

Springfield Catholic High School

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**2011-2012**

Parent/Student Handbook

<b>I. GENERAL INFORMATION .....</b>	<b>4</b>
MISSION STATEMENT .....	4
SCHOOL PRAYER .....	4
PHILOSOPHY.....	5
HISTORY OF SPRINGFIELD CATHOLIC HIGH SCHOOL .....	6
SCHOOL/STAFF CREDENTIALS .....	7
POLICY .....	7
GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS.....	8
RESIDENCE .....	8
RANDOM DRUG TESTING .....	9
TUITION .....	14
TEXTBOOKS AND FEES.....	14
PROCEDURE: NEW/TRANSFER STUDENT .....	15
REINSTATEMENT OF STUDENTS .....	15
<b>II. ACADEMICS .....</b>	<b>16</b>
PROGRAM OF STUDIES .....	16
GRADUATION REQUIREMENTS .....	16
COLLEGE PREP RECOMMENDATIONS & TECHNICAL PREP/WORK RECOMMENDATIONS.....	17
GRADING SCALE .....	17
COURSE LEVEL DESCRIPTIONS .....	17
COURSE WEIGHTS .....	18
SEMESTER FAILURE .....	18
CONTINUANCE OF ENROLLMENT AT SCHS .....	19
INCOMPLETE GRADES.....	19
ADDING AND DROPPING COURSES.....	19
ACADEMIC RECORDS.....	19
RECORD RELEASE .....	20
ACCESS TO RECORDS.....	20
CLASS RANK .....	20
HONORS.....	20
VALEDICTORIAN AND SALUTATORIAN .....	20
SUPERVISED STUDY GUIDELINES.....	21
SEMESTER EXAMS .....	21
ACADEMIC INCENTIVE .....	21
TIPS FOR SUCCESS AT SCHS .....	22
COLLEGE VISITS.....	23
ACADEMIC ADVISING AND TESTING.....	23
<b>III. SCHOOL LIFE .....</b>	<b>24</b>
RELIGIOUS FOUNDATION AND WORSHIP SERVICES.....	24
CHRISTIAN SERVICE RECOGNITION .....	24
COMMUNICATIONS.....	25
CODE OF CONDUCT FOR PARTICIPATION IN STUDENT ACTIVITIES.....	26
CO-CURRICULAR ELIGIBILITY .....	26
ATTENDANCE REQUIREMENTS.....	27
TRANSFER STUDENT’S ELIGIBILITY .....	27
ATHLETIC ELIGIBILITY.....	27
INTERSCHOLASTIC ACTIVITIES .....	27
PHYSICALS.....	27
RECOGNITION: SCHOOL LETTERS .....	27
DANCES.....	28
FACILITIES .....	28
AUDITORIUM.....	28
CHAPEL .....	28
GYMNASIUM .....	29

LIBRARY MEDIA CENTER .....	29
OFFICES.....	29
STAFF - FACULTY ROOMS .....	29
<b>IV. GENERAL REGULATIONS .....</b>	<b>30</b>
ATTENDANCE POLICY .....	30
EXCESSIVE ABSENCES .....	30
ABSENCE POLICY EXCEPTIONS .....	30
ABSENCE POLICY APPEAL PROCESS .....	31
ANTICIPATED ABSENCE: CAUSED BY FAMILY VACATION OR PARENT TRAVEL.....	31
TARDIES .....	31
OFF-CAMPUS PERMITS .....	32
SUPERVISION .....	32
STUDENT DRESS CODE .....	33
<i>Pants &amp; Shorts</i> .....	33
<i>Skirt (for girls)</i> .....	33
<i>Shirts</i> .....	34
<i>Sweaters/Pullovers/Fleece</i> .....	34
<i>Boys</i> .....	34
<i>Girls</i> .....	34
<i>Shoes</i> .....	34
<i>All</i> .....	35
ELECTRONIC INFORMATION RESOURCES GUIDELINES .....	36
<i>Blogs</i> .....	37
<i>Bullying and Cyber bullying</i> .....	37
SAFETY .....	37
<i>Emergency Drills</i> .....	37
<i>Vehicles/Parking Lot</i> .....	37
<i>Bus Safety</i> .....	37
EMPLOYMENT.....	38
FIELD TRIPS .....	38
FUND-RAISING.....	38
HALL PERMITS .....	38
LOCKERS.....	38
LOST AND FOUND.....	38
LUNCH AND CAFETERIA PROGRAM.....	39
VISITORS.....	39
MARRIAGE/PREGNANCY.....	40
<b>V. DISCIPLINARY POLICIES.....</b>	<b>41</b>
STUDENT BEHAVIOR.....	42
<i>Merit/Demerit System</i> .....	42
<i>Fighting</i> .....	42
<i>Obscene/Vulgar Language/Behavior</i> .....	42
<i>Harassment/Abuse</i> .....	43
<i>Bullying and Cyber bullying</i> .....	43
<i>Blogs</i> .....	43
<i>Scandal</i> .....	43
<i>Sexual Misconduct / Public Displays of Affection</i> .....	43
<i>Stealing / Theft</i> .....	43
CHEATING AND PLAGIARISM.....	44
CONSEQUENCES OF POSITIVE DRUG TEST PER POLICY 1.38 – STUDENT DRUG TESTING.....	45
SUBSTANCE ABUSE ON/NEAR CAMPUS .....	46
<i>Tobacco</i> .....	46
VANDALISM .....	47
WEAPONS.....	47

<b>VI. DISCIPLINARY PROCEDURES AND ACTIONS .....</b>	<b>48</b>
CORPORAL PUNISHMENT .....	48
STUDENT-TEACHER CONFERENCE .....	48
DISCIPLINARY PROBATION .....	48
SUSPENSION.....	48
EXPULSION.....	49
DISCIPLINARY APPEAL.....	49
STUDENT USAGE OF ELECTRONIC DEVICES.....	49
2010-2011 BELL SCHEDULE.....	50
<b>VII. ADMINISTRATIVE GUIDELINES.....</b>	<b>51</b>

## I. GENERAL INFORMATION

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### *MISSION STATEMENT*

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The mission of Springfield Catholic Schools is to prepare students, with God's help, to spread the Kingdom of God and to contribute to the world as responsible Christian citizens by providing a caring family environment where the Catholic faith is taught and modeled in an atmosphere of academic excellence.

Our school provides a disciplined environment in which all students are active participants in the learning process that encourages academic excellence. Setting goals and solving problems together provide opportunities for each student to develop into responsible and productive citizens in accordance with individual needs, interests, and abilities. Our graduates will be prepared to accept responsibility and to perform service in a changing global society.

### *SCHOOL PRAYER*

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Good and loving God,  
Thank you for uniting us  
as your Springfield Catholic  
High School family.  
Our family is growing.  
Help us increase  
our care, compassion, and respect  
for ourselves and others.  
Jesus, we trust you will always  
be with us as you promised.  
Jesus, our brother,  
help us to love each other.  
Amen.

## *Philosophy*

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Springfield Catholic High School is part of the educational and spiritual ministry of the Catholic Church and shares in the purpose of all ministries in the Church, to further the work, truth and presence of Christ in the world. SCHS not only assumes the goals of any secular educational institution, but also has a particular religious dimension as well. We are a community of believing young people and adults together pursuing, within the Catholic tradition of faith, academic excellence in an environment where Christianity is taught, experienced and practiced. Within this community, ministry can be given to every aspect of a student's growth.

Springfield Catholic High School emphasizes academic achievement. Since academic achievement is closely related to the background and future plans of each student, the road to academic success may be different for each student. The curriculum, therefore, affords students a choice of courses to meet collegiate, vocational, practical, and spiritual needs. It is designed to develop a broad base of competence in language, speaking skills, mathematics, science, social studies, fine arts, and vocational subjects. Such a program guarantees not only a solid foundation for whatever a student wishes to do after high school, but also broadens his scope for continued learning throughout life.

SCHS recognizes that it supplements and complements parental guidance. The school assumes the responsibility for a core curriculum that is basic to a sound moral development. This moral development can best be accomplished in an atmosphere of mutual respect. Since a student learns through observation, as well as study, a Christian educator is the medium in which the message of Christianity is incarnated. This positive example, based on caring and concern for the individual, creates a Christian environment that reaches far beyond the classroom.

Personal attention in an atmosphere of acceptance and care gives each student the support and freedom to discover his own potential and to develop fully into the person he wishes to become. Spiritual and religious values offer each student a stabilizing point in a changing world -- a purpose for living and dying, a way of being with and for others in service to the Church and to the world. SCHS also is a community of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty. All of society is, thereby, enriched with a citizen able to analyze social issues knowledgeably, ethically, and creatively with historical perspective.

By fulfilling these needs within the faith context of a Catholic school, SCHS hopes to enable students to develop a personal desire for a relationship with God and a commitment to share Gospel values with others. Catholic education provides opportunities for spiritual growth through prayer, study of faith, and service to others. Participation in the faith community at Springfield Catholic High School prepares students for immediate and future involvement in the parish, in the diocese, and in the global church.

## *History of Springfield Catholic High School*

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Springfield Catholic High School (SCHS) is a four-year, co-educational, secondary school under the direction of the Bishop of the Diocese of Springfield-Cape Girardeau. It was established as a parish high school of St. Agnes Parish in 1916, in the old elementary school building with the Sisters of Loretto as teachers. In 1941, the first floor and the gymnasium of the main high school building were erected. In 1954, a second story was constructed. Additional facilities to accommodate an expanding curriculum were added in 1969. When the new St. Agnes Elementary School was completed in 1958, the old grade school building was given to the high school.

In 1957, St. Agnes High School, as SCHS was then known, became a regional high school serving the parishes of Springfield and the surrounding area. Catholic schools were consolidated into the Springfield Catholic School System in 1974, when the school received its present name. The school moved into its new facility on South Eastgate on January 2, 1986. The new facility consisted of approximately 59,600 square feet designed to accommodate 250 students. Over a ten-year period the student population increased to 300 students.

