



Putting Students and Families First: Principles of High School Recruitment

April 2018



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PHILOSOPHY

The Catholic high schools in the Archdiocese of Chicago have been called by the Church to teach, to serve, to worship and to build community. We are committed to fulfilling our mission through building educational communities informed by the values of the Gospel and in light of the Catholic faith. Thus, we promote continued collaboration among Catholic elementary schools, Catholic high schools and the Office of Catholic Schools to build a preschool through twelfth grade mindset that will provide our students with an education marked by academic excellence, exceptional faith development and moral leadership. Our schools exist to serve the educational needs of our students, to provide our families with viable faith based educational opportunities, and to nurture both Gospel values and the legacy of the Catholic faith for the renewal of our world. We hold the following tenets vital to our continued educational mission:

- The individual and collective decisions of our Catholic high schools and Catholic elementary schools must reflect the paramount importance of the educational needs of our students.
- Our schools must establish and maintain high academic expectations for all students. We work to provide a challenging learning environment that promotes holistic development and value formation essential for leaders of our Church and society.
- We realize the importance of the family in religious development and we welcome parents and families into our school communities as we assist them in the religious formation of their children.
- We acknowledge that our families make huge sacrifices to send their children to Catholic schools and our principles reflect a sensitivity to the needs of families.
- We recognize the Gospel challenge to infuse the concepts of peace and social justice into our principles and programs as we minister in a culturally diverse world.
- Our high schools and elementary schools are united by our common commitment to the Catholic faith and our common mission of educational excellence. Together we enjoy the benefits of collaboration; together we accept the responsibilities inherent as partners in a common mission.
- Together the high schools, elementary schools and the Office of Catholic Schools are called to participate in the Church's mission to serve and educate young people in the Archdiocese of Chicago. Our shared purpose, expressed through our common philosophy, binds us together to fulfill our mission in accordance with the spirit and practice of the Catholic Church. The following recruitment principles serve to translate these shared beliefs into practices to guide our interactions within and between our schools.

SECTION 1 – ELEMENTARY SCHOOL SUPPORT

Catholic elementary schools must actively promote the recruiting and marketing efforts of the Catholic high schools in their area. To ensure that all Catholic high schools have an equitable opportunity in the areas of marketing, recruitment and admissions, and to guide with fairness all high school/elementary school interactions, the following expectations have been established. These expectations apply to all Catholic elementary schools, including private/independent, recognized by the Archdiocese of Chicago.



1.1 Elementary School Expectations

It is expected that all Catholic elementary schools in the Archdiocese of Chicago support our Catholic high schools; therefore, elementary schools **SHALL NOT**:

- Advertise specific Catholic high schools on their school's website to the exclusion of others.
- Promote a specific Catholic high school to a prospective student except for counseling the family regarding the best fit and match to meet the academic and social/emotional needs of their child.
- Refuse access to any Archdiocese of Chicago Catholic high school recruiter unless sanctions have been placed on that high school.
- Invite public/charter high school recruiters to the local Catholic elementary school events.
- Facilitate the placement testing of public/charter high schools at the local Catholic elementary school site.
- Distribute promotional materials from public/charter high schools to the local Catholic elementary school community.
- Discourage a student to attend or penalize a student for attending a shadow day at a Catholic high school within established policies/procedures (as per 1.2 and 2.4).
- Allow a recruiter from another diocese to gain an unfair advantage by engaging in activities that are not in keeping with our principles.

It is also expected that all Catholic elementary schools in the Archdiocese of Chicago **SHALL**:

- Publish and share their school's shadow day guidelines with area Catholic high schools.
- Distribute to parents of rising fifth through eighth graders a *Parent Directory Declination Form* to indicate whether these families are willing to share their contact information in a directory with the Catholic high schools in the diocese. A customizable form letter will be provided to elementary feeders by the Office of Catholic Schools and will be distributed **May 1** allowing parents until **May 31** to decline participation. Elementary schools have until **June 30** to indicate in PowerSchool those parents who have declined to participate.
- Familiarize themselves with the following *Statement of Fairness* and share this with their families.

