result in lack of credit, immediate parental conference, failure for the marking period in which the offense is committed, and suspension.

### **Course of Studies**

Full list of courses for both middle school and high school can be found online, under the Academics section of the website.

### **Course Syllabus**

At the beginning of the year (or semester) each teacher will provide his students a course syllabus that contains, at a minimum, the following information:

- Textbook and materials
- Course objectives and guidelines – including an explanation of long range projects, daily homework, tests, quizzes, etc.
- Classroom guidelines – including behavior expectations, tardy and absence procedures, make-up work policy, etc.
- Grading procedures

### **Disclosure of Academic History**

In order to provide the best possible education for all of its students, it is imperative that the school has a complete understanding of each student's academic background. To this end, at the time formal application for admission is made, it is incumbent upon the student's family to disclose any and all past history of receipt of special education services such as an individualized education plan (IEP), a 504 plan, or a psychological diagnosis.

### **Grade Appeals**

If a student feels that a grade he has received in a course is inaccurate or arrived at unfairly, he should speak directly with his teacher as soon as possible. If concerns remain after speaking directly with the faculty member, the student or parent should contact the Head of Middle School, or Head of High School.

## Grading Scale

98-100	=	A+
95-97	=	A
93-94	=	A-
90-92	=	B+
87-89	=	B
85-86	=	B-
82-84	=	C+
79-81	=	C
77-78	=	C-
74-76	=	D+
70-73	=	D
60-69	=	F

## Graduation Requirements

In order to receive either a middle school or high school diploma, students must successfully complete the requirements below, as subject to review by the Administrative Council.

### High School

Curriculum	Credits	Comments
Mathematics	3	Students may not enroll in the next level until successful completion of the previous level.
Religion	4	Required for all baptized Catholics. Encouraged for non-Catholics.
Physical Education	2	As required by the State of Illinois.
Foreign Language	3	
English	4	
History	3	
Science	3	
<b>Total</b>	<b>22</b>	

- Classes taken outside of Northridge, approved by the Head of High School, may receive credit, provided documentation proving successful completion of such a class is received in a timely fashion each school year. Such courses will not be included on a student's transcript nor in his GPA. Instead, the corresponding transcript will be attached to his Northridge transcript.
- All students must pass the Illinois and Federal Constitution Test offered in both American History and US Government classes.

## Middle School

Curriculum	Years
English	3
Language Arts/Music	1
Foreign Language	2
History	3
Mathematics	3
Religion	3
Science	3
Physical Education	3

- Students are required to be registered for all classes offered.
- All students must pass the Constitution Test offered in 7th grade.

### Honor Roll Recognition

The Honor Roll rewards students for their academic accomplishments. Three different levels of academic distinction are recognized each quarter.

#### *Dean's List*

This highest academic honor is given to those students who have achieved a minimum grade average of 93 and have no single grade lower than an "A".

#### *First Honors*

This level of recognition is for students who have achieved a minimum grade average of 93 and have no single grade lower than a "B".

#### *Second Honors*

Students achieving at this level have earned a minimum grade average of 85 with no single grade lower than a "C".

### Incomplete Grades

Coursework which is incomplete at the end of a quarter must be made up according to the deadline set by the teacher. The maximum deadline for completion is the mid-point of the following quarter. At that time the teacher must submit a grade for the student, and any incomplete work will be counted as a zero.

## **Make-Up Work**

Students are required to make up all work, missed quizzes and tests, as a result of an excused absence. A student is responsible for contacting his teacher to obtain missed assignments and arrange deadlines for submitting the work. The teacher will set these deadlines at his discretion.

## **Failed Classes**

In order to ensure fulfillment of graduation requirements, all students who fail a semester of any core class will need to make up this credit before the following school year. Typically, students will be required to take summer school at Northridge, where they will be able to make up to two semesters of failed classes. Summer school runs for three weeks in June. Successful completion of summer school will result in a passing grade being applied to their transcript. On some occasions, students can request to enroll in an alternative course outside of Northridge to meet the requirement, whether offered online or through another institution in-person. This will be approved on a case by case basis. Please confirm with the Head of School before enrolling your son in an alternative course.

## **Math Advancement**

Northridge has a strong Math program, and advancement is done in a way that ensures the student can adequately master the content.

**Standard Route: one year to the next.** Each year your son's Math teacher will recommend the best placement for him based on his year's performance. The Math department chair makes the final decision. In cases where repeating a year is the recommendation, parents will be notified immediately after finals to allow for summer course enrollment should they so choose.

**Advancing over the summer:** Due to the serious foundation required to succeed in our math program, the only course we allow students to accelerate through summer work is Geometry. All other courses must be taken at Northridge and cannot be completed over the summer.

Students who wish to advance through Geometry to move onto a higher math track may do so over the summer. To qualify, the student must have earned at least a "B" in his Algebra course at Northridge during the prior school year. The student will need to take a full summer Geometry course from a school/online course that has the prior approval from the Head of School and earn at least a "B" in that course. Last, he will need to take the Northridge final exam in that course and earn at least a "B".

## **National Honor Society**

NHS is a national honorary association for high school sophomores, juniors, and seniors. Membership is based on maintaining excellence in scholarship, service, leadership, and character.

A student who has earned a 93% cumulative GPA or higher in his courses at Northridge and has attended Northridge for a minimum of two semesters may be considered for membership at the end of the first semester of his sophomore, junior, or senior year. All candidates are reviewed by a faculty council and then informed of the committee's decision by the faculty advisor. The decision of the faculty council is final – although sophomore and junior students may re-apply for membership the following year. A member of the National Honor Society must maintain at least a 90% grade point average to remain a member in good standing. A suspension may revoke his membership to the Society.

It is important to note that a student's grade point average is far from being the only consideration when determining a student's qualifications for admission to NHS. A track record of service to the school and the community coupled with an exemplary behavior record at Northridge are vital components as well.

## **Physical Education – Athletes**

Varsity athletes may be exempt from participating in physical education class while they are in season. During this period of time, athletes will remain under the direct supervision of the physical education teacher. These students will receive a grade for the quarter at the teacher's discretion.