The Springfield Catholic Development Board and Board of Education initiated a capital campaign, "Vision for Tomorrow", to increase the existing school facilities with a new addition of 26,000 square feet. On Friday, August 16, 1996, Bishop John Leibrecht blessed the site for the new phase of growth at SCHS. The new facility and alterations were completed for occupancy for the 1997-98 school year which strengthened Springfield Catholic High School's commitment to its founding purpose as a diocesan regional high school proudly providing an opportunity for Catholic secondary education.

The high school functions as part of the Springfield Catholic School System, under the direction of the Bishop, acting through a local Board, composed of pastors and lay representatives from Catholic parishes in the city. The Director of Springfield Catholic Schools is the chief executive officer of the board and supervises each of the principals in the system, which is composed of one high school and four elementary schools. The principals are the chief administrators in their respective schools, responsible for hiring, supervision of the faculty, planning of curriculum, discipline and public relations.

### *School/Staff Credentials*

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SCHS is an accredited member of The Missouri Nonpublic School Accrediting Association (MNSAA), which is affiliated with the National Federation of Nonpublic School State Accrediting Associations, which is recognized by the United States Office of Education and CASE (Council for the Advancement and Support of Education). The Missouri Nonpublic School Accrediting Association is approved for purposes of teacher certification by the Missouri Department of Elementary and Secondary Education (DESE).

The classroom teacher is the model of the message of Jesus and the heart of the learning process. SCHS is proud of the Christian, university-educated instructors who comprise our faculty. Teachers are certified in their specialty areas by the Missouri State Department of Elementary and Secondary Education (DESE).

Credits earned at SCHS are recognized by all institutions that accept credits from schools accredited by the Missouri Department of Elementary and Secondary Education (DESE).

SCHS is a member of the Secondary Department of the National Catholic Educational Association (NCEA), and the Missouri Council on American Private Education.

SCHS is a member of the Missouri State High School Activities Association (MSHSAA).

Springfield Catholic High School is a member of the Central Ozarks Conference (COC).

### *Policy*

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Springfield Catholic Schools admit students of any race, sex, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, color, nationality or ethnic origin in our admissions policies and/or any other school-administered program. Christian values are taught to all students.

The Springfield Catholic School System attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Students are considered for enrollment when educational resources and programming are available which can address their specific needs and allow them to be successful.

### *Guidelines for Students with Special Needs*

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The goal of educating students with special needs—whether their need relates to academics or health, physical, social, or emotional concerns—is the successful mastery of the regular curriculum in the regular classroom setting.

The Springfield Catholic School System provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools the screening and diagnostic evaluation of students and the development of an Individual Service Plan. Direct special education services are provided by the public school district in which the child resides with input and support from the Springfield Catholic School System.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

The Springfield Catholic School System strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, the Springfield Catholic School System will attempt to assist families in finding appropriate alternatives.

### *Residence*

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Any student attending SCHS is required to be living with one of the following:

- the student's parent(s)
- a legal guardian
- a person who has been given the power of attorney by a natural parent (According to Missouri statute, Sec. 475.024, RSMO1994, a parent of a minor child may delegate to another individual, for a period of one year, any of the parent's rights, including the care and custody of the minor child, with the exception of consenting to marriage or the adoption of a minor child).
- A written notification is to be on file, which identifies the residence of the student. Should a student be living with anyone other than one of the above-stated parties, the student will be suspended according to procedures of the local school policy.

***Random Drug Testing***

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In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School has adopted policy 1.38 – Student Drug Testing. Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

Title of Policy

**STUDENT DRUG TESTING**

**1.38**

Approval Date: April 14, 2005

Review Date: February 23, 2009

Revision Date:

Policy Statement

Springfield Catholic Schools will enforce a mandatory, random drug testing program for all students who attend Springfield Catholic High School. Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

Title of Policy

**GUIDELINES FOR STUDENT DRUG TESTING  
1.38A**

Approval Date: April 14, 2005

Review Date: February 23, 2009

Revision Date: October 12, 2006 (School Board informed)

STATEMENT OF PURPOSE AND INTENT

Springfield Catholic High School recognizes that drug use is one of the most serious problems confronting our community. In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School adopts Policy 1.38 - Student Drug Testing, and the following guidelines for drug testing both enrolled and newly enrolling students.

The mission of Springfield Catholic High School includes “providing a caring family environment where the Catholic Faith is taught and modeled.” Maintaining a drug-free environment is essential for accomplishing this mission. Our students must be kept safe from both illegal drug use and its consequences. Our school should present to the community a clear witness of our Catholic commitment to avoiding the use of drugs.

Our Catholic Faith also teaches compassion. The intent of the following guidelines, therefore, is not to punish but to encourage students to make the choice to be drug free. The intent is also to help those students who have made incorrect choices learn better choices for the future.

These guidelines provide a minimum of intrusion into the lives of the majority of students; provide encouragement to overcome or avoid temptations for students who may be faced with improper choices; provide the opportunity to change for those students who choose to make incorrect choices; and provide a safe environment for all students who choose to be drug free by setting up consequences for the students who either have trouble with drugs or refuse to change.

#### DRUG TESTING CONSENT FORM

Each student of Springfield Catholic High School will receive copies of the “Student Drug Testing” policy, “Guidelines for Student Drug Testing,” and “Student Drug Testing Consent” form. The policy and guidelines will be read and the consent form signed and dated by the student and parent/s or custodial guardian/s prior to the student’s admission to Springfield Catholic High School. This signed consent will remain in effect for the duration of the student’s attendance at Springfield Catholic High School, as will the results of all drug tests. Each student is subject to the random drug testing guidelines. Students must return the “Student Drug Testing Consent” form to the high school prior to admission to Springfield Catholic High School. Any student who does not return the required form by this time will not be admitted to Springfield Catholic High School.

#### DEFINITIONS

Academic/Athletic Activities and Competitions – any activity or sport subject to MSHSAA rules, sponsored by Springfield Catholic High School, or requiring attendance by a designated representative of the high school. Students will still be expected to attend all practices but may not compete or perform. Participation in graduation-related activities is suspended at the time of a second or third offense.

Drug Use Test – scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.

Alteration - the process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to insure the integrity of samples. The test provides information on the possible alteration of urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution, or the addition of drug-test interfering substances.

Illegal Drugs - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Positive Test Result - when referring to a drug test administered under these guidelines, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion - a suspicion based on specific personal observations concerning the appearance, speech or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based

on personal knowledge, shall constitute reasonable suspicion.

### PROCEDURE

Students will be required to provide urine samples as follows:

1. Upon enrollment at Springfield Catholic High School, at the principal's discretion.
2. On a random selection basis, during the regular school year. Total number of tests will approximate student population. Students absent on the day they are chosen for random testing will automatically be placed in the next test pool without notification of the initial missed testing.
3. At any time as requested by the principal, based on reasonable suspicion of illegal drug usage.

Any drug test required by Springfield Catholic High School under the terms of these guidelines will be administered by, or at the direction of, a professional laboratory chosen by Springfield Catholic High School, using scientifically validated toxicological methods. The professional laboratory will be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. School personnel intimately involved with the drug testing program will be trained to insure that end. The test specimen will be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the specimen in a private restroom behind a closed door. The monitor will wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If, at any time during the testing procedure, the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time indicating an attempt to tamper with the specimen or otherwise interfere with the monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test-altering substance, Springfield Catholic High School may send the sample to the drug lab for more specific and accurate tests regardless of whether the initial test is negative. If the initial drug test is positive and the student/parent/s or custodial guardian/s contest the result, the student/parent/s or custodial guardian/s may request the screening agency to confirm the result by a different test of the same specimen. The family will be responsible for attendant expenses. The second test will use gas chromatography/mass spectrometry technique. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has a positive result, the laboratory will contact the screening agency and solicit any information on medication which would create a positive test. The screening agency will confirm the positive result and contact the principal with the results.

### CONFIDENTIALITY

Test results will be kept in confidential files separate from a student's other educational records and released to school personnel only on a "need to know" basis. If a student tests positive in a drug use test, a copy of the results will be provided to the administrator and to the parents.

### CONSEQUENCES

The results of all drug tests will accrue throughout the student's attendance at Springfield Catholic High School. Any student who tests positive in a drug-use test under this procedure will be subject to the following restrictions:

#### First Offense

1. The student will be suspended from participation in all academic/athletic activities and competitions for twenty-eight (28) school calendar days.\* Suspension will begin at the time of the confirmed positive test.
2. The student and parent/s or custodial guardian/s will participate in an evaluation/counseling program as approved by the principal. The family will be responsible for attendant expenses.
3. The student and parent/s or custodial guardian/s will agree to drug retesting, length between tests to be determined by the participating certified, drug-testing agency counselor. The family will be responsible for attendant expenses.

\*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

#### Second Offense

1. The student will receive an out-of-school suspension for five (5) days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments. The student can then earn the grade that she/he would have earned through the original activity.
2. The student will be suspended from participation in all academic/athletic activities and competitions for fifty-six (56) school calendar days.\* Suspension will begin at the time of the confirmed positive test.
3. A conference that includes the high school principal, the parent/s or custodial guardian/s, the student, and the certified, drug-testing agency counselor will be held prior to the student's return following the five-day, out-of-school suspension.

\*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

#### Third Offense

1. The student will be expelled from Springfield Catholic High School in accordance with the policies of the Diocese of Springfield-Cape Girardeau. Expulsion waives any right to confidentiality per the Missouri Safe Schools Act.

### RETEST AFTER SERVICE OF SUSPENSION

A student who has tested positive and has fulfilled the applicable consequences will be

required to undergo one or more additional drug-use tests at the expense of the student, parent/s or custodial guardian/s to determine whether the student is no longer using illegal drugs before he or she may rejoin any academic/athletic activity or competition.

#### REFUSAL TO SUBMIT TO DRUG USE TEST

Refusal to submit to any of the aforementioned required drug use tests will be taken as an indication of positive results. Consequences will be enacted as described above.