Catholic High Schools abide by all applicable policies of the Archdiocese of Chicago and the IHSA. In doing so, Catholic High Schools do not promise or offer athletic scholarships of any kind. Violations of IHSA policies may result in loss of eligibility for the student, coach and/or school. In recognition of our shared ministry, Catholic High Schools also do not promise, predict or otherwise allude to specific dollar amounts regarding tuition assistance or financial aid before a student takes the entrance exam. Catholic High Schools promote the best attributes of their own school while respecting the legacy and traditions of other Catholic High Schools.

- Distribute the Archdiocese of Chicago Office of Catholic Schools high school recruiting brochure and other diocesan high school informational documents to the families of fifth through eighth graders in their school. These documents can be sent out electronically and/or posted to the school's website.

1.2 Allowable Elementary School Actions

Catholic Elementary Schools **MAY**:

- Publish the names of alumni/alumnae from their school who had achieved academic success (honor roll, etc.) or other significant awards from a Catholic high school.
- Provide a link on the school's website to the Archdiocesan high school profile webpage.



- Distribute enrichment opportunity brochures (athletic, theater, summer camps, etc.) of Catholic high schools. This courtesy shall be afforded to all Catholic high schools requesting distribution. *Note:* High schools shall be responsible for the cost of printing if a hard copy is expected to be distributed to the elementary community.
- Establish policies regulating the number of, and the procedure for attending, shadow days at Catholic high schools while working with families and high schools to provide junior high elementary students this important experience.
- Work collaboratively with the high school recruiting scheduler to ensure proposed events meet the needs of their students and families.
- Provide preparation courses for the high school entrance exam.
- Participate in an articulation meeting with a local public high school if a student's medical, social/emotional or academic needs cannot be reasonably met by a Catholic high school.

SECTIONS 2 – 8 HIGH SCHOOL SUPPORT

All Catholic high schools recognized by the Archdiocese of Chicago are expected to adhere to these principles as a condition to engage in marketing activities with Catholic elementary schools (and students/families who attend these schools).

SECTION 2 – PRE-ADMISSION MARKETING

In marketing our Catholic high schools to potential students, it is essential that we reach out to all families in the Archdiocese of Chicago and neighboring dioceses, to further the evangelization and educational mission of the Church. Proclaiming the Good News of our schools to prospective students is an exciting and challenging process that calls us to model the high moral standards that we cultivate in our students and among our schools. The following pre-admission and admission principles reflect the collaborative spirit of our shared best match and fit philosophy balanced by the practical, fiscal and demographic realities of our schools.

2.1 Match and Fit Philosophy

Each individual Catholic high school designs and implements a pre-admission marketing program that enables potential students and their parents/guardians to make an informed decision regarding the choice for high school. High schools shall provide a copy of their college admission profile to the elementary schools, so that teachers and principals may share such information with their eighth-grade students and families to enable them to determine which high schools may be the best match and fit for their student. Elementary principals and teachers should equitably distribute Catholic high school information but shall not guide enrollment choices unless specifically asked to do so. With the assistance of the elementary school, parents assume the responsibility to research various high school options, attend open houses, and have their child participate in shadow days.

The diversity of educational programs available throughout our schools enables us to provide the best match and fit between potential students and our school programs. The term **match** refers to the agreement between a student's elementary credentials such as: grades, standardized test scores, strength of curriculum and the high school's academic program. The term **fit** is more broadly defined and refers to the other factors that would promote a successful high school experience such as: size of the school, location to home, level of inclusivity/diversity, extracurricular activities offered, and the cost of tuition if not eligible for, or the recipient of a tax credit scholarship.



2.2 Marketing Events

Individual high school marketing strategies, focusing on the mission, accomplishments and culture of the school, are delivered in a variety of ways. Some of these are elementary school visits and presentations; open houses; high school nights; high school sponsored contests, clinics, workshops and tournaments; targeted mass mailings (via email or U.S. mail); distribution of admissions information; social media campaigns; and advertisements. All high schools are allowed equal access when scheduling elementary evening fairs and school visits. Recruiters can only engage in positive conversations about other high schools when visiting elementary buildings. In addition, no entrance exam preparation courses shall be offered by a high school.