## **Academic Reports**

Parents will receive an email notification from the teacher if their son is in danger of failing that class. In this event, both parents and the student are encouraged to follow up with the teacher(s) to provide the student the necessary support and guidance he needs to improve his grade(s).

## **Quarter Grades**

Quarter grades are a summary of the student's mastery of the material presented throughout the quarter. This summary includes evaluations of daily work, class participation, quizzes, tests, and research assignments relative to the course objectives. In order to provide a student every reasonable opportunity to pass a particular course, no quarter grade below 60% nor higher than 100% is given, regardless of the student's performance.

## **Report Cards**

These are issued once per quarter. For middle school students each quarter grade is a part of the student's permanent record. However, for high school students only the two semester grades are recorded on official transcripts. Report cards are mailed home, and final grades are posted to OnCampus once issued.

## **Retention**

In rare cases a student may prove that he is not suited for the rigors of the school's curriculum. In the event that a student fails two classes at the conclusion of a semester, his enrollment status at Northridge will be subject to review.

To maintain a positive school climate, the school will also review the enrollment status of each new student at the end of his first year of attendance. All students moving from middle school to high school are evaluated to determine if continuation at Northridge is in the best interest of both the student and the school.

## Semester Exams and Final Grades

Each quarter is weighted 40% with the semester exam counting as 20% of the final grade.

## Standardized Testing

In order to objectively evaluate students' progress in core academic areas and preparedness for college, students at Northridge participate in a variety of standardized testing.

### *ERB CTP*

This test is given to all middle school students usually in March and measures their reading, math, science, and language skills.

### *PSAT*

This is the Preliminary SAT/National Merit Scholarship Qualifying Test. It provides firsthand practice for the SAT test that many college-bound students take, **as well as, a detailed score report that highlights the student's strengths and weaknesses.** It also gives juniors a chance to enter the National Merit Scholarship competition. The PSAT is administered to all sophomores and juniors usually in mid-October.

### *Advanced Placement (AP)*

The Advanced Placement program offered by the College Board allows students the opportunity to advance their post-secondary education by taking college-level classes in a high school setting. Specific courses at Northridge are designated as AP classes. Students take AP exams in the beginning of May and, depending on their performance and the university they attend, may receive college credit for these classes.

## Textbooks and Consumable Materials

Textbooks are loaned to the students. Taking into account normal wear and tear, students will be expected to return their books in the same condition in which they were received. *Students are responsible to return the same number book that was issued to them.* Any damage or loss of textbooks will be the financial responsibility of the student. Final grades will not be released until these fines are paid.

Some instructors require the purchase of workbooks or paperbacks for their classes. It is the responsibility of the student to keep these items in good condition for the duration of the class.

## Transcripts

Transcript requests may be made of the Registrar and will be fulfilled and mailed within 48 hours in most cases. Official transcripts and other records (e.g. test scores, health records, and recommendations) are sent by Northridge *directly* to colleges and other schools. Parents and students can receive *unofficial* transcripts.

If a student does not pass a given class, the failing grade will be shown on his transcript and will be factored into his grade point average. If the student takes a replacement class either online or at another institution, the transcript for that class will be attached to his Northridge transcript.

During the college application process for seniors, transcripts and recommendations are processed by the College Counselor. Seniors are informed of this procedure at the beginning of the year.

# Behavior Guidelines

## Philosophy of Discipline

It is the philosophy of Northridge that discipline should be a formative process and is an important tool in furthering the education of the young man. In this light, discipline should always be formative rather than punitive. The school strives to help its students understand why certain actions or inactions are allowed or not allowed so that they enter the world with a greater understanding and broader perspective of human interaction.

## Actions and Consequences

All Northridge staff members have the right and responsibility to ensure the smooth functioning of the school and the safety and well-being of all students. If a student's behavior in some way does not meet the expectations of the school and so harms the school community or harms the student himself, then the Northridge faculty and staff have the obligation to provide the student with formative discipline. The actual consequences follow directly from the seriousness of the student's actions.

Specific consequences for behavioral issues can include one or more of four responses.

### *Detention*

Students will be kept after school for a period of at least 40 minutes. During this time students will not be permitted to do any schoolwork and must complete an assignment or duty given by the Dean of Students. Failure to comply with the assigned detention will result in additional consequences which may include further detentions, a Saturday detention, or a suspension.

Detentions will typically be served the day after a disciplinary infraction occurs. Parents will be notified by the Dean of Students via email in the event that their son receives a detention.

### *In-School Suspension*

During an in-school suspension, students must attend school but will not be allowed to participate in any school-related activities – including classes and all extracurricular activities (as a participant or a spectator). All missed work during this time must be made up promptly. It is the student's responsibility to make the necessary arrangements with each of his teachers.

### **Out of School Suspension**

Students given an out-of-school suspension will be required to stay off school grounds for the duration of their suspension. In addition, they will not receive credit for any daily work (as opposed to major tests or projects) assigned or due during the period of their suspension. Apart from this, the same in-school suspension consequences apply.

### *Expulsion*

In exceptionally severe cases, students may be permanently dismissed from Northridge. Parents and students will have direct dialogue with the school's Disciplinary Committee prior to a final decision being made. Students that are dismissed from Northridge are also prohibited from attending any Northridge extra-curricular activities and events.



### ***The Disciplinary Committee***

The Disciplinary Committee consists of the Headmaster, Assistant Headmaster, School Heads and the Dean of Students. The purpose of this Committee is to meet and hear discipline cases beyond the ones considered ordinary. It is convened or called by the Dean of Students, who will be the primary point of contact for the parents during a disciplinary-decision process.

### **Bullying/Harassment Policy**

Northridge strives to promote and maintain a healthy, safe, and orderly learning environment for all students. Bullying or harassment of another student substantially interferes with a positive educational experience. Any such behaviors should be reported immediately to a Northridge Administrator. Any bullying or harassment is a serious matter and will be dealt with promptly and appropriately. Bullying is either repeated or isolated incidents of deliberate, hurtful behavior by which one student intimidates or harasses another student. Specific and unprovoked acts of bullying may include but are not limited to: physical confrontations, verbal taunts, threats, intimidation, extortion, hazing, and cyber-bullying.