#### APPEAL PROCEDURE

The above described consequences will take effect at the time of the confirmed positive test result. Parent/s or custodial guardian/s may appeal the results within five (5) working days. This appeal should be made to the high school principal.

If an appeal is made, the principal will solicit any explanation of the positive result. If the student asserts that the positive test result is caused by other than consumption of an illegal drug, then the student/parent/s or custodial guardian/s will be given ten (10) working days from the date of the appeal to present evidence of such to the principal. If the appealing party either fails or refuses to present any evidence within the ten (10) day period, any right to further appeal the positive result will be deemed waived.

Springfield Catholic High School will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The principal will make a decision within five (5) working days of presentation of the student's evidence.

Initiating appeal procedures does not suspend imposition of the consequences listed above while the appeal process is ongoing.

### *Tuition*

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Please refer to School Board policies: 1.21, 1.22, and 1.23 for all information related to tuition or contact our Central Office at: 865-5567. School Board policies can be found by visiting: <http://www.scspk12.org/policy/index.php> .

### *Textbooks and fees*

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Textbooks are furnished by the school for student use. Once a textbook is assigned to a student it is considered a loan. The student to whom the textbooks are issued is responsible for returning them to the school. If books are lost, stolen, damaged, etc., the student must pay replacement cost.

Replacement Costs will consist of:

\$100 for hardcover textbooks

\$65 for paperback textbooks

Some courses also necessitate supplemental textbooks and fees for materials (i.e. Publications, Theology, Consumer Education, and English).

Additional fees are assessed for graduation, transcripts (no charge for current SCHS students), and field trips/retreats.

Students must also provide their own consumables and personal materials, i.e., paper, locks, notebooks, pens, funds for printing documents, etc.

### *Procedure: New/Transfer Student*

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All students 9-12 will be admitted on a probationary basis. Students who are currently enrolled in one of the Springfield Catholic Schools are not considered transfer students.

Transfer students will be admitted on a probationary status for 90 attendance days starting with the first day of attendance. Anytime during the probationary period the administrator may:

- a) remove the probationary status of the student
- b) extend the probationary status of the student
- c) dismiss the student from school

- The Transfer Student form will be completed prior to registration.
- An evaluation form must be completed by the school last attended.
- Parents/Guardian must sign a "Permission to Release Records" form requesting records from the previous school.
- The administrator will conduct an interview with parent(s)/guardian(s) and student.
- The administrator, coordinator of special services, academic advisor and other appropriate personnel may contact the former school(s) regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
- All medical records required by the state and federal government must be in place and on file with the school nurse prior to enrollment and attendance.
- The student's most recent grades will be reviewed during the personal interview. Other records and grades, which are requested, must be made available within a reasonable period of time.
- A student who is accepted is expected to keep pace with normal class work. The student and the parents/guardian share in the responsibility of keeping the student progressing at an acceptable class level.
- The administration makes the decision regarding enrollment and placement.
- Non-English speaking students will be treated as transfer students.

### *Reinstatement of Students*

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A student who leaves the school in good standing may be reinstated if room is available in the given class. Additional deliberation is given to a student who leaves Catholic High a second time, for reasons other than a change of residence, and who requests readmission. Students who are not in good standing at departure are only readmitted on a probationary basis.

## II. ACADEMICS

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### *Program of Studies*

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In planning a high school program of studies, students determine their interests, aptitudes and goals. SCHS offers a curriculum that furnishes a solid foundation for whatever a student might choose to do after high school. Religion, language arts, mathematics, science, social studies, computer skills, fine arts, practical arts and health/physical education form the basic core curriculum which is required of all students. Electives in foreign language, art, music, business skills and practical, vocational subjects allow flexibility in pursuing personal interests and goals. A description of our complete program of studies along with requirements is published on-line in our SCHS Course Catalog.

### *Graduation Requirements*

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<i>COURSES</i>	<i>REQUIRED CREDITS (Class 2010-2011)</i>	<i>REQUIRED CREDITS Class 2012+</i>
Theology	4	4
English	4	4
Social Studies	4	4
Math	2	3
Science	3	3
Speech	½	½
Physical Education	1	1
Health	½	½
Personal Finance	½	½
Economics	0	½
Fine arts	1	1
Computer Applications	½	½
Electives	9	9.5
<b>Total</b>	<b>30</b>	<b>32</b>

### *College Prep Recommendations*

Theology	4 Units
English	4 Units
Social Studies	4 Units
Math	3-4 Units
Science	3-4 Units
Foreign Language	2-4 Units
Speech	½ Unit
Health	½ Unit
Physical Education	1 Unit
Fine Arts	1 Unit
Practical Arts	1 Unit

### *Technical Prep/Work Recommendations*

Theology	4 Units
English	4 Units
Social Studies	4 Units
Math	2-3 Units
Science	3 Units
Speech	½ Unit
Health	½ Unit
Physical Education	1 Unit
Fine Arts	1 Unit
Practical Arts	1 Unit

### *Grading Scale*

#### *11 Point Scale*

Grade	Percent	Grade	Percent	Grade	Percent
4.0 = A	94-100	2.7 = B-	85	1.3 = D+	76
3.7 = A-	93	2.3 = C+	84	1.0 = D	71-75
3.3 = B+	92	2.0 = C	78-83	0.7 = D-	70
3.0 = B	86-91	1.7 = C-	77	0.0 = F	Below 70

Grades are reported eight times a year. Progress reports and Grade Cards are accessible via parent link. A final transcript is mailed home at the end of the school year. At the end of first quarter formal parent/teacher conferences are held to discuss student progress.

SCHS reports GPAs in accordance with the Diocesan grading scale. For consistency and accuracy of reporting students' achievements while students at SCHS, transcript grades will not be converted to any other grading scale. To insure that colleges, universities, and scholarship agencies recognize and reward the Diocesan grading scale, a school profile will accompany all transcripts.

### *Course Level Descriptions*

**Advanced Placement:** Advanced placement students are offered the opportunity to engage in college level study in several disciplines as part of the college entrance examination board's advanced placement program. In order to enroll, students must demonstrate superior aptitude and achievement and a willingness to commit to considerable independent study. *Admissions to these courses are selective; students are required to have a qualifying scores on the PSAT, and have experienced significant academic success in preceding courses.*

**Weighted Courses:** Weighted courses are designed to challenge students who have demonstrated a high level of academic aptitude and achievement. Students should be willing to commit to considerable independent study.

### *Course Weights*

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Weighted courses and Advanced Placement courses are given additional weights to determine grade point averages. Advanced Placement Courses will receive 1.0 extra grade points. Weighted courses will receive .70 extra grade points.

<b>Weighted Courses .70 extra grade points</b>	<b>Advanced Placement Courses 1.0 extra grade points</b>
Pre-Calculus (wg)	English III AP
College Algebra (wg)	English IV AP
Chemistry (wg)	US History AP
Biology II (wg)	Psychology AP
Physics (wg)	Human Geography AP
French III (wg)	Calculus AP
Spanish III (wg)	Biology AP
Art III (wg)	Chemistry AP
	Spanish IV AP
	French IV AP
	Computer Science AP
	Music Theory AP
	Environmental Science AP

### *Semester Failure*

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Each semester stands on its own merit. No yearly average is determined. A failure of either semester results in a loss of credit for that semester. Students who fail a semester of a class necessary for graduation must retake the failed semester(s) in the subsequent summer school or repeat the course the following school year.

**Note:** In grade point averaging, **Summer School** is considered as an additional semester. Therefore, grades earned in Summer School DO NOT cancel or replace an “F” earned during the regular school year. Both the “F” and the passing grade ARE included in the GPA.

### *Continuance of Enrollment at SCHS*

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The following continuance guidelines have been set in order to help the student keep up with the required number of credits to insure graduation in four years:

- Academic Probation – Any student who has two or more F's, all subjects included, in a semester grade report will be placed on academic probation. If two F's or more appear on his/her next semester grade report, the student will be asked to withdraw from the school unless the student takes either a similar course in summer school or a correspondence course and receives credit for the course.
- Credits from Summer School and Correspondence Courses – Up to four credits can be earned over four years with not more than two credits in one year. Correspondence credits and summer school credits may be counted toward graduation requirements with prior approval of the Principal. Grades received from these courses will not be used to improve grade point average.
- Seniors – Seniors who have not met the graduation requirements will not participate in the Graduation ceremony, but will be present for the prayer service, Baccalaureate, Awards assembly, class picture, and Project Graduation. Diplomas will be presented when the required work is completed.

### *Incomplete Grades*

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At the discretion of the instructor, the quarter grade of Incomplete ("I") may be given to a student who has not completed the work required for a course. This work must be completed within 10 school days following that quarter. In the case of the fourth quarter, no incomplete grades are given. **If the work is not completed when due, an "I" grade is converted to an "F",** unless another extension is granted.

### *Adding and Dropping Courses*

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- Classes may be added or dropped from a student's schedule by the completion of a Change of Schedule form in the academic advisor's office and Career Center. The completed form must be signed by the parent and approved by the academic advisor.
- **All changes in the student's class schedule must be approved during the first six (6) class days of a new semester.** Students may not change a course after the first six school days of a semester.
  - **\*Exception:** Students enrolled in an AP course may drop an AP course **and move into a regular section of that course** through mid-quarter of the 1<sup>st</sup> quarter.
- When a student drops a course after the sixth school day of a term the student will receive an "F" on his/her transcript.

### *Academic Records*

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The school office maintains a permanent record of each student's performance at SCHS. These records contain absences and tardies, grades in each course, and standardized test scores. Also included on this permanent record is an indication of how a student terminated his/her career at SCHS, i.e., graduation, withdrawal, or expulsion. Circumstances around termination are included only if clearly pertinent to an accurate academic record. In general, anecdotal notes are not part of permanent files.

Upon request, a parent/guardian may inspect a child's record in the school office. Records of minors are not released to anyone without written authorization from the student's parent/guardian. Students who are 18 years of age may authorize release of their own records.