2.3 Promotional Items

Pre-admissions promotional items at elementary school visits are **LIMITED** to:

- Pens
- Pencils
- Printed Materials

There are **NO** exceptions to this, regardless of cost. Elementary principals are responsible for enforcing this principle when a recruiter from another diocese visits their school (as per 1.1).

2.4 Shadow Days

Shadow days offer prospective students an opportunity to experience first-hand a typical school day at the high school. High schools shall also provide a current student as a guide/mentor for the elementary student. While shadow days are a primary marketing strategy, high schools respect the policies of individual feeder schools regarding attendance at shadow days. In communications with prospective students, high schools acknowledge and uphold elementary school policies. High schools also coordinate with elementary schools to create a system that facilitates student participation in shadow days. Elementary schools should consider including a clause for “excused” absences when creating their policies regarding shadow days and should allow both seventh and eighth graders to attend if high schools offer opportunities for various grade levels. High schools shall provide confirmation of elementary student attendance at shadow days for excused absences, upon request.

2.5 Continued Marketing

Pre-admission marketing efforts for elementary students (grades K-7) may extend throughout the course of the school year.

2.6 Statement of Fairness

High schools agree to include the following statement in **ALL** marketing materials, including but not limited to:

- Recruiting brochures
- Advertisements
- Emails
- Social media posts
- School websites

(School’s Name) High School abides by all applicable policies of the Archdiocese of Chicago and the IHSA. In doing so (School’s Name) High School does not promise or offer athletic scholarships of any kind. Violations of IHSA policies may result in loss of eligibility for the student, coach and/or school. In recognition of our shared ministry, (School’s Name) High School also does not promise, predict or otherwise allude to specific dollar amounts regarding tuition assistance or financial aid before a student takes the entrance exam. (School’s Name) High School promotes the best



attributes of our own school while respecting the legacy and traditions of other Catholic high schools.

In digital marketing pieces where there is a limited amount of copy available, the *Statement of Fairness* may appear as a hyperlink directing the reader back to the high school's website where the entire statement shall be posted. Elementary schools should familiarize themselves with this statement and share this with their families (as per 1.1).

2.7 ELEMENTARY PARENT DIRECTORY

The elementary parent directory (as Per 1.1) is password protected to maintain confidentiality and secure important personal information. The directory is **NOT to be shared and/or distributed to any outside parties, including but not limited to: athletic clubs, businesses, groups or organizations - both public and private.** Failure of a high school to protect this information shall lead to loss of this privilege in future years.

SECTION 3 – ENTRANCE EXAM PROCEDURES

High schools shall administer an entrance exam at their school on the date specified (as per 3.3). Students and families shall be instructed to test at their school of first choice. Only students currently enrolled in eighth grade may take the entrance exam.

3.1 Purpose of Entrance Exam

The purpose of the entrance exam differs from school to school. Most high schools consider this exam to be a major part of the application process and will not admit a student until he or she has taken it. Admissions decisions should be made based upon a variety of student performance data (e.g. grades, behavior records, recommendations, etc.) and not just entrance exam scores. Merit based academic scholarships with predetermined and published criteria offered by the high school shall be published on the high school's website. Each high school sets its own criteria for these awards. High schools shall not award such scholarships to students until they have been accepted for admission to the school.

3.2 Common Entrance Exam

All Catholic high schools in the Archdiocese of Chicago who administer an entrance exam agree to use the closed version of the *High School Placement Test* (HSPT) from Scholastic Testing Service, Inc. The approved testing fee is set by the Archdiocese Office of Catholic Schools. High schools may collect the approved testing fee online during the pre-registration process (as per 3.4). Families who have not paid the test fee in advance should send their child with cash or a check in the designated amount to the school the morning of the exam. Other than the entrance exam fee, no other school fees may be collected in advance of registration.