### ***Cyber-Bullying***

Cyber-bullying is any harassment or intimidation which is accomplished by the means of e-mail messages, text messages, instant messages, social networking sites, video sites, and/or blogs.

It is beyond the school's jurisdiction to regulate off-campus bullying. However, Northridge reserves the right to investigate these incidents and take appropriate action when such activities threaten violence against another Northridge student or otherwise disrupt the learning environment or orderly conduct of the school. Any off-campus incidents of this nature that come to the attention of Northridge will be reported to the parents of the involved student(s) by the Dean of Students.

### ***Application of the Policy***

This policy is in force:

- While in the school building before, during, or after school hours;
- While on any bus or other vehicle as part of a school activity;
- While traveling to school and waiting at any bus stop before or after school;
- During any school function, extracurricular activity, or other school activity.

### ***Procedures for Reporting an Act of Bullying***

All members of the school community, including students, parents, volunteers, and visitors, are strongly encouraged to report any act that may be a violation of this policy. Any student who believes he has been the target of bullying, or witnesses any acts of bullying, should immediately report the alleged acts to a staff member. Teachers or staff members who witness or receive individual reports of bullying are required to promptly report these to the Dean of Students. Any individual who reports an act of bullying should do so without fear of reprisal or retaliation.

### ***School Response to a Report of Bullying***

Each reported incident of bullying is taken seriously and will be investigated by the Dean of Students. When the alleged act constitutes a violation of this policy, the Dean of Students will consult the Disciplinary Committee to determine the consequence. In addition, the parents of the aggressor and the victim will be contacted by the Dean of Students.

Parents should understand that when they bring an incident to the attention of the school, in many cases, the anonymity of their son cannot be guaranteed. Also, once an issue is brought to the attention of the Dean of Students, it is at his discretion, as to the manner in which the incident is investigated.

### ***Consequences***

Any student who violates this policy will be subject to suspension or expulsion. The length of the suspension will depend on the frequency and severity of the conduct. The student's cumulative discipline record will be a factor in determining the length of the suspension or if expulsion is warranted.

Students making false claims of bullying will be subject to disciplinary consequences.

Retaliation or reprisal against any person who reports a bullying incident(s) will not be tolerated. Such actions will result in severe disciplinary procedures.

Any student who violates this policy for a second time during the school year will no longer be considered a student in good standing and will be subject to expulsion pending a review by the Administrative Council.

This provision will apply whether the subject of the bullying is the same student or another student.

### ***Follow-Up Procedures***

Any student who is suspended for a violation of this policy will be allowed to return to Northridge after serving the suspension and having a meeting with the Dean of Students. The meeting will also include the parents of the suspended student and serve to inform all parties of the severe disciplinary consequences should such behavior be repeated.

The Dean of Students and the faculty advisors of the involved students will continue to monitor the situation.

## **Cumulative Discipline**

In an effort to monitor student behavior throughout the school year, the administration will take into account repeated or frequent discipline problems of a minor nature. Such repeated minor disciplinary infractions that occur over the course of the school year will be considered a major infraction and subject to additional consequences, including suspension. Students who have a repeated pattern of detentions in a semester may receive a suspension. After two suspensions in one school year for any reason, the Disciplinary Committee reserves the right to review a student's good standing at Northridge.

## **Off-Campus Behavior**

Students' comportment in non-school-related activities can directly impact the public's image and impression of Northridge, both positively and negatively. Accordingly, any improper behavior by a Northridge student (e.g. smoking, drinking, foul language, lewd conduct, theft, etc.) that either becomes a matter of official public record (e.g. police report, news story, etc.) or is witnessed by a *Northridge staff member* will result in disciplinary action by the school. Parents who witness inappropriate behavior by a Northridge student outside the area of the school's jurisdiction are encouraged to contact *only* the parents of the student directly.

## **Drug - Alcohol - Tobacco - Vaping - Substance Abuse Policy**

Any student who possesses or uses illegal drugs or substances, including vape cigarettes and vaping devices, on campus or during school-sponsored activities will be immediately suspended and, after parental conference, may be removed from the School. In addition, such students and any student suspected of, arrested for, or otherwise found to have illegal drug use may be required to be tested for drug use bi-monthly for six months, at parental expense. Failure to pass a drug test during this period may result in expulsion. In addition, such students may be required to enroll in a drug/alcohol treatment program, at parental expense.

Because drug use impacts adversely on the academic and social tone of the School, the School will inform parents if it even hears of such use to alert them to the possibility and may require the student to take a drug test. If a student is suspected of violating this policy the school reserves the right to require an immediate drug test.

## **Parental Code of Conduct**

Both the student and the student's family agree to comply with and be subject to the regulations, rules, and standards of academic and social behavior established by the school. A positive and constructive relationship between Northridge and its parents is essential to the fulfillment of the school's mission. Therefore, Northridge reserves the right to suspend, dismiss, or not re-enroll a student if the administration concludes that the actions of a parent or guardian make such a relationship difficult or impossible. The decision of the administration in this regard shall be final.

## **School-Sponsored Activities**

Students attending school-sponsored events that are held off-campus are expected to adhere to the same standards of behavior as they would while on school grounds. Any behavior infraction at these activities (e.g. athletic competition, class overnight, field trip etc.) will be treated according to the Northridge discipline policy.

## **Attendance**

Students are expected to be in school with ample time to go to their lockers and be in their assigned classrooms promptly at the beginning of the school day. When a student arrives at school in the morning, he is expected to remain on the premises. Students are not to leave the building once they have been dropped off, even if they return prior to the beginning of school.