### ***Record Release***

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All school items must be returned in good condition and all fines and fees must be paid in full before student records and reports are issued. These accounts and items include but are not limited to fines and fees, tuition, textbooks, library materials, uniforms, lunch accounts, and property damage restitution. Report cards, transcripts, diplomas and other student records will be released when all outstanding accounts are cleared.

### ***Access to Records***

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SCHS abides by the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. In these cases, a copy of this decree must be sent to the school.

### ***Class Rank***

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As of July 2009, the practice of reporting class rank has been discontinued at Springfield Catholic High School. Only the ranks of Valedictorian and Salutatorian will continue to be recognized based on the students' accumulative grade point averages at the end of the third quarter of the senior year. Instead of reporting class rank or percentage in class, a student's G.P.A. will be reported on the transcript and a G.P.A. distribution chart will be made available on the SCHS school profile.

### ***Honors***

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In order to recognize the hard work of many of our high-achieving students, Springfield Catholic High School has established the following levels of Academic Honors:

*4.0 or better Summa Cum Laude*

*3.99-3.75 Magna Cum Laude*

*3.50 – 3.74 Cum Laude*

In order to earn academic honors, the student must also qualify for the College Preparatory Certificate. Academic Honors will be announced at the graduation ceremony.

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

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These honors are conferred on students based on outstanding academic work as well as demonstrated leadership qualities and character. Selection of the valedictorian and salutatorian will be determined by an administrative committee based on the student's accumulative grade point averages at the end of the third quarter of the senior year and the depth of leadership and character exhibited over the entire high school career. The valedictorian and salutatorian must have been enrolled at SCHS for at least four semesters, three which must be in junior and senior years. These students must be enrolled in the college-prep curriculum.

### *Supervised Study Guidelines*

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This is a special period for students to study, to receive help from the supervising teacher, and to complete assigned projects.

To establish an atmosphere conducive to study, the following guidelines are to be enforced:

- All students must bring the necessary books and supplies to study halls. No one may go to lockers.
- Respectful silence is to be maintained in the study hall.
- Group study is allowed only with permission of the supervisor.
- Permission from teachers for a student to take tests or work with the teachers must be secured and shown to the study hall supervisor before the student may leave study hall. A written note must be presented. (This includes permission to the media center).
- *Students not studying are expected to volunteer for special projects as needed.*

### *Semester Exams*

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Days are set aside at the end of each semester for examinations. During final exams, SCHS is on a revised schedule and students are required to be in attendance only during their examination time. The schedules are posted in advance throughout the school and on the school's website so students may have time to make necessary adjustments for conflicts, etc. Generally, semester exams compose 20% of the semester grade.

### *Academic Incentive*

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Students meeting the following requirements will have the option of opting out of a maximum of any two semester final exams:

- Currently passing the class for the semester
- Written teacher and parental approval
- Students may not opt out of AP finals

## *Tips for Success at SCHS*

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Teaching and learning self-motivation and self-responsibility are two of the most difficult and challenging tasks of parents, educators, and students. The following are some practical suggestions to help replace an unmotivated student's pattern of failure with a success-oriented cycle leading to achievement and self-motivation.

### **PARENTS:**

1. Students have a hard time being motivated if they are not organized.
2. To be organized, they must know how to manage their time wisely. Take a stand on the value of studying by establishing a regular time and place for home study. SCHS teachers do give homework on a regular basis; therefore, if your son/daughter repeatedly says he/she has no homework, please check into this.
3. Limit the time students devote to television, computer and video games, etc. in order to establish time for study.

### **STUDENTS:**

4. Keep an assignment notebook in which daily assignments are written. Complete assignments and turn them in on time. Teachers may require after-school study if work is not turned in.
5. Always read the textbook explanation of each section before and after it is explained in class. You will be better prepared to participate in the discussions and to ask questions about the parts you do not understand.
6. Take clear notes in class and write down ideas the teacher illustrates on the board.
7. Don't hesitate to ask questions in class and outside of class. Each teacher has times available for you to get outside help if you need it.
8. To earn your best scores on tests:
  - review notes, handouts, textbooks, and objectives several times before the day of the test to relax, increase confidence, and reduce anxiety.
  - review material with another student after you have studied it yourself.
  - get a good night's sleep before the test.
  - during the test, read the directions and questions and then reread them to avoid misinterpretation.
  - do not spend too much time on any one question.
  - When you get the test back, find out the correct answers.
9. Attendance and punctuality are very important. Avoid scheduling doctor and dentist appointments during any class period in which you find the material especially difficult.
10. When you must be absent, it is to your advantage to find out what you missed, and then to take the responsibility to see your teacher about making up what you missed. It is recommended that you contact classmates who have taken thorough notes during class to get copies of those notes.
11. Working too many hours at a job will negatively affect your grades and your learning. Research says grades begin to slip when teens put in 20 hours a week, or more, on their job.

*The above suggestions will increase the student's interest in school and result in academic achievement and success.*

## *College Visits*

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Juniors/Seniors may have *two* days per year for a pre-approved college campus visit. In order for the college visit to be approved, the attendance office must be notified one week in advance of the visit. The student must also present the attendance office with a letter of verification from the college with the date(s) the visit occurred.

## *Academic Advising and Testing*

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SCHS has an academic/college advisor who is available to help students plan their academic programs. The academic advisor also administers standardized tests, oversees requests for schedule changes, and assists students with scholarship applications and college financial aid forms, administers the vo-tech program, schedules college presentations and distributes information regarding career education. With the assistance of administration, the department coordinates the following testing program:

### **9<sup>th</sup> grade**

- EXPLORE (9<sup>th</sup> grade level ACT)

### **10<sup>th</sup> grade**

- PLAN (10<sup>th</sup> grade level ACT)
- PSAT/National Merit Scholarship Qualifying Test (practice only)

### **11<sup>th</sup> grade**

- PSAT/NMSQT
- ACT (American College Test)
- SAT (Scholastic Aptitude Test)
- ACRE Assessment Test (National Catholic Educational Association)

### **12<sup>th</sup> grade**

- ACT /SAT

### III. SCHOOL LIFE

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#### *Religious Foundation and Worship Services*

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Springfield Catholic High School exists to provide a Gospel-based education built on a relationship with God and neighbor, through experiences of prayer, community and service in our Catholic tradition.

Masses, Communion services and prayer services are celebrated throughout the school year. Opportunities for the communal celebration of the Sacrament of Reconciliation are offered periodically. All students also participate in regular service activities and in an annual retreat.

**CAMPUS MINISTER**—The Campus Minister is responsible for the pastoral leadership of the campus faith community in an academic setting. This includes liturgy and music, faith formation, social ministry, pastoral care of students, faculty, and staff.

*All students attending SCHS will attend and fully participate in all religious activities offered as part of our school program.*

#### *Christian Service Recognition*

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Students at Springfield Catholic High School perform a minimum of 60 hours of Christian service over a four-year period as part of the Theology curriculum. They also engage in theological reflection in a written format once a year and verbally several times throughout the school year. Guided by the spirit of our mission statement, outstanding Christian service will be celebrated and recognized by our school community with the establishment of three levels of recognition.

Level 1	120 hours of service
Level 2	240 hours of service
Level 3	360 or more hours of service

Every student has a service portfolio in which these hours are recorded and tallied. These portfolios also contain their written theological reflections. The theology department will continue to be responsible for maintaining records of service performed by every student. At the time of graduation, those students who have attained one of the above levels will be recognized with a medallion or cross (or some other appropriate award) at the academic awards night or at graduation.

## *Communications*

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- The school system's website address is [www.scspk12.org](http://www.scspk12.org) . The school reserves the right to use student pictures and or names in publications and on the school's website. Any parent who does not wish his or her child's picture and or name used must notify the school principal in writing.
- Each month, a letter from the principal, a monthly calendar, a listing of activities and sporting events are published on the high school web page. ([www.scspk12.org/schs1](http://www.scspk12.org/schs1) ) Parents and students are encouraged to check the school website for announcements, coming events and special activities.
- It is presumed that students are aware of any announcement presented on the P.A. system. Any posted signs are to be respected. Graffiti and marring of signs are not tolerated. Nothing may be posted on the bulletin board or in the hallways without permission from administration.
- Students and/or parents discuss any concerns regarding grades, disciplinary action, class curriculum, etc., directly with the course instructors. If a concern remains unresolved, the student/parent may speak with the academic advisor. Administration should be the final stage of student-teacher concerns. The advisor or principal may suggest a joint meeting between student/parent and teacher to resolve concerns.
- In the area of athletics, the starting point to discuss a student difficulty is with the coach. If the difficulty persists, the athletic director may be contacted. Administration is again the final person to see regarding such difficulties.
- A respectful attitude and a private place are required for such conversations. With these two givens, most situations can be resolved in a calm, just way in a spirit of Christian charity, where all parties learn and grow. Teachers and coaches are not obligated to explain every decision, grade, rule, etc.

### *Code of Conduct for Participation in Student Activities*

Participation in student activities is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct that promotes the best interests of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activity, the school and the community.

Student activities at Springfield Catholic High School provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development of students they must necessarily be of secondary importance. Regular classroom work must come first.

**Students who attend Springfield Catholic High School should model Christian conduct and decorum while at school, during all school-sponsored events, and/or when representing our school.**

When students attend events/activities as representatives of Springfield Catholic High School, their conduct not only reflects on themselves and their families, but also on the entire school and Church community. Hence, behavior outside of school which harms the image of our school or displays attitudes which are contrary to Catholic beliefs and practice may result in disciplinary action. (See *Disciplinary Policies*).

### *Co-curricular Eligibility*

To participate in **any** co- curricular activities the following standards must be met:

- Meet all academic, age, transfer, residency, etc., requirements of the Missouri State High School Activities Association (MSHSAA) and SCHS in co-curricular activities regulated by the association including but not limited to: interscholastic athletics, music, speech and debate, clubs and organizations.
- In accordance with MSHSAA guidelines a student must successfully complete a minimum of 4.0 credits per semester to maintain eligibility.
- Students with two or more failing grades at the end of first quarter, first semester, third quarter, or second semester **are not** eligible for participation in any co-curricular activities for the next quarter.
- If a student earns two failing grades in the second semester, he/she is academically ineligible for the first quarter of the next year, unless credit is earned in summer school.
- Any senior that fails to successfully complete a graduation requirement will become ineligible immediately.
- Agree to actively participate on the team/organization.
- Agree to abide by all rules established by the advisor/coach.
- Is a good citizen of the school as determined by the administration, in consultation with faculty members.