3.3 Entrance Exam Date and Time

High schools agree to administer the entrance exam on a common date. The common date for the entrance exam shall be the **first Saturday in December at 8 a.m.** High schools agree that they shall not administer any preliminary exam to any students, regardless of their school of origin (public/charter, Catholic, private, etc.) prior to the agreed upon date and time. Make-up exams may be administered (as per 3.6).

3.4 Pre-Registration for the Entrance Exam

Before the commonly chosen initial exam date (as per 3.3) the target audience for a school's pre-admission marketing efforts is any eighth-grade student interested in attending the high school.



High schools agree to take steps to ensure the safety and security of students on the morning of the entrance exam and to alert parents/guardians if the exam is canceled due to inclement weather by allowing students/parents to pre-register for the entrance exam. High schools must collect the following information:

- The first and last name of the student
- The first and last name of the parent/guardian
- Emergency contact information for the parent/guardian
- Any medical conditions the student has that require testing accommodations

High schools may also collect, as they deem appropriate, any other demographic and/or specific information from families of students taking the entrance exam on the pre-registration form. High schools can decide how to gather this information, but pre-registration must only occur **within a two-week window prior to the date of the exam**. Walk in registration is permitted on the day of exam, however a student's parent/guardian must provide or complete the pre-registration form with emergency contact information.

3.5 Testing Accommodations

High schools may decide to offer testing accommodations, such as extended time or any other appropriate accommodations on the entrance exam. To qualify for accommodations, a parent/guardian shall submit required documentation of an IEP/ICEP, 504 and/or psychoeducational testing to the high school. Each high school may determine which accommodations they are willing and able to provide during the exam. High schools shall establish a timeline for submitting accommodation requests. Information regarding testing accommodations shall be included in all pre-admission marketing materials distributed to elementary schools along with notification of the specific documents required.

3.6 Make-up Exams

High schools may host make-up exams any time after the common exam date. High schools may publish an alternate make-up date/dates in advance if they so choose, so families with conflicts on the date of the initial entrance exam can plan accordingly.

To honor the reliability and validity of the student's performance on the common entrance exam (HSPT), students are expected to take the exam only once. If a make-up exam date is posted on the website of a school, high schools agree it must also include this disclaimer: "*Prospective students are only eligible to take the make-up exam at (School's Name) if they have **not tested at any other Catholic high school in the Archdiocese of Chicago.***"

High schools agree that they may contact prospective students listed in their database to invite only those who have not tested at another Archdiocesan Catholic school to attend their make-up exam. Before administering the make-up exam all schools must ask prospective students, "Did you test at another Archdiocesan Catholic high school?" If the answer is, "Yes" then the student is not eligible to take the exam that day.

3.7 Marketing Analysis

Students who have completed a "Recruitment Inquiry Card" but have not tested at a school, may be contacted by that school only to conduct a marketing analysis, not for recruitment purposes. Interested schools may not begin this data collection until **June 1** of the current school year.



SECTION 4 – ADMISSION OF STUDENTS

Each high school agrees to use the best “match and fit” philosophy as it undertakes the process of accepting students. While a student's elementary school profile is a major indicator for school admission, the entrance exam is another means of determining acceptance and/or placement.

4.1 Students who are Not Admitted

To encourage more students who are not accepted at their first-choice school to attend another Catholic high school in the diocese, those schools that have tested more students than they plan on accepting shall email a list of unaccepted students to the other admission directors/recruiters **no later than one week** after their acceptance letters have been sent. Upon receipt of this information, others high schools may contact the student's family and begin recruiting them if it would constitute a good match and fit. For exam scores and other pre-admission information to be sent from the first-choice school to another school, the written consent of the student's parent or legal guardian is required.

High schools shall also notify the parents of students who have not been accepted that their contact information has been provided to other Catholic high schools. Schools shall also educate parents and students of this practice by stating the following prior to the entrance exam:

The Catholic high schools of the Archdiocese of Chicago make every effort to match each student's educational needs and goals with a school's mission and programs. If (School's Name) High School cannot accommodate your son/daughter's admissions application, we will forward your student's name, address and other contact information to other Catholic high schools for admission consideration.