### ***Absence***

In case of absence from school for illness or some other serious reason, a parent or guardian should call the School's main office and inform the receptionist of the student's absence. The parent or guardian must also provide a written excuse to the School's main office, providing the dates and reason for the absence, upon the student's returning to school. Students who are absent from school are expected to make up the work they missed as soon as they reasonably can. Participation in athletics or other school-sponsored activities does not excuse a student from academic responsibilities.

### ***Early Dismissal***

No student is ever to leave school early without the permission of his parents. For students under the age of 18, parents are required to sign students out in person at the main office either directly or with a signed note or fax.

If it becomes necessary for a student to be dismissed early from school, the parents should send their son to school with a written note explaining the reason for the early dismissal and the time they will be picking him up. The student should bring this note to the main office prior to the start of the school day. He will then be given a pass to be excused from class at the required time.

If a student requires early dismissal due to an illness or injury at school, the student should not text or call his parents directly. Rather, he should come to the main office to have one of the staff members place this call on his behalf.

### ***Vacations***

Parents must notify the main office at least two weeks in advance if their son will be absent from school due to an extended vacation. It is important to note that teachers are not required to prepare advance assignments for absences due to vacation. It is the responsibility of the student to have a conversation with each of his teachers to discuss what he can do to remain up-to-date with class content and assignments.

If a student is absent from school and the school has not received proper notification of the absence, the school will contact his parents.

## **Tardiness**

Punctuality is an essential virtue that students must learn at an early age. If a student arrives after his first period class has begun he should report to the Dean's office to receive an admit slip; he will be scheduled for a detention upon the following day of the 3rd violation. Likewise, punctuality throughout the day is important, which the faculty may enforce through appropriate disciplinary action.

## **Excused Tardiness and Absence**

Parents are asked to support the school's efforts to promote the importance of punctual and regular attendance. Parents can excuse their son's tardiness, for reasons beyond his control, with a call or note to the receptionist, and they should excuse their son's absence using the process described above. The school may conclude that not all reasons are justifiable for tardiness or absences, and will work with parents to devise the appropriate response.

## **Frequent Tardiness and Absences**

Frequent absence and habitual tardiness are detrimental to a student and his studies. If there is a problem with punctuality or attendance, a parental call or conference will be requested and after a warning, more serious consequences may result, including Saturday detentions, dropping a class, suspension or expulsion. The school reserves the right to require make-up days of class if absences are deemed excessive.

## **Unexcused Absence**

If a student misses school without parental excuse, he will be placed on probation and his parents will be notified. A second unexcused absence may result in suspension or expulsion.

## **Communication Vehicles**

### **School Web-Site**

Our website, [www.northridgeprep.org](http://www.northridgeprep.org), serves as the gateway through which our community can access information about our school events and competitions as well as updates on institutional life. Over time, the Parent page will be added to and updated with useful information and FAQs.

### **School Calendar**

The Master and Athletic calendars of the school are available on our website:

<https://northridgeprep.org/calendars/>

### **Knightly News**

Sent out on Saturday afternoons, Knightly News is a bulletin for parents with news from the past week and announcements for the following weeks. All information that parents should be aware of for the upcoming week will be contained in this communication.

This is the primary source of school information for parents throughout the year. It is important that parents review this bulletin completely each week.

### **onCampus®**

This is a password-protected internet portal that allows teachers and the administration to communicate information with students and parents such as grades and course syllabi. During the summer after a student enrolls at Northridge, both the new students and their parents will receive an activation code in order to access the system. These accounts will remain active during the duration of the student's career at Northridge.

Middle school teachers update grades once each week while high school teachers do so every two weeks. It is important to recognize that OnCampus is a conduit for information and is *not* meant to be a substitute for more direct means of communication. When concerns about a grade or academic progress arise, parents are encouraged to first have a conversation with their son. If concerns remain, the student should then be prompted to speak directly with his teacher. If necessary, parents should then contact the teacher for final resolution.

### **BrightArrow**

This is a communication vehicle that allows us to send out voice messages to landlines and cell phones, text messages, and emails in a bulk fashion for your immediate attention. We use BrightArrow for reminders and urgent messages.

## **E-Mail and Voice-Mail**

All faculty members have an email address and a voice-mail extension. Every effort is made to return all calls and messages within 24 hours. It is important to recognize that these vehicles of communication are not failsafe. If a teacher does not respond to an initial contact, parents are encouraged to give the faculty member the benefit of the doubt and call or write to him again. If no response is received after a second outreach, parents should contact the next staff member in the chain of command.

## **Emergency Closing Notification**

The following are ways in which families can get up-to-date information in the event of an emergency school closing. Every effort will be made by the administration to announce a decision as soon as possible.

- A BrightArrow text message and email will be sent out.
- A posting will be placed on [www.emergencyclosings.com](http://www.emergencyclosings.com).

Tardies and/or absences during severe weather will be handled in an appropriate manner.

Should the school need to close unexpectedly for any emergency (e.g. power outage, inclement weather, etc), families will be notified through BrightArrow.

## **Parent Conferences**

These conferences are scheduled once each semester. There is no need to make an appointment as teachers are available to meet with parents on a first-come-first-served basis. Parents and teachers are asked to limit their conversations to a reasonable duration out of respect for others who may be waiting. Of course, parents need not wait until the scheduled conferences to contact the school if they have a question or concern regarding their son and his academic performance.

The school strongly encourages the participation of *both* parents at these meetings with the faculty. This reinforces for the student that both his father and mother place equal importance on the value of his education.

# Dress Code

## Philosophy

Dress and appearance not only reflect the attitude of an individual but also influence the attitudes of others and contribute to an overall tone. Different situations warrant different appearances. The objective at Northridge is one of serious study and character formation and Northridge students dress in a manner that promotes a tone of classy professionalism. Additionally, as members of the larger Northridge community, students have an obligation to comply with the dress code.