### *Attendance Requirements*

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A student must attend a full school day in order to practice or participate in any of the day's co-curricular activities unless he/she has been excused by the building administration.

### *Transfer Student's Eligibility*

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In order to preserve our eligibility for inter-scholastic competition, SCHS abides by the rules of MSHSAA concerning transfer students. In certain situations, students transferring from another secondary school might be ineligible to participate in interscholastic varsity competition for one calendar year from the time of enrollment at SCHS. **Eligibility must be investigated, not assumed.** Students with questions concerning their eligibility should contact the athletic director or the principal.

### *Athletic Eligibility*

---

SCHS is a member of the Missouri State High School Activities Association (MSHSAA) and subscribes to the association's athletic eligibility rules. The MSHSAA has eligibility rules governing transfer students, age, physicals, academic requirements, etc., which are followed by our school in order to participate in their interscholastic events, i.e., speech, drama, music, sports, etc. Questions regarding eligibility should be directed to the faculty sponsor/athletic director, academic advisor, or administration. Eligibility rules are published and are available to students and parents.

### *Interscholastic Activities*

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SCHS participates in interscholastic volleyball, football, cross-country, tennis, basketball, baseball, track and field, golf, cheerleading, soccer, vocal and instrumental music and forensics. The administration reserves the right to cancel any sport due to a lack of interest/participation, financial considerations, MSHSAA rulings and/or lack of qualified personnel to coach.

### *Physicals*

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The MSHSAA by-laws provide that a student shall not be permitted to practice or compete for a school until it has verification that he/she has a physician's certificate, basic athletic insurance coverage, and a parent/guardian's permission to participate in interscholastic activities. A physical at the beginning of the year is sufficient for all seasons of the year unless a serious physical problem is detected.

### *Recognition: School Letters*

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School letters may be earned for participation in music, debate, athletics or other MSHSAA programs.

## *Dances*

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Only SCHS students and their dates are admitted to dances. All are expected to follow these rules:

- A student must attend a full school day on the day of the dance or, if it falls on Saturday, must attend the previous full school day.
- Students who receive Saturday school detention or suspension will not be allowed to attend the next school dance.
- Students are to come into the dance promptly, and not loiter in the parking lot.
- Food and drink may not be brought into the dance.
- Students must wear appropriate attire.
- Smoking or use of any tobacco product is never permitted on campus (including at dances).
- School policy on controlled substances is in effect at all times including at dances.
- When a student leaves a dance, he/she may not return.
- Inappropriate displays of affection are not allowed at dances.
- All dances end by 11:00 pm. Except Junior-Senior prom which will end at midnight
- Lent is a time of sacrifice and an inappropriate time for a dance.

## *Facilities*

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The school building receives a great deal of wear and tear with over 330 students using it every day. Each student can help keep the wear and tear to a minimum by properly disposing of trash; keeping shoes clean; putting lunch trays, silverware, milk cartons, etc., in their proper location. Students are held responsible for any damage they cause. Malicious vandalism is handled by administration. Any damage should immediately be reported to the main office, administration and/or the maintenance department. **Food or drink is not allowed in the chapel, library, study hall, or computer labs at any time. (The only exception is water).**

## *Auditorium*

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The auditorium is a comfortable space for school productions, assemblies and meetings. Students are expected to sit like ladies and gentlemen in the auditorium, e.g., feet on the floor, no legs over the seats, etc. All activities in the auditorium are scheduled through the administrative offices.

## *Chapel*

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Located across from the main office, the chapel and reservation chapel provides a haven for prayer, quiet reflection, class Masses and/or prayer services. The Blessed Sacrament is reserved here; hence, Jesus is present at all times. Remembering that the chapel is the house of God, we always enter it with respect and greet God, the "owner and resident" of this holy space. Actions when in the chapel must speak of devotion and praise of God.

## *Gymnasium*

---

All activities in the gym are scheduled through the administrative offices. Students are not allowed in the gym unless under the direct supervision of a teacher/coach. Street shoes are not to be worn on the gym floor during physical education classes, athletic practices and events. Gym shoes are needed for these times. **Students may never work out alone in the weight room, because of safety constraints. A teacher/coach must be present.**

## *Library Media Center*

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The media center/lab is open from 7:00 a.m. until 3:30 p.m., Monday through Thursday and 7:00 a.m. until 3:15 p.m. Friday. (The LMC is not open after school on early release days.) Upon receipt of the signed Acceptable Use Policy, each student is given computer privileges and allowed to check out library materials and use the computer network in the school. (See Electronic Information Resources Guidelines)

Students may check out books for 3-week periods. Two renewals are allowed unless another person reserves the book. In certain instances, teachers may place materials on reserve within the library. These materials will not circulate during high demand. Students are responsible for returning materials in a timely manner and in good condition. Fines will be assessed on overdue materials and **replacement/repair cost will be assessed for lost/damaged items**. All materials should be returned and fines paid before the last day of classes.

## *Offices*

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Students are welcome in school offices at any time, especially when they need to conduct school business. Most business, except emergencies, should be handled before school, at lunch or after school, not during class. Students may use the telephones in the offices for any necessary calls to parents.

## *Staff - Faculty Rooms*

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Equipment located in faculty workrooms is for **faculty/staff use only**. This includes but is not limited to photocopiers, computers, vending machines, and telephones.

## IV. GENERAL REGULATIONS

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### *Attendance Policy*

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Regular and punctual attendance is required of each student enrolled in the school system. A student who is truant from school or absent from school without a satisfactory excuse can be subject to disciplinary action by the school administrator. A comprehensive system of attendance records will be maintained by the school for each student.

Students who are absent are asked to observe the following regulations:

- On the day of the absence, a parent/guardian must telephone an excuse to the school office by 8:00 a.m. otherwise; office personnel will contact the parent to certify that the absence is legitimate.
- On the day the student returns to school, he/she must bring a written excuse signed by a parent/guardian. The note should include the student's full name, date of absence, reason for the absence and a signature of the parent/guardian. (Any absence not confirmed through the administrative offices is considered truancy and may result in disciplinary action.)
- The absent student is responsible for contacting his/her teachers to determine what assignments must be made up. The student has the total responsibility for making up work missed.
- A student who becomes ill during the day must report to office personnel so a parent/guardian can be notified. Students are not allowed to leave school without first checking out through the office.
- A student must attend a full school day in order to practice or participate in any of the day's co-curricular activities unless he/she has been excused by the building administration.
- *Any student who needs to miss school hours for medical care must submit a note from the medical office within 24 hours of their return to school. If a note is not received within 24 hours the absence will be counted as unexcused and penalties will be administered accordingly. Phone calls or notes from parents will not suffice for a physicians' note. A note from the medical facility/physician is required before a student may participate in any extracurricular activities.*

### *Excessive Absences*

---

Students are permitted a maximum of ten (10) absences per class per semester. **A SCHS student who accrues eleven absences may forfeits his/her credit for that class.**

A warning letter will be sent home after the 7<sup>th</sup> absence from school. Excessive absenteeism may result in dismissal from school.

### *Absence Policy Exceptions*

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- Approved, school-sponsored, out-of school activities (i.e., field trips, sporting events, etc.) are not counted as absences for purposes of the "Excessive Absence" policy above.
- Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception. A physician must verify all such conditions in writing.
- The parent/guardian of a student who must miss more than ten sessions of any class due to hospitalization, prolonged illness or other good cause should request an exception to the "Excessive Absence" policy in writing prior to the absence taking place.

### *Absence Policy Appeal Process*

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If loss of credit automatically results due to excessive absence, a student may appeal by contacting the principal in writing. Written documentation and explanation for the exception are the responsibility of the student. Students who have accrued ten absences may appeal:

- because excessive absences are for a good reason
- to obtain an extension of the number of absences allowed before credit is lost
- for other appropriate relief within the context of this policy.

### *Anticipated Absence: Caused by Family Vacation or Parent Travel*

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Springfield Catholic Schools discourages absences due to family vacations or parent/guardian travel and strongly urges parents/guardians to give serious consideration to the consequences for the student. **When such an absence must occur, the responsibility for completing assignments missed rests solely with the student.**

Informing SCHS of a decision to take a child out of school is the parent's/guardian's responsibility. The procedure is as follows:

- A note must be sent to the office no closer than one week before the first day of the anticipated absence. This note is initialed and dated by the principal indicating that the school has been informed of this absence. This note is then placed in the student's attendance file.
- The student must notify his/her teachers of the coming absence no closer than one week before the first day of the anticipated absence.

### *Tardies*

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Punctuality is a habit every individual should strive to develop. Except in emergencies, students must be with assigned teachers at the beginning of each class period.

- Students are responsible for knowing and complying with class and school tardy regulations/consequences. Tardies are recorded in the office and by the teacher and posted via parent web. Students who are tardy should report directly to the career center. Students who are more than 30 minutes late are considered absent for the entire period.
- Chronic tardiness adversely affects a student's learning and possibly his/her academic grade. Tardies will count toward detention time on a **semester basis**.
  - 1<sup>st</sup> Offense (3 tardies) 1 hour of detention from 6:55-7:55 AM on specified day and \$10.00 fine
  - 2<sup>nd</sup> Offense (6 tardies) 2 hours Saturday school detention from 8:00-10:00 a.m. and \$15.00 fine
  - 3<sup>rd</sup> Offense (9 tardies) 3 hours Saturday school detention from 8:00-11:00 a.m. and \$20.00 fine. Automatic probationary status and a **mandatory conference between administration and parent/guardian regarding student's future at Springfield Catholic High School**

### *Off-campus permits*

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Students are not permitted to leave the school grounds during the school day without the approval of custodial parent(s) or guardian(s) and school officials. Normally, parental permission must be in writing except in cases of emergency. Any oral parental permission accepted must later be confirmed in writing. Students must obtain off-campus permits prior to leaving school. These permits are issued following this procedure:

- The student presents the written parental excuse to office personnel before 8:00 a.m. on the day of his/her anticipated absence. The student is given a permit, which should be presented to his/her instructor before leaving school.
- A student going to a medical/dental appointment should return with written confirmation supplied by the doctor/dentist. (Normally, a student should not miss more than two hours of class for a medical/dental appointment.)