As a courtesy, the high school shall communicate with the elementary school the names of those students who are not accepted and discuss with the principal possible alternatives.

4.2 Acceptance Notification

In order for high schools to meet the needs of families and have a sufficient amount of time to thoroughly examine student academic records before determining if the school can provide for the student's educational needs, schools shall send out acceptance or rejection letters/communications to students and families any time after the December exam date, but no later than **February 1** (save for instances of make-up exams, in which acceptance letters may be sent later).

Acceptance notification letters/communications shall include the following statement:

Final acceptance into (School's Name) High School is contingent upon the successful completion of the 8th grade and the awarding of an elementary diploma. (School's Name) High School reserves the right to deny admission to any student whose final record indicates a major change in academic or behavioral performance.

High schools shall publish a timeline alerting parents and students when acceptance letters will be sent so families will know when to expect this communication.

4.3 Contact after Exam Dates and Registration

Out of respect for each other, all high schools agree that they shall not initiate contact with families once a student has tested and registered at another Catholic high school. Normally, high schools have the discretion and reserve the right to withhold the entrance exam scores (if they so choose) until after their acceptance letters have been sent and/or a prospective parent has officially withdrawn their child's application. However, based on unique or unusual circumstances, a parent



of a student who has taken the entrance exam at a school may choose to voluntarily remove his/her child from the admissions process before the acceptance letters have been sent. If no recruiting violations have occurred, the testing school shall honor the parent's request and forward the test scores to another school without delay.

If a communication is sent to a prospective student, it shall include the words, *"If you did not test or register at another Archdiocesan Catholic high school..."*. After the initial exam and make-up date(s), the target audience for a school's pre-admission marketing efforts is **ONLY** the body of students who tested at that school.

Admissions directors may only respond to inquiries made by families who have **NOT** tested at another Catholic high school in the Archdiocese of Chicago. High schools shall not initiate marketing efforts (including tours and shadow days) with eighth grade students who have tested at and begun application procedures for admission at another Catholic high school unless the parent has officially pulled their application.

Elementary events (ex. athletic camps/tournaments, academic contests and/or fine arts festivals) held at high schools after the exam dates, which include eighth grade students who have tested at other Catholic high schools, must not promote active marketing/recruiting for the participating eighth grade students. Active marketing/recruiting is defined as, but not limited to, the collection of personal contact information, distribution of brochures, and/or any discussion of potential enrollment. Marketing/recruiting efforts from the hosting high school is permissible for all other elementary grade level participants.

4.4 Placement of Incoming Students

Once a student has been accepted at a given high school, schools shall make every effort to place the student in classes that will both properly challenge the student and allow the student to be successful. Generally, decisions about placement are made in consultation with a variety of persons, such as parents, the student, department chairs, and elementary principals and teachers. Once the student is accepted, high schools may administer content specific proficiency exams to aid in proper placement.

SECTION 5 – FINANCIAL AID

All high schools agree to include general information about the application process for financial aid in the school's pre-admissions information. Criteria for application and awarding of academic scholarships and financial aid are clearly published. All financial aid shall be fairly and equitably awarded.

5.1 Timing of Financial Aid

It is agreed upon by the high schools that no financial aid nor promise of a scholarship shall be awarded before acceptance. Scholarships, grants, work-study, or monetary awards of any kind shall not be offered or promised to individual students until they have been accepted for admission to the school. High schools may begin gathering financial information from parents prior to acceptance to assist in the processing of these requests. Each high school shall establish their own timeline. However, the following statement must accompany all financial aid information: *Completion of these financial forms does not guarantee preferential admission. Your son/daughter must take the Catholic High School Entrance Exam on (Date of Entrance Exam) to be considered for admission.*



In fairness to families attempting to finance a Catholic high school education, all official financial aid awards must be made available after acceptance but prior to registration. Schools shall not collect any fees of any kind (except for a financial aid application fee paid to an outside company) until the family has been provided their final financial aid package, **unless** the student may be the recipient of a tax credit scholarship, in which case registration may occur and a fully refundable fee collected in advance. Once a financial aid package has been presented, schools may begin to collect registration fees. Registration fees may or may not be refundable based on the discretion of the school leadership and depending upon the specific circumstances.