## High School Dress Code

High School students: sport coat with the following – dress pants, dress shirt, tie, belt, dress shoes, and socks. Students can choose the color and style they wish, provided it is professional, classy, and meets the following guidelines:

- Dress pants must hold a crease; no jeans, jean styles or any form of denim pants; no mid-thigh pockets, painter's pants, or fatigue pants.
- Dress shirts must have a collar; no denim or jean styles, flannel, or turtlenecks are to be worn. Shirts must be tucked in at all times.
- Dress shoes do not include any type of athletic footwear. If you're unsure whether a shoe meets our code: you can consult it with the Dean of Students. All shoes with laces must be laced up through all eyelets and tied.
- Sweaters should be professional in appearance and worn under the sport coat, not replace it.
- Outer garments are not to be worn inside the school buildings.
- Colors should be consistent with professional work; "loud" or other inappropriate clothing will not be allowed. Examples of other dress code violations include: hats in any building, head bands, bandanas, ornamental jewelry (e.g., earrings), torn clothing and anything inconsistent with the tone of this policy, which is one of professional work.

Due to warm weather, High School students are not required to wear their sport coats in September or May.

## Middle School Uniform

- Pleated or plain front khaki pants
- White long-sleeve shirt
- Plain brown or black leather belt with plain belt buckle
- Appropriate dress shoes (no gym shoes)
- Crew-length socks (no ankles socks)
- If worn, an undershirt should be solid white
- School tie (available for purchase in the main office)
- Blue sweater or pullover (medium or dark blue), optional in case of cold weather

## **Dress Code Guidelines, for both Middle and High School**

The complete school dress (including sport coat for the high school) must be worn at all times during school hours with the following exceptions: when a teacher allows a sport coat to be taken off in class; physical education period, in which case appropriate physical education dress is to be worn; field trips, provided that the faculty guide or the Headmaster has specified another appropriate manner of dress. Students should place their initials or name on all items of clothing to aid recovery if they should be lost.

During break period and lunch, students may take off their sport coats and sweaters. Outer garments are to be worn only outside.

If a student has a legitimate reason to be out of proper dress, he must have a signed and currently-dated note from a parent.

## **Maroon & Gold Fridays**

The purpose of Friday's Maroon & Gold dress code is to foster school spirit in a business casual environment. On Fridays, students can choose to wear either a Northridge-branded polo or a button-down collared shirt, without a tie. All shirts should be tucked in. A sports coat is optional in the High School. Button down shirts should follow the guidelines for Monday - Thursday (white for Middle School, any color for High School). Belt, pants, shoes and socks should follow the same guidelines as Monday - Thursday. Northridge branded polos can be purchased at our [online store here](#).

## **Homework Pass Spirit Days**

Homework Passes are issued on days with important athletic competitions, drama productions, and similar occasions for showing school spirit. The dress code for Homework Pass days is: the same as "Maroon and Gold Fridays", with the addition that any Northridge-issued top, including Northridge-issued T-Shirts or sports jerseys over a T-Shirt, are permitted.

## **Hall Fests and Hall T Shirts**

Northridge organizes full-day and half-day Hall Fests at various times throughout the year - they are shown on the school calendar, and also announced on Knightly News. Every student receives a T Shirt from his Hall, and if he loses it, can purchase a new one from the Front Office. These T Shirts serve as "team colors" during the competitions, and should be worn on Hall Fest days. Dress for Hall Fests varies on the occasion:

**Full-day Hall Fests** always include athletic events, and students should come to school wearing their Hall T Shirt and athletic clothing: shorts if the weather is warm; sweatpants or jeans and hoodies/jackets if the weather is cooler. In cooler weather, the Hall T Shirt should be worn over the warm layers, so as to be visible.

**Dress for half-day Hall Fests** varies with the occasion: on some days athletic clothing may be worn all day for purposes of an afternoon athletic competition. Or if the event is non-athletic, the Hall T Shirt should be worn on top, and standard dress code would apply from the waist down. The dress code for half-day Hall Fests will be announced to students during school-day announcements, and to parents via Knightly News.



## **Physical Education Uniform**

Northridge students enrolled in physical education classes (6<sup>th</sup>-10<sup>th</sup> grades) will be required to purchase an official gym uniform. An inventory will also be on-hand throughout the school year for parents wishing to buy a replacement uniform. As all students wear the same uniform, parents should ensure that all items are indelibly marked with their son's name.

## **Grooming**

- Hair styles should reflect well-groomed professionalism. Hair should not extend below the eyebrows, over the ears, or past the collar. Haircut mandates will be given by Wednesday and must be complied with by the following Monday.
- No tattoos, earrings, or other facial jewelry are to be visible either in the building or at any school related event either on or off Northridge premises.
- All students must be clean shaven. No facial hair will be allowed.
- Anytime while inside the school building, the wearing of hats or the hoods of sweatshirts is strictly prohibited. "Anytime" includes before, during, or after school.

## **Consequences for Non-Compliance**

- Failure to properly comply with the dress code may result in a detention. Repeated violations may result in more serious consequences, including suspension.
- If unshaven, a student may be required to shave prior to attending class. If this becomes a recurring event, a disciplinary consequence may follow.
- A limited number of dress code items are available for rent from the Dean of Students.

## Co-curriculars

### Philosophy

Extracurricular activities should obviously be fun, but Northridge believes they should also have an educational and formative dimension. All clubs and athletic teams have advisors and coaches who help the young men strive to meet high expectations while learning to work well within a team environment. These activities develop the student's skills and self-confidence while giving them the opportunity to express themselves and enjoy what they are doing.

### Activities and Clubs

Northridge offers an "Activity Period" during the school day to allow students to participate in electives and clubs. Some clubs and extracurriculars may also meet on their own after school, or only exclusively after school. A full list of the clubs and extracurriculars can be found on the school website, under the "Co-Curriculars" section. To learn more about the sports programs, parents and students can visit the "Athletics" page on the school website or contact the Athletic Director.

### International Students

The by-laws and regulations of various local and state entities have established practices that govern the manner in which international students can participate in extracurricular activities.

#### *Middle School Students*

Students enrolled at Northridge in grades 6-8 are permitted to participate in all athletic and extracurricular activities under the same rules and conditions that apply to all Northridge Students.