### *Supervision*

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The SCHS office is normally open from 7:30 a.m. - 3:30 p.m. each school day. Classes begin at 8:00 a.m. and dismissed at 3:00 p.m. on Monday through Friday. There is a 2:00 p.m. dismissal on some first Fridays of the month. (See the school calendar for additional early dismissal days). Students arriving before 7:30 a.m. or staying after 3:30 p.m. must be receiving instructional help from a teacher, studying/working quietly in the media center or participating in extra-curricular activities. Students arriving earlier or staying later should remain outside the building or, during inclement weather are seated in the cafeteria or in the main corridor. The school is not responsible for students who arrive before 7:30 a.m. or stay after 3:30 p.m., unless they are being supervised by a teacher/coach.

## *Student Dress Code*

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Springfield Catholic High School believes very strongly in the strict enforcement of a student dress code for the following reasons:

1. A uniform appearance gives students a feeling of equality, provides a visible sense of school unity and identity, and contributes to the professional atmosphere that should exist in a school.
2. To provide a uniform appearance in order to promote Catholic school identity and a sense of community.
3. To reduce competition among students based on physical appearance.

It is the responsibility of the student and parent to insure that proper attire before the arrival at school. All students need to be in uniform upon arrival to school and remain in uniform throughout the school day. (A.M. weight training and first block physical education are the only exceptions.) The school administration reserves the right to deem clothing inappropriate or immodest at its discretion.

Any student not in uniform may be issued a demerit and/or be sent home to change into uniform. Should this occur, parents will be notified and any class time missed will be unexcused. The consequences for an unexcused absence will be followed.

## *Pants & Shorts*

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- Color: Solid Tan or Solid Navy
- Pockets: Inside only. NO external pockets, similar to jeans, where material is sewn on the outside of the pant leg. The maximum number of pockets is four—2 front and 2 back.
- Legs: No frays or hand cut parts. Slits at the bottom of the leg must not exceed 3 inches. Pants must be hemmed and above the sole of the shoe.
- Style: No cargo, corduroy, sweatpants, leggings, tights, gauchos, denim or hip huggers. No rivets, drawstring or short styles. Pants must fit properly. Baggy or sagging pants are not permitted.
- Shorts must be knee-length.

## *Skirt (for girls)*

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- Skirts must be solid colored tan or navy skirt, purchased only through the uniform vendor (Anna Sophias).
- Skirts should be worn around the waist, not the hips, and should not be more than three inches off the floor all the way around when kneeling.
- Girls wearing a skirt which is too short will be asked to wear a skirt from the attendance office for the remainder of the day and asked to have the skirt hem lowered or the skirt replaced if necessary.
- Solid-colored white or navy footed tights or solid white or navy ankle socks may be worn with skirts.
- Boots may NOT be worn with skirts.

## Shirts

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- White, green, navy, or yellow polo, short or long-sleeved, with Springfield Catholic High School logo or school organizational logo embroidered on the left chest are acceptable.
- Until the 2012-2013 school year, students may continue to wear the school polos that have the school crest on them that were sold in a variety of colors, however, our vendors will no longer produce shirts in this style.
- Students may wear short-sleeved white t-shirts under polos.

## Sweaters/Pullovers/Fleece

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- Organizational pullovers approved by the administration may be worn over school polos.
- Solid-colored navy or green ½ or full zip fleece jackets with the Springfield Catholic High School logo may be worn.
- *Hooded sweatshirts may NOT be worn.*
- Jackets, coats, and sweaters or sweatshirts (other than those described earlier) may NOT be worn in class.
- Sweaters, pullovers, and fleece are to be worn and not tied around the waist or neck.

## Boys

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- No “extraordinary” belts or other accessories will be allowed. Belts are to be traditional with a buckle. Chains, hooks, keys, rings, excessive necklaces or bracelets, or any such items hanging from the person are not permitted.
- Gentlemen shall be clean-shaven. Beards, mustaches, and extremes in grooming and hair color are not allowed. Hair extremes/bushy hair/pony tails are not acceptable. Hair should be short, neat, clean, and clear of eyebrows, off the collar, and off or clear of the cheeks. Sideburns may not extend onto the cheeks or face or below the earlobe.

## Girls

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- No scarves, wide belts, or other accessories are allowed. Traditional belts must be worn.
- Jewelry and hairstyles should be modest and tasteful. Extremes in grooming and extremes in hairstyles are not allowed.
- Camisoles or tank tops hanging below the un-tucked uniform shirt are strictly prohibited.
- Only ears may be pierced.

## Shoes

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- Shoes must have an enclosed heel. Any sandal worn must have a strap around the heel. NO EXCEPTIONS. Slip on footwear like flip-flops, rubber sport sandals, mules, and slip on tennis shoes, slippers, and moccasins are all examples of improper footwear for school.
- Boots may be worn only with pants.

- Students are to be neatly dressed and well groomed when arriving, attending, and leaving Springfield Catholic High School.
- Extremes in personal appearance are not permitted.
- Decisions on the acceptability of student appearance will be made by administration.
- Sunglasses, hats, armbands, wallet chains, or other accessories are not to be worn during school hours or as part of the uniform.
- No nose rings, tongue studs, spacers, or other piercings are allowed.
- No visible tattoos or ink markings on the skin are allowed.
- No hats allowed in the building.
- Back packs and duffle bags must remain in the locker during the school day.

Adherence to the dress code is a condition of attendance at SCHS. It is assumed that students and parents accept this provision, so excuses will not be considered. Students may receive demerits and/or be sent home due to dress code violations to change into school uniform. Should this occur, parents will be notified and any class time missed will be unexcused. The consequences for an unexcused absence will be followed.

It is possible to receive multiple demerits simultaneously if in violation of two or more appearance code rules.

## *Electronic Information Resources Guidelines*

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Computer and electronic information services including the Internet are available to students at our school. Springfield Catholic High School strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. Springfield Catholic High School will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students teachers, and parents.

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will decide what appropriate use is. The administration of Springfield Catholic High School may deny, revoke, or suspend specific user accounts at any time it deems necessary. Inappropriate use includes, but is not limited to these violations:

- \*using the network to send or receive email during the school day for **non-academic use**
- \*\*using the network for commercial activities for profit or product advertisement
- \*using copyrighted material in reports without permission
- \*using the system for illegal purposes
- \*degrading or disrupting equipment or system performance
- \*using the network to access a file that contains pornography or racist content
- \*using the network to send/receive inflammatory messages
- \*vandalizing the system and/or damaging the software components
- \*using the network to improperly access, misappropriate, or misuse the files, data, or information of others
- \*using the network to send/receive a message that is inconsistent with the school's code of conduct
- \*using the network to send/receive messages that are sexist and contain obscenities
- \*using the network to provide addresses or other personal information that others may use inappropriately
- \*using the network for sending and receiving a large number of personal messages
- \*using the network for chat rooms and instant messaging

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to disciplinary action or prosecution.

When signed by you and your guardian/parent, it becomes a legally binding contract. We must have your signature and that of your guardian/parent before we can provide you with an access account. If any user violates these provisions, access to the computer/electronic information services may be denied and you will be subject to disciplinary action.

## Blogs

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Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## Bullying and Cyber bullying

---

Springfield Catholic High School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest**) face detention, suspension, and/or expulsion

## Safety

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### Emergency Drills

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Earthquake, fire and tornado drills are held throughout the school year. Notices are posted in every classroom and throughout the building which give directions on the proper procedures to follow in case of emergency.

### Vehicles/Parking Lot

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All drivers must drive safely and exercise special caution when on SCHS property and entry roads. Further, drivers are expected to park their vehicles in an orderly manner. Students may park in any space in the east parking lot except those designated for handicapped or reserved areas. Students are NOT permitted to park in areas outside of the marked parking spaces. Upon arrival, students must come into school promptly, and may not linger in the parking lot. After entering the building, students may not return to their cars without permission from office personnel. *Students who violate these provisions may receive demerits and/or have their campus driving privileges revoked.*

### Bus Safety

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SCHS maintains a bus for student-activity use. The bus is scheduled through the athletic director. Bus rules are as follows:

- a) The bus driver is in charge of the bus and is assisted by coaches/advisors and/or chaperones.
- b) No "horse play" is allowed.
- c) No glass containers/bottles may be brought on the bus.
- d) Students use the front door to enter and exit the bus.
- e) The emergency exit, located in the back of the bus, is only used in emergencies.
- f) Students may not stand up or walk around in the bus while the bus is in motion.
- g) Nothing is ever thrown from the bus.
- h) Hands, heads, feet, etc. must remain inside the bus (not hanging out the windows.) Any student who rides the bus to a school activity must return from that activity on the bus, unless direct parental contact is made with the advisor/coach on the bus.
- i) Voices, music players, mps3, etc. are to be kept at a reasonable volume.
- j) Students must clean the bus upon return. A trash container will be provided for this purpose.
- k) Students close the windows before exiting the bus.

### *Employment*

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Students at SCHS must give priority to academic endeavors and extra-curricular activities. High school students have a whole lifetime for gainful employment, but only four years to academically prepare themselves for post-secondary studies and to participate in extracurricular activities, i.e., clubs and sports. In general, student employment is discouraged during the school year, especially on school nights. Students should never work more than 20 hours per week during the school year. Student employment is not a legitimate excuse for missing homework assignments, absence from class or detention.