It is the family's responsibility to provide the required financial information. Parents are expected to meet the financial aid timelines set forth by the high school to receive an award prior to registration. If a parent fails to meet the established financial aid deadlines, schools may ask a family to participate in the registration process (including the payment of registration fees) prior to the award.

5.2 Eligibility for Financial Aid

Financial aid awards shall be made available to all applicants who apply or enroll in the school. In the case of students who are not accepted at their first-choice school, a financial aid package should be offered by the accepting school. Financial aid should be offered to all students as long as the funds remain. However, needs-based financial aid awards are only given to students who qualify based on the family's demonstrated financial need. Other merit-based scholarships may be awarded but these awards must also be made available to the entire student body. Specific criteria for scholarships must be published on the school's website. Curricular and/or co-curricular high school programs offered to elementary students shall not include future high school tuition discounts as participation incentives. Discounts for services shall mirror the high school's financial aid program for current students.

SECTION 6 – IHSA

The high schools agree to adhere to all applicable Illinois High School Association (IHSA) financial aid recruitment rules and regulations to protect prospective students and their families from exploitation. IHSA rules and regulations prohibit the recruitment of grade school athletes and exerting "undue influence." All [IHSA](#) rules and regulations shall be followed, including:

6.1 Financial Awards

Athletic scholarships of any kind are **FORBIDDEN** and may not be offered, promised or awarded. IHSA rules and regulations prohibit:

- Gifts, scholarships, or financial aid for talented athletes;
- Leadership awards that are solely based on athletic ability.

6.2 Off Site Recruiting Events

Recruiting events off site (restaurant, banquet hall, regional parish hall, etc.) are allowed, as long as high schools adhere to applicable IHSA requirements, and the following:

- The entirety of the school's offering is presented, including academic programs and extracurricular opportunities other than athletics.
- An agenda is published, which clearly articulates the topics to be discussed.
- An open invitation exists to all prospective students.
- There is no allusion that the athletic programs at the school are superior to another high school's.
- There is no intimating that attendance at the high school would be more advantageous for the student from an athletic standpoint than at another high school.



- Coaches who serve in multiple roles in the high school as Recruiters, Admission Directors, Teachers or Administrators may attend, however they must represent the school in their non-athletic role without making any references to athletics.
- Coaches who do not serve in multiple roles in the high school as Recruiters, Admission Directors, Teachers or Administrators **CANNOT** be in attendance.

When presenting at off site events, school personnel shall take care not to give even the appearance of violations to the above restrictions. Examples include but are not limited to:

- Bringing a State Championship trophy;
- Wearing any State Championship clothing or paraphernalia;
- Exhibiting any athletic apparel, equipment or awards.

It is recommended (but not required) that high schools inform the Regional Director of Secondary Schools in the Office of Catholic School of the times, dates, and locations of any recruitment events that do not take place on the campus of a school.

6.3 Open Houses

Any coaches may be present at Open Houses conducted at the school. As with the off-site visits, care must be taken to ensure that the entire offering of the school, including academics and extracurricular programs are fully presented to prospective students.

Section 7 – SANCTIONS

It is in the spirit of cooperation and collaboration that these recruitment principles have been created for the benefit of our students and families to ensure a fair playing field for all Catholic high schools in the Archdiocese of Chicago. The sanction process does not serve to punish individuals or schools, but rather to provide a fair, clear and transparent process when violations occur which cannot be addressed or resolved at the local level.

