

# **Racine St. Catherine's**

## **Grades 6-12**



# **Family Handbook**

**2015-16**

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## School Mission

St. Catherine's educates students in the Catholic faith, fostering an environment of academic and behavioral excellence to create lifelong learners and globally responsible citizens.

~Racine St. Catherine's Mission Statement

## The Angel Way

**The Angel Way** is used as a simple guideline to gauge if one is compatible with SCHS expectations. It is the standard for all behavioral activity by which all those associated with the institution are held accountable, both on the school campus and in the community at large.

### Faculty & Staff will:

- ❖ Pray every day.
- ❖ Support Dominican mission & Catholic Church.
- ❖ Provide a safe and caring learning environment.
- ❖ Dress & act professionally.
- ❖ Model respectful behavior.
- ❖ Return most phone calls/emails within one work day (24 hours).
- ❖ Keep grades and assignments updated on PowerSchool.
- ❖ Be available to meet face to face with students & parents.
- ❖ Support and follow all school policies.

### SCHS Students will:

- ❖ Be on time.
- ❖ Be respectful to others, property and to themselves.
- ❖ Attend weekly prayer service or Mass.
- ❖ Dress appropriately (see handbook).
- ❖ Live an alcohol and drug free lifestyle.
- ❖ Work closely with SCHS faculty to do their best.
- ❖ Participate in service leadership activities.
- ❖ Be honorable. Tell the truth.

### Parents will:

- ❖ Model publicly a strong faith life & support Dominican mission.
- ❖ Support an alcohol and drug free lifestyle for their child.

- ❖ Read and adhere to family handbook and other school policies.
- ❖ Use PowerSchool to follow their child's academic progress.
- ❖ Contact SCHS teacher/staff directly to address any problems.
- ❖ Support SCHS with time, talent, treasure & prayer.
- ❖ Meet with teaching staff at least once a year.
- ❖ Keep tuition payments up-to-date.

## **BRIEF HISTORY OF ST. CATHERINE'S HIGH SCHOOL**

In the fall of 1864, the Racine Dominican Sisters opened a day and boarding school for girls on property they purchased at Twelfth Street and Park Avenue. The school was named St. Catherine's Academy. In 1874, the Academy was chartered by the State of Wisconsin, with the power to confer academic honors.

In 1907, the facilities of the Park Avenue building were no longer able to accommodate all the young ladies who made application for study there. Accordingly, the Sisters erected a boarding school, known as Holy Rosary Academy at Corliss, (Sturtevant), Wisconsin; day students continued to attend St. Catherine's Academy. Holy Rosary was closed in 1917.

Enrollment kept increasing at St. Catherine's and in 1923 the Sisters announced plans for the building of a new school at the Park Avenue site. Barry Bryne, a noted Chicago architect who had been a student of Frank Lloyd Wright, was hired as architect of the building. While the construction was in progress, a delegation of boys from St. Rose School's eighth grade class called on Mother Romana and pleaded for permission to enroll at St. Catherine's. Mother Romana was touched by their pleas and thus St. Catherine's became a coeducational institution in the making, and building plans were redesigned to accommodate the boys.

A statue of St. Thomas Aquinas, the great Dominican saint and scholar, was enshrined in a niche above the main entrance, for the institution was originally to be named in his honor being known as St. Thomas High School. The academy girls, however, prevailed upon authorities to retain the name of St. Catherine's.

On May 21, 1924, Archbishop Sebastian Messmer of Milwaukee presided at the dedication of the new school, which opened its doors in the fall of that year. The Rev. William P. McDermott was appointed the first president of the school.

During the second year of the school, the students selected as their school colors the black and white of the Dominican Sisters. They named their school paper the Shield, a title suggested by the Dominican Shield.

In the fall of 1945, in order to accommodate all the students seeking admission, St. Catherine’s inaugurated a double-shift schedule. Excavation for a new wing was begun in March 1947, and Archbishop Kiley of Milwaukee dedicated the building extending 175 feet south on Park Avenue in August 1949.

The lot on the east side of Park Avenue is now used as an athletic field by the school. It was given to the school to use when the Dominican Sisters built their new motherhouse, Siena Center, and had the old convent building which stood on that property demolished.

The North Central Association has accredited St. Catherine’s High School since 1937.

## School Information and Personnel

St. Catherine’s High School  
1200 Park Ave.  
Racine, WI 53403  
Phone: 262-632-2785  
Fax: 262-632-5144

**Main Office**

Main office hours:      School days.....7:00 a.m. to 3:00 p.m.  
   Summer hours.....8:00 a.m. to 2:00 p.m. Mon-Thu.

*The office is closed Saturday, Sunday, and Holidays*

**Administrative Staff**

*Administrators and Directors may be contacted at the school during the office hours listed above*

President	Christopher Olley
Principal	Betty Hunt
Assistant Principal	Russell Tillmann
Dean of Students	Mark Duckworth
Vice President of Finance/Technology	Nancy Kost
Vice President of Advancement	Tim Weiss
Director of Admissions	Angela Peterson
Director of Informational Technology	Zac Pawlowski
Director of Athletics & Activities	John Johnson
Director of Guidance	Kari Stankowski
Director of Campus Ministry	Fr. Allen Alexander

## SECTION ONE: Admissions Policy

**PURPOSE:** To establish a set of consistent practices and policies applied to all students who request admission to St. Catherine’s High School.

Students are considered officially enrolled when all following application requirements are met. The designated enrollment date is Angel Preparation Day where students receive the final course schedule, locker assignment, student ID card and the iPad with installed textbooks.

### Incoming 6 – 12 Grade Students

- A. All incoming 6 - 12 grade students who wish to attend St. Catherine’s will be considered for admission thru June 30 for the upcoming school year (enrollments thereafter must follow the transfer student process). If circumstances exist that would significantly prevent the student from being successful at St. Catherine’s, admission can be denied for non-choice students. The decision to deny can be made by the Admissions Director and appeals will be directed to the Principal. Conditions may require the student to interview with the Principal or Assistant Principal for final consideration. Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving denial notification. The Principal will respond to the appeal within 72 hours of meeting with the parents and child.
- B. All 6 – 12 grade students wishing to attend St. Catherine’s are required to complete the following for consideration: Online Enrollment Application, Report Cards for current and the prior school year, Recommendation Form and complete a Shadow Visit. Additionally, high school applicants are required to take a placement test. Upon acceptance, the Tuition Payment Agreement and tuition deposit will be due for non-choice students. Parent and student are required to attend a scheduled expectation presentation by school leadership.
- C. If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. The terms will be outlined by the Admissions Director and the Assistant Principal or Dean of Students will monitor the terms during a student’s first semester.

## Transfer and Re-Enroll Applicants

- A. Any student wishing to enroll after July 1 for the upcoming school year will be considered a transfer student.
- B. Students transferring from another high school must attend St. Catherine's a minimum of two consecutive semesters to be eligible to receive a diploma from