#### *High School Students*

Per Illinois High School Association regulations, students enrolled at Northridge in grades 9-12 and not residing full-time with one or both *natural* parents may *not* participate in interscholastic athletics and activities unless they provide documentation from a United States court indicating that they reside full-time with the court-appointed custodial parent or legal guardian. In all cases Northridge must submit such court documentation and proof of residence to the IHSA for an eligibility ruling.

These regulations do *not* prohibit the student from participating in *non*-interscholastic activities such as the drama, yearbook, and newspaper clubs.

## **Financial Policies**

### **Enrollment Contracts**

At the beginning of February, assuming the student is in good standing at Northridge, each family will be sent an online re-enrollment contract. This contract should be completed by March 1 along with the \$500 deposit to secure the student's place for the following school year. Prompt return of these contracts allows the admissions office to focus its efforts fully on the recruitment of the finest students and families to Northridge. After March 1, new students will be formally admitted to the school based on availability of space.

### **Semester Exams**

A student whose account has an outstanding balance will be precluded from taking semester exams. Students will, however, be allowed to take their exams once their bill is paid or arrangements to pay have been made with the business office. As part of standard operating procedure, parents will receive regular notification via mail, e-mail, and/or a personal phone call in an effort to rectify their delinquent account. Ultimately, it is the responsibility of the family to ensure that they meet their financial obligations to the school in a timely manner.

If an account remains past due at the end of either semester, the student's OnCampus account will be disabled and no grades will be released to the family nor will official transcripts be sent to other academic institutions until the full balance of the account has been paid.

### **Tuition and Fees**

Tuition and fees are set each year by the Board of Directors. The comprehensive fee includes participation fees for all athletic and extracurricular activities, textbook rental, and a building and technology fee. It does not include fees relating to graduation ceremonies, excursions, or field trips.

## School Procedures

### Attendance - Field Trips and Co-Curricular Excursions

Throughout the course of the year opportunities arise for students to take advantage of special exhibits or programs in the Chicagoland area. Other excursions are for the purpose of providing the young men an opportunity to develop camaraderie among their peers.

Student conduct on any field trip is expected to be consistent with school regulations. The general school dress code applies to all school activities including field trips. The specific dress for the excursion will be determined by the teacher coordinating the event.

### Backpacks and Personal Belongings

All students must leave their backpacks and personal belongings in their locker during the school day, or these materials may be confiscated and turned over to the Dean of Students. In addition, students are encouraged to bring only school-related items to Northridge. All responsibility for lost or damaged valuables brought to school rests solely upon the student.

### Cell Phones and Electronic Devices

Numerous studies have demonstrated that smartphones and related electronics are frequently disruptive to the learning environment and harmful to the student's academic and social development. For these reasons Northridge has the following policy regarding all forms of electronic communication devices including smart-phones, smart-watches, tablets, gaming devices, etc.:

#### POLICY

**Before the end of the School Day.** Students are not permitted to use their phones or other electronic devices before the end of the School Day - neither before classes nor during the school day. All cell phones and other electronic devices are to be powered off and kept in the student's locker from the time of arrival on campus (or exiting their car) through to the end of the school day (3:15pm Monday thru Friday). Students wishing to make a call during these hours may use the phones by the front office.

**After School.** Upon the completion of the school day students will be allowed to use their phones either in the atrium area or outside the school building. Use of phones after the school day is to be limited to brief communication. If Northridge faculty observe a student using a cell phone after the school day for purposes beyond brief communication, the consequences listed below apply.

**Field Trips.** Use of these devices will not be allowed on regular field trips; they should be left at home or powered off in the locker. On overnights or trips arriving later in the afternoon or evening, the coordinator of the trip may allow students to bring them solely for the purposes of coordinating rides at the end of the trip. In these cases, the devices will be collected by the coordinator at the start of the trip and returned to students as they near returning to the school.

## PARENTS

In an emergency situation, please call the school office to communicate with your son. Northridge personnel will contact the student and relay the message. If your son needs to make an emergency call to a parent, he should come to the main office and ask permission to use one of the phones. There will be several phones available for students in the main office.

## CONSEQUENCES

If a phone or any other electronic device is observed before the end of the school day, the device will be confiscated by faculty and submitted to the Dean. If an electronic device is heard inside of a student's locker, Northridge reserves the right to open the locker and confiscate the item even if the student is not present.

1st Violation - Student can recover the phone at the end of the following day, upon completion of a formative task assigned by the Dean of Students.

2<sup>nd</sup> Violation - Student can recover the phone at the end of the 2nd day following the violation, upon completion of a formative task assigned by the Dean of Students.

3<sup>rd</sup> Violation - After three days a student's parent can come into school to meet with the Dean and recover the phone.

Parents will be notified of each violation. Multiple violations can result in the necessity for a parent meeting, and can also lead to more severe disciplinary consequences for their son.

It should be noted that any serious violation of the school's code of conduct involving cell phones or electronic devices could result in additional disciplinary action beyond the ones outlined above, even for a first or second offense. These could include, but are not limited to: bullying, violations of academic integrity, or other forms of inappropriate behavior.

## **Computer and Network Usage**

Northridge network access will be used to improve student learning in a manner consistent with the educational mission of Northridge. Northridge expects legal, ethical, and efficient use of the network by all users.

Students should be aware that they are responsible for all activity that is linked to their account. Prohibited uses of the Northridge network and computing facilities include, but are not limited to:

- Harassment of others
- Commercial, income-generating, or "for-profit" activities or product advertisement
- Vandalism of the physical equipment
- Sharing of network account and/or password
- Sending junk or chain emails

- 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 inappropriate material.
- Attempting or gaining unauthorized access to resources or entities
- Using the school’s technology resources for illegal activity
- Any zoombombing or other activity disruptive to a remote learning environment

Students who violate these protocols will lose their privilege to access the school’s network and will be referred to the Dean of Students for further disciplinary action. Any consequences to his academic work will be the responsibility of the student. In the event of a violation(s) of these Computer and Network Usage policies, 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:

- Parental Notification and Collaboration.
- Student use of technology may be limited for an extended period of time.
- Disciplinary decisions including possible suspension or expulsion will be consistent with school policies.