### *Field Trips*

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Field trips are to be of educational value and directly related to the curriculum. Field trips are privileges afforded students by administration and teachers. Students do not have a right to a field trip and can be denied participation if they fail to meet academic and/or behavioral requirements. Students must also have written permission of a parent/guardian in order to participate in a trip. The only overnight field trip will be for MSHSAA approved activities. Permission forms are provided by the school.

### *Fund-Raising*

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All activities for raising money for class or school projects must have the advanced approval of the sponsor and administration. All money must be deposited in the school account for the particular class or organization.

### *Hall Permits*

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Students need a pass, signed by a teacher/staff member, to leave the room during regular class time. Students are normally not to be in the hallways during instructional periods. Class is not the time to use the restroom, go to lockers, handle office business, use the telephone, etc. Blatant disregard for this policy will result in disciplinary referral.

### *Lockers*

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Academic and athletic lockers are available for students' use. Lockers ***are to be locked at all times*** for the protection of students' belongings.

***Locks for student lockers ARE MANDATORY. Any locker without a lock will be given a demerit.***

Students should never store cash or expensive items in their lockers. The ***school assumes no liability*** for anything damaged, lost or stolen from lockers. These lockers are the property of the school and may be searched at anytime by school personnel with the permission of school administration. The Springfield Police Department may also search lockers upon administration request or when a valid search warrant is presented.

### *Lost and Found*

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A box is kept in the maintenance room for items which have been found. Students who misplace belongings are urged to check this box. At the end of each quarter, unclaimed items are given away.

### ***Lunch and Cafeteria Program***

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Catholic High participates in the federal school lunch program. A nutritious lunch is available each regular school day. Lunches and milk prices are adjusted annually. A la Carte items from the cafeteria meals are usually available for purchase by students. Prices vary with the particular food item. Students may bring sack lunches and buy milk or juice. ***No outside lunches from restaurants or fast food establishments may be brought into the school by visitors.***

Students proceed immediately to the cafeteria when dismissed from class for lunch **even if they do not plan to eat**. Seniors are permitted to eat their lunch in the alcove outside the cafeteria (this is a privilege, not a right). All other students must eat in the cafeteria, seated at tables. Students may only leave the cafeteria during lunch with the permission of the cafeteria supervisor. Lunch time is not "open" at SCHS. Therefore, students may not leave the building/campus to purchase lunch or to sit in their cars.

Lunch menus are published monthly and posted near the cafeteria door and on the school's website. Parents who wish to participate in the federal free and reduced lunch program may apply at registration or at any time in the school office, in accord with eligibility guidelines. The cafeteria manager determines the eligibility status of applications. The principal serves as the hearing officer if parents wish to contest the ruling. All federal free and reduced lunch program application information remains confidential.

### ***Visitors***

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Visitors are to be directed to the office, where they will check in and receive a visitor's pass. Visitors will check out when leaving.

No student is to be called on by visitors without the approval of the administration. Students are instructed to inform their friends who do not attend Springfield Catholic that school hours are not visiting hours. If a visitor refuses to leave promptly when asked, the Springfield Police Department will be contacted.

### *Marriage/Pregnancy*

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Married students may enroll in Springfield Catholic High School with permission of administration. Situations involving pregnancy, paternity or civil marriage is decided by administration in accord with church teachings and diocesan and local policy.

If a student enrolled in Springfield Catholic Schools becomes pregnant, the student or parents will be required to inform the principal. If necessary, a plan will be developed to help the pregnant student continue her academic studies. The student and the father (if a student of Springfield Catholic High School) will be permitted to complete their education. The principal and faculty will work in a compassionate way with the student(s). Appropriate counseling shall be obtained for their psychological, physical and spiritual well being in accord with the Church's teachings.

A pregnancy may affect the completion date for graduation requirements. Students are given a reasonable time period to make up incomplete course work, due to pregnancy or postpartum. Such situations are determined on a case-by-case basis, by the principal in consultation with the faculty.

Springfield Catholic High School believes in the unborn's right to life and supports the parent-students in any way possible. Blatant violations of the church's teaching, which result in an abortion, are dealt with on a case-by-case basis. All policies of the Diocese of Springfield-Cape Girardeau, the Missouri Catholic Conference and Springfield Catholic School System will apply.

## V. DISCIPLINARY POLICIES

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*No handbook can anticipate and address every situation that may arise. The administration at SCHS reserves the right to make decisions regarding circumstances not addressed in the handbook.*

Discipline is crucial in creating an environment for learning. Discipline is the atmosphere we create: respect for the teacher, respect for other students, and most of all, the student's respect for him or herself.

*Respect for others is a Christian value of high priority at SCHS.* Respect and courtesy for students should be expressed by being friendly and considerate of the rights of others, by not monopolizing a class and by refraining from boisterous conduct.

Respect and courtesy for teachers should be expressed by greeting all teachers, yielding teachers the right of way, helping a teacher carry a load when necessary, not inspecting the items on teachers' desks, and not eavesdropping or interrupting conversations.

## *Student Behavior*

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### Merit/Demerit System

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This system is used in an effort to emphasize the importance of positive behavior and deter those behaviors which negatively affect the school climate. The system is designed to reward those students who exhibit extraordinarily positive behaviors and to deter those whose behavior violates school rules. Demerits may be issued at any time on school premises and/or at school activities on or off campus by any SCHS faculty or staff member. Merits will be rewarded throughout the year with special activities and recognition. Demerits are accumulated on a semester basis. Behavior violations impacting negatively on school climate will result in the issuance of one demerit per incident. These include but are not limited to: dress code, food and/or drink in classrooms, labs, auditorium, chapel, and library; language infractions, disruptive behavior, insubordination/disrespect, dishonesty, misuse of computers and truancy (not being where you are supposed to be). Consequences for demerits are as follows:

- 3 demerits: 1 hour detention served from 6:55-7:55 AM on specified day; \$10.00 fine
- 6 demerits: 2 hours Saturday school detention to be served from 8:00 – 10:00 a.m. with a \$15.00 fine
- 9 demerits: 3 hours Saturday school detention to be served from 8:00 – 11:00 a.m. with a \$20.00 fine
  - Automatic probationary status with a **mandatory conference between administration and parent/guardian regarding student's future at Springfield Catholic High School.**

Arrangements to attend detention are scheduled through the principal's office. *Detention/Saturday School takes precedence over any other school activity or outside employment and fines are due at the time of serving.* During detentions or Saturday School assigned for behavioral issues students may be required to assist the custodial staff or administrators with a variety of cleanup projects. The following behaviors **may** result in demerits being issued, but will ultimately require stronger punishment depending on the severity and frequency of the action:

### Fighting

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Disagreements should be handled in a Christian, non-violent manner. Students who engage in physical fighting are referred to the Principal. Fights may result in suspension or possible expulsion from school.

### Obscene/Vulgar Language/Behavior

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Any language, act, remark, expression, gestures or behavior that is offensive to Christian modesty and decency is not permitted. Students who use such expressions are subject to suspension or expulsion.

## Harassment/Abuse

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Christian language and behavior are expected at SCHS. Any form of physical, verbal and/or sexual harassment of students, faculty and/or staff are not tolerated during school or at school-related functions. Harassment/abuse includes, but is not limited to: name calling; insults; teasing; taunting; deliberate pushing and shoving; unwelcome touching; threats; insults; sexual jokes, stories, gestures, notes, letters, graffiti; staring at another's body; mimicking; damaging or destroying another's property; knocking books and/or materials from another's arms; kicking, violating a locker, taking another's books, clothing, etc. A student who feels he/she is being harassed/abused should immediately notify the administration or a faculty member of incidents and of the parties involved. Persons who harass/abuse others are subject to suspension or expulsion.

## Bullying and Cyber bullying

---

Springfield Catholic High School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest**) face detention, suspension, and/or expulsion.

## Blogs

---

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter, Ning, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## Scandal

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Any behavior inside or outside of school that causes scandal or embarrassment to the school may be reason for suspension or expulsion.

## Sexual Misconduct / Public Displays of Affection

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Christian standards of morality and appropriate public conduct are a must at Springfield Catholic High. Actual or simulated conduct which violates the standards of Christian sexual morality or any inappropriate displays of public affection between students are not tolerated on the school campus or at any school sponsored activity/event.

## Stealing / Theft

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Respecting the property of others is expected. Students who steal violate this respect and are subject to suspension or expulsion. The dishonest student is also responsible for full restitution of stolen items.

## Cheating and Plagiarism

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Cheating and plagiarism are not tolerated. (Plagiarism is a stealing the words, ideas, etc., of another and using them as one's own. Persons who plagiarize do not give proper credit for the ideas or quotations of others.) Students caught cheating, in any way; automatically earn a "0" on the assignment, project, quiz and/or test in which they were dishonest. Students who assist others in cheating earn the same grade. A student earns a "0", in the case of plagiarism.

Plagiarism can be avoided by using quotation marks around any phrase, sentence or paragraph that is directly taken from the work of another, regardless of the source, and by giving credit to the source of the information. Students have a responsibility for taking accurate notes, checking with instructors for citation methods or clarification of procedure, consulting with manuals if necessary, and carefully proofreading their own work. They should also leave ample time for the completion of assignments so that they are not tempted to cheat or make careless mistakes.

Because of easy accessibility to and "borrowing" of electronic and other forms of information, plagiarism has become a major educational concern.

Plagiarism arises out of the following research/writing/homework activities:

- deliberate incorporation (or cutting and pasting) of another source's material— words, pictures, ideas, theories, products—without proper acknowledgement of that source
- accidental incorporation (or cutting and pasting) of another source's material— words, pictures, ideas, theories, products—caused by unprofessional research and/or writing
- intentional or unintentional copying/sharing of peer work (daily assignments, presentations, PowerPoints, in-class work, etc.)