To assist in the investigation and resolution of any violations to the recruitment principles, a special High School Recruitment Sanctions Committee shall be established and members appointed at the discretion of the Superintendent of Schools. Membership shall include representatives of the High School Leadership Council (HSLC), Archdiocesan Principals Association (APA) and the Regional Director of Secondary Schools. All High School Recruitment Sanctions Committee members shall be currently serving as presidents or principals of Catholic schools of the Archdiocese (except for the Regional Director of Secondary Schools). The High School Recruitment Sanctions Committee shall investigate the veracity of the claims and use the following process when applying sanctions.

7.1 Elementary Violation Process

We promote an honest and open dialogue between the parties involved for any perceived or real violations to the recruitment principles. It is expected that an administrator from the high school shall contact the elementary principal directly to discuss his/her concerns. If after this outreach the problem still exists, the following actions shall be taken:

If the school is *Archdiocesan Sponsored* (including all schools affiliated with a parish or parishes), the Superintendent shall take direct action with the leadership of the school to assure that these principles are followed.



If the school is *independent* (non-parochial), the following actions shall be taken:

1. The Principal/President alleging a violation shall issue a formal written complaint to the Superintendent.
2. The Principal/President alleging a violation must produce some form of factual evidence that a violation occurred.
3. The Superintendent (or designee) shall investigate the claim and if it is deemed to be credible shall enact the following sanctions:

1st Offense: The principal of the school shall receive a warning from their Regional Director along with a written copy of the most current recruitment principles highlighting the violation.

2nd Offense: The principal of the school shall receive a written statement from the Superintendent of Schools. This shall be kept on file. Notification of the violation shall be provided to the Office of the Archbishop, HSLC, and APA.

Additional Offenses: Additional documented violations shall result in further action, to be determined by the Superintendent.

7.2 High School Violation Process

We promote an honest and open dialogue between the parties involved for any perceived or real violations to the recruitment principles. It is expected that the following personal conversations regarding violations be held first between the high school and elementary school leadership before a formal complaint is filed following this framework:

- **First contact:** Elementary Principal/HS Admissions Director to HS Admissions Director
- **Second Contact:** Elementary Principal/HS Principal to HS Principal
- **Third Contact:** Elementary Principal/HS President to HS President

If after this repeated outreach the problem still exists, the following actions shall be taken:

1. The Principal/President alleging a violation shall issue a formal written complaint to the High School Recruitment Sanctions Committee.
2. The Principal/President alleging a violation must produce some form of factual evidence that a violation occurred.
3. The High School Recruitment Sanctions Committee shall investigate the claim and if it is deemed to be credible shall enact the following sanctions:

1st Offense: The principal and president of the school shall receive a warning from the Regional Director of Secondary Schools along with a written copy of the most current recruitment principles highlighting the violation.

2nd Offense: The principal and president of the school shall receive a written statement from the Superintendent of Schools. This shall be kept on file and the offending school shall be placed on probation for one year. Notification of the violation shall be provided to the HSLC and APA.

3rd Offense: If another documented violation occurs within the probationary period the school shall lose access to:

- Archdiocesan feeder schools for on-site visits
- Archdiocesan directory of prospective students

Notification of the violation shall be provided to the Office of the Archbishop, HSLC, and APA.

Additional Offenses: Additional documented violations shall result in further action, to be determined by the Superintendent, in consultation with the High School Recruitment Sanctions Committee.

**SECTION 8 – ADMINISTRATIVE RESPONSIBILITIES**

The Archdiocese of Chicago Office of Catholic Schools shall promulgate this document annually for all high school presidents, principals, and admissions directors/recruiters as well as elementary school principals. These principles should be referenced in student handbooks, faculty handbooks, and other such related publications to ensure proper dissemination of this information to all stakeholders. In addition, high school administrators are responsible for discussing these principles with the entire school community, including recruitment staff, athletic staff, alumni/ae boards, booster clubs, parents and other volunteer organizations thereby enforcing their compliance.

SECTION 9 – ANNUAL REVIEW

This document shall be reviewed annually by the officers of the HSLC and APA and amended as needed to better focus on the needs of families and encourage more students to attend Catholic high schools.