### ***Network Security***

If a student notices a security problem on the network, he is expected to notify a faculty member immediately. Any user who is identified as a security risk may be denied access to the Northridge network. Northridge will make reasonable attempts to safeguard both the network and the users of the network through the use of firewalls and virus protection measures. Any attempts to circumvent these safeguards, including accessing sites blocked by the firewall, will result in denied access to the network and a referral to the Dean of Students.

### **Drivers’ Education**

Northridge does not offer drivers’ education classes after school. Students who need verification from the school to apply for a driver’s permit should submit their forms to the main office along with all of the necessary information.

### **Emergency Drills**

As part of the school’s overall emergency preparedness plan, Northridge holds several kinds of safety drills throughout the year – fire, tornado, lockdown, and evacuation.

During a drill students are expected to follow the directions posted in each classroom. Students should walk quickly to the assigned area until an “all clear” signal is given. Silence is a requirement for all drills. In order to ensure that all students are accounted for, attendance is taken for each class during a drill.

### **Extracurricular Events and Make-Up Work**

Those students who participate in athletics and other extracurricular activities may have to miss class from time to time because of early dismissal for travel to competitions. In this event, students are responsible for what was covered in class.

## **Fundraising Events**

In order to supplement the cost of educating a Northridge student, the school relies on several fundraising events throughout the year to make up this difference. What is asked of each family is not equal giving but rather equal sacrifice. Even for the family who requires financial assistance to make a Northridge education possible for their son, the expectation is that they will participate in these events to the greatest extent possible.

### ***Annual Fund***

This drive comprises the backbone of the school's fundraising efforts throughout the year and deserves special mention. Beginning in late August or early September, a mailing is sent to all current and past parents, alumni, and benefactors soliciting contributions to help support the overall operations of the school. Regardless of dollar amount, the expectation is that 100% of our current families participate to the greatest extent they are able.

### ***Dinner at the 'Ridge***

Held in the spring in the main gymnasium, this is the premier social event for Northridge parents, alumni, friends, and benefactors. Live music, student performances, silent auctions, and the opportunity to mingle with the larger school community all contribute to the festive atmosphere of the event.

## **Health Records**

All students must have a completed and current *Certificate of Child Health Examination Form* on file with the school prior to October 1 of each school year as required by the State of Illinois. In addition, 6<sup>th</sup> grade students are required to present proof of a recent dental exam.

All students attending school for the first time in Illinois must also present proof of a recent vision examination. This applies to students who have previously been home-schooled.

High school students participating in athletics are required by the State of Illinois to submit a physical *prior* to the first practice or tryout for the sport. These physicals must be renewed yearly.

Health records of new students must be sent to Northridge from their previous school. Students who do not have their health records on file will not be able to attend classes after October 15.

## **Medication**

Parental permission must be obtained if a student needs to take prescription or non-prescription medication during the day. Students are not allowed to take *any* medicine without first checking with the main office.

If a student has prescription or non-prescription medicine that needs to be taken on a regular basis, he must bring a note from his parents along with the medicine in its original container labeled with his name to the main office.

Exceptions to this rule may be granted for students who have asthma, severe allergies, or other serious medical conditions.

Students are never permitted to give medicine of any type to other students.

## **Lunch**

Students have the option to bring their own lunch or participate in our Hot Lunch Program. For details on our Hot Lunch program: before mid-September, please refer to the emails sent to all parents. Starting mid-September, the Parent section of the website will be updated with the program information.

## **Senior Lunch Privileges**

Northridge seniors are granted the privilege of an off-campus lunch – with parental consent. While students are off campus, they are bound by the same rules as when they are in school. Abuse of this policy will result in revocation of the student's off-campus lunch privileges for a to-be-determined period of time. Students who choose not to go off-campus for lunch are expected to remain in the cafeteria or senior hallway during this time.

Students who return from off-campus lunch late and arrive tardy to their next class will be referred to the Dean of Students for disciplinary action. Students should be aware that there are no excuses for arriving late to class after lunch (e.g. bad weather or traffic, or slow service at a restaurant).

Seniors who return early from off-campus lunch must remain in the atrium or senior hallway until class begins.

## **Lockers and Locks**

At the beginning of each school year every student will be issued a locker and a code to open their locker - lockers have built-in locks, no additional lock is needed. All students in grades 6 thru 10 will *also* be issued a gym locker, which is required to have a school-issued lock on at all times. Any non-issued school lock will be removed and discarded by the maintenance staff. Gym locks can be purchased in the main office.

## **Hall Passes**

Students must have a pass from a faculty member in order to be in the hallway during class periods. Students in the hallway without a pass will be considered unexcused and referred to the Dean of Students.

## **Class Coordinators and Dad Leads**

Moms (usually 3) in each grade serve as Class Coordinators to foster community within each grade and act as liaisons with the school's administration. They take the lead on organizing social events specific to each grade and keep the class updated on news. Similarly, each grade has one Dad Lead to facilitate dads getting to know each other and faculty/staff. He organizes one social per year for his class and informs dads and faculty about events that might interest them.

## **Parking**

Parking is available for students and visitors in the main lot. All students must have a parking registration form on file with the main office. Students are *not* allowed to park in the spaces specifically designated for visitors or designated non-parking areas.

The Dean of Students monitors the parking lot on a regular basis. Student parking privileges will be revoked for a to-be-determined period of time for those who do not follow the proper protocols.



## **Money Lending**

The Northridge office is not in a position to lend money to students to allow them to purchase food or beverages from the vending machines or to purchase food at local restaurants after school.

## **Security and Visitors**

All visitors to Northridge must sign in at the main office where they will receive temporary identification badges to wear throughout their visit to the school. Visitors should be escorted while on school premises and should not be left unattended. Members of the public visiting the school to attend public events, such as an open-house, athletic competition, or public performance may proceed directly to the event venue without visiting the main office.