Because plagiarism is both ethically and legally wrong, none of these activities is acceptable in the classroom – for any reason. Following are the consequences of a detected plagiarism (In the case of a plagiarized daily assignment, consequences will apply to both parties):

- A grade of F on the assignment/project (including PowerPoint) No option of redoing the assignment/project
- A demerit for Academic Dishonesty
- Possible refusal of a faculty letter of recommendation for college applications

### *Consequences of Positive Drug Test Per Policy 1.38 – Student Drug Testing*

The results of all drug tests will accrue throughout the student's attendance at Springfield Catholic High School. Any student who tests positive in a drug-use test under this procedure will be subject to the following restrictions:

#### First Offense

4. The student will be suspended from participation in all academic/extra-curricular activities and competitions for twenty-eight (28) school calendar days.\* Suspension will begin at the time of the confirmed positive test.
5. The student and parent/s or custodial guardian/s will participate in an evaluation/counseling program as approved by the principal. The family will be responsible for attendant expenses.
6. The student and parent/s or custodial guardian/s will agree to drug retesting, length between tests to be determined by the participating certified, drug-testing agency counselor. The family will be responsible for attendant expenses.

\*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

#### Second Offense

4. The student will receive an out-of-school suspension for five (5) days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments. The student can then earn the grade that she/he would have earned through the original activity.
5. The student will be suspended from participation in all academic/extra-curricular activities and competitions for fifty-six (56) school calendar days.\* Suspension will begin at the time of the confirmed positive test.
6. A conference that includes the high school principal, the parent/s or custodial guardian/s, the student, and the certified, drug-testing agency counselor will be held prior to the student's return following the five-day, out-of-school suspension.

\*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

#### Third Offense

2. The student will be expelled from Springfield Catholic High School in accordance with the policies of the Diocese of Springfield-Cape Girardeau. Expulsion waives any right to confidentiality per the Missouri Safe Schools Act.

#### RETEST AFTER SERVICE OF SUSPENSION

A student who has tested positive and has fulfilled the applicable consequences will be required to undergo one or more additional drug-use tests at the expense of the student, parent/s or custodial guardian/s to determine whether the student is no longer using illegal drugs before he or she may rejoin any academic/athletic activity or competition.

## REFUSAL TO SUBMIT OR ALTERATION TO DRUG USE TEST

Refusal to submit to any of the aforementioned required drug use tests or the process where an individual attempts to interfere with testing results will be taken as an indication of positive results. Consequences will be enacted as described above.

## APPEAL PROCEDURE

The above described consequences will take effect at the time of the confirmed positive test result. Parent/s or custodial guardian/s may appeal the results within five (5) working days. This appeal should be made to the high school principal.

If an appeal is made, the principal will solicit any explanation of the positive result. If the student asserts that the positive test result is caused by other than consumption of an illegal drug, then the student/parent/s or custodial guardian/s will be given ten (10) working days from the date of the appeal to present evidence of such to the principal. If the appealing party either fails or refuses to present any evidence within the ten (10) day period, any right to further appeal the positive result will be deemed waived.

Springfield Catholic High School will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The principal will make a decision within five (5) working days of presentation of the student's evidence.

Initiating appeal procedures does not suspend imposition of the consequences listed above while the appeal process is ongoing

## *Substance Abuse on/near Campus*

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SCHS maintains a drug-free environment for students and staff. Students must report to school in a drug-free condition, except when under a physician's or parent's care. Students requiring medication must bring a written note from their physician and/or parent/guardian stating the need for such medication. All medication is to be brought to the office for storage during the school day. Students are not to carry medication with them unless a physician's order so states.

SCHS gives the same consideration to persons with chemical dependency as with any other health problem. *Seeking assistance or being referred does not jeopardize a student's continuing education here. However, decreased performance, behavioral problems and/or poor attendance may.*

## Tobacco

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The use, possession, sale and/or transfer of any tobacco product by students is prohibited on the school campus, in the surrounding neighborhood, at any school-related function and results in a referral to the principal. Repeated use, possession, sale and/or transfer will result in detention, suspension, or expulsion.

### ***Vandalism***

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Respect for school property and the possessions of others is in accord with our Christian beliefs. Students who vandalize school property or the property of others are referred to the administration. External investigative and enforcement methods will be used. Serious or repeated acts of vandalism will result in detention, suspension, or expulsion. Students who vandalize property will also be expected to make full restitution for damages done.

### ***Weapons***

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In order to provide a safe environment, the possession of firearms or weapons, including concealed weapons, by a person, student or adult, or in a vehicle, on the premises or property located, leased, or used by Springfield Catholic Schools is prohibited. This penalty shall not apply to duly authorized law enforcement officers. Penalties shall be in accordance with state and local law and Diocesan guidelines. Anything, which can be construed as being a weapon, will be confiscated and suspension or expulsion will result. In accordance with the Missouri Safe Schools Act, *possession or use of a weapon or anything that could be used as a weapon* (see Missouri Safe Schools Act for definitions) is grounds for a minimum suspension of one year.

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## VI. Disciplinary Procedures and Actions

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### *Corporal Punishment*

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SCHS believes that corporal punishment is an inappropriate means of discipline and is ineffective in changing behavior. Diocesan policy discourages the use of corporal punishment and its use is prohibited at SCHS.

### *Student-Teacher Conference*

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When a student's behavior becomes problematic in school, the teacher and/or supervisor points out the behavioral concern, the change which is expected of the student and the procedures/consequences which follow if the student's conduct does not improve. Close communication between parent and teachers, regarding problems, is strongly urged. Often, misbehavior is a clue to a deeper problem. The teachers work closely with community agencies as needed.

### *Disciplinary Probation*

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A student is automatically placed on disciplinary probation after suspension. Serious continual behavior violations, i.e., blatant disregard of school rules chronic disrespect, actions leading to suspension, or community service, etc., may indicate a student's choice to be placed on disciplinary probation by administration. In general, probation is considered only in serious situations and is a premonition of pending expulsion if behavior is not corrected. Administration notifies and meets with the student and a parent/guardian. A statement of probation/a behavior contract, which clearly states the terms and conditions of probation, is discussed and signed by the student, parent/guardian and administration. A student's failure to fulfill the terms of the contract results in suspension or expulsion.

### *Suspension*

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Consequences for serious disciplinary violations may include exclusion from regular classes for a period up to ten school days. Student behavior may warrant suspension from class, as determined by administration.

Possible causes for suspension may include but are not limited to:

- open defiance of school authority
- striking a teacher or other school personnel
- possession of or consumption of an alcoholic beverage at school or a school-related function
- possession of or use of a controlled substance at school or a school-related function
- possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- any verbal threat, or physical threat of violence
- truancy – a pupil who stays away from school without parental or school permission

## ***Expulsion***

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In extreme cases when student conduct threatens the physical or moral welfare of someone in the school community or when seriously inappropriate behavior warrants, administration may be forced to ask a student to find another school. The time of expulsion may be for the remainder of the school year or permanently. Parents are notified of the decision in writing.

Possible causes for expulsion include but are not limited to:

- civil marriage
- selling of a controlled substance at school or a school-related function
- for a second offense during the school year for either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or school-related functions
- for a violation for which there were two disciplinary suspension during the school year
- for any other conduct or activity of a serious nature that is considered harmful to the school's reputation or well-being

## ***Disciplinary Appeal***

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Through the principal, a student whose behavior has forced probation, suspension or expulsion may request a hearing before the Director of Springfield Catholic Schools. The director's decision may be further appealed to the Springfield Catholic School Board. The school board's decision is final and binding on students and parents.

## ***Student Usage of Electronic Devices***

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In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, Springfield Catholic High School prohibits students from using cell phones during class times anywhere on the school premises. During school hours students are only allowed to use their cell phone between classes, during passing periods. Use of cell phones for emergency purposes or for the accommodation of a disability must be authorized by administration and documentation carried by the student. Students are allowed to use electronic music devices (i.e. iPod) during study halls, but only for the purpose of listening to music; students are not allowed to play games or utilize any phone type function (placing calls, texting, internet browsing) via an iPod, iPhone, or other electronic music device. Students who break the electronic devices usage policy will be subject to the following disciplinary actions:

- ***1st offense*** Student will serve 1 \*detention.
- ***2nd offense*** Student will serve 1 two hour \*Saturday school detention.
- ***3rd offense*** Student will serve 1 three hour \*Saturday School detention.
  - ***\*See explanation of detention under Merit/Demerit system page 37.***

If a cell phone is confiscated during a quiz, test or exam, the student may be subject to more serious disciplinary consequences.

**2011-2012 Bell Schedule**

7:45 BELL RINGS TO ALLOW STUDENTS TO THEIR LOCKERS

7:55 BELL RINGS FOR STUDENTS TO GO TO THEIR FIRST PERIOD CLASS

**--A/B Day Schedule--**

Block 1	8:00 AM	9:15 AM	<b>LUNCH</b>	
Block 2	9:20 AM	10:35 AM	<b>Period 1</b>	<b>11:07-11:30</b>
<b>Block 3</b>	<b>10:40 AM</b>	<b>12:20 PM</b>	<b>Period 2</b>	<b>11:32-11:55</b>
Block 4	12:25 PM	1:40 PM	<b>Period 3</b>	<b>11:57-12:20</b>
Block 5	1:45 PM	3:00 PM		

**--C Day Schedule--**

**EARLY RELEASE DAY/ALL SCHOOL MASS**

Block 1	8:00 AM	8:56 AM		
Block 2	9:01 AM	9:57 AM	<b>LUNCH</b>	
Block 3	10:02 AM	10:58 AM	<b>Period 1</b>	<b>11:03-11:28</b>
<b>Block 4</b>	<b>11:03 AM</b>	<b>12:24 PM</b>	<b>Period 2</b>	<b>11:28-11:53</b>
Block 5	12:29 PM	1:25 PM		

**\*ALL SCHOOL MASS 1:30- 3:00**

## **VII. ADMINISTRATIVE GUIDELINES**

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All local guidelines, policies and regulations contained in this parent-student handbook are subject to the Diocesan Catholic School Manual. During the school year, Springfield Catholic High School reserves the right to revise, update and/or add to guidelines, regulations and/or policies included in this parent-student guide. Parents will be given prompt notification through email communication.

**Revised 06/11**