All exterior doors are to remain locked during the hours when classes are in session. Accordingly, entrances and exits should not be propped open during this time.

## **Shadow Days**

Part of the recruitment cycle at Northridge includes inviting prospective students to spend a regular school day with students and teachers. These visits are coordinated by the Director of Admissions.

Any questions, comments, or concerns about a visiting student should be discussed with the Director of Admissions.

## **Year-End Awards**

At the conclusion of each school year, several coveted awards are bestowed on students as determined by faculty vote. These awards represent an integral part of the historical fabric of Northridge. Students receiving these honors take their place in Northridge history among some of the school's most distinguished alumni.

### ***Valedictorian and Salutatorian***

This recognition is given to the first and second highest ranked students respectively in the senior class. It is based on the student's cumulative grade point average at the end of the first semester of senior year.

### ***Joe Benedetto Award***

Named for a beloved faculty member who died during the course of the school year, this award is given to the most outstanding middle school student who has shown extraordinary devotion and commitment to his school work and exemplifies a spirit of service to God and others.

### ***Dave Burns Award***

Created in honor of another faculty member whose career at Northridge was tragically cut short, this award is given to a senior who has excelled in academics and athletics while demonstrating intelligence, integrity, fortitude, and selflessness.

### ***Roy Wauck Service Award***

This award is named after one of the school's founding fathers and is bestowed upon a senior that has shown the most initiative and spirit of concern in contributing to the life of the school.

## **Student Formation**

### **Advisory Program**

The advisory program is an essential means for accomplishing the Northridge mission of building men of character. The personal relationships that are cultivated between faculty members and students play a key role in the academic, personal, social, and spiritual development of the young men. The overarching purpose of this program is to encourage and to coach each student to strive for academic and moral excellence. As such, each advisor strives to:

- Provide a strong link between the parents and the school.
- Be a helpful guide for the formation of each student's character development.
- Help students to maximize their opportunities within the school.
- Make sure that no student "falls through the cracks" personally or academically.

At the beginning of the school year each student is assigned an advisor who is a Northridge faculty member. Advisors engage their advisees in individual conversations at least once a month. However, students should feel comfortable initiating a conversation with his advisor at any time, as his advisor is to be seen as an ally in his efforts to navigate, not only academic life at Northridge, but also his own personal growth and development.

### **Chaplain**

Northridge benefits greatly from the presence of a full-time Chaplain. He celebrates Mass daily and is available to all students for Confession and spiritual direction. On the first Friday of each month he also makes possible Exposition of the Blessed Sacrament throughout the day concluding with Benediction for all students who wish to attend.

An assistant chaplain spends one day a week at the school to both assist the full-time chaplain with his duties and provide the students the opportunity to seek spiritual direction or go to Confession with a different priest. It is important for students to recognize that it is not necessary to have a particular problem in order to talk with one of the chaplains. During the course of the year the chaplains make an effort to speak with all of the students individually outside of Confession to encourage each one in his daily struggles.

### **Halls of Northridge**

At the beginning of their first year at Northridge, all students are assigned to one of four Halls – *Cavalier*, *Paladin*, *Riddervon*, or *Vytis*. Named after European knights, these groups within the school serve to foster a spirit of camaraderie and unity across all grade levels. Service projects, Hall Festivals, and academic competitions all play a part in the Halls' battle for *The Hall Knight* – a custom-made trophy awarded to the winning Hall at the end of each school year.

### **Mass and Study Hall**

The Church encourages frequent reception of the Holy Eucharist in order to help the faithful become more like Christ. Accordingly, at Northridge we make certain accommodations such as either a period during the day or an early mass for students to participate in the celebration of Holy Mass in the Chapel. The choice to attend Mass when not obligated is a decision of the highest order. To foster this devotion, students' choices are limited to two productive and virtue-enhancing activities during this time – either

attending Mass or studying. In addition the teachers make a concerted effort not to obligate students during this period by scheduling other meetings or activities.

### **Religion Classes**

All students who are baptized Catholics are required to take religion classes at Northridge. Students who are not Catholic are welcome (and, indeed, encouraged) to enroll in these courses as well. This aspect of the Northridge curriculum forms an integral element of the school's mission, provides the students with a broader perspective when studying the development of Western Civilization, and serves an important role in fostering camaraderie and solidarity among the student body.

### **Social Opportunities**

A central component of the educational philosophy of Northridge is that parents are the primary educators of their sons. Accordingly, the school does not play a direct or indirect role in sponsoring out-of-school social activities for its students. However, PACE, an organization with informal ties to Northridge promotes these kinds of healthy and formative social opportunities, not only for Northridge students, but for those from other area schools as well.

### **Spirit of Service**

A spirit of service is an important element of the Northridge mission. To this end students at Northridge are provided with many service opportunities throughout the course of the school year.

Grade levels may have service days in which the students can choose to participate in team building exercises. Some possible service projects could be painting classrooms, cleaning up in the community, and mentoring or tutoring other students.

Additionally, student organizations like the National Honor Society, Northridge Service Club, or Northridge Halls will provide service opportunities for students. These activities will usually consist of acts of service to the school. Students who participate in other extracurricular activities will be provided other opportunities by their moderators and coaches.

Again, all students at Northridge are expected to exhibit a spirit of service as an extension of what they have learned in their homes. School-wide awards such as the Roy Wauck Service Award and the Dave Burns Award will take into account the level of service a student has given. Similarly, consideration for student leadership positions will have a service consideration.

## **Conclusion**

While this handbook is intended to serve as the central source for the common practices and procedures of Northridge, its purpose is not to make the young men themselves less accountable for the information that they should be sharing with their parents on a regular basis. Rather, fathers and mothers alike are encouraged to help their sons be aware of deadlines, communicate with their family important information given to them by the school, and personally resolve conflicts that will inevitably arise from time to time with their teachers and peers. Ultimately, these kinds of behaviors reflect both a spirit of ownership on the part of the student with respect to his education and an understanding of what it takes to be a “man” in the truest sense of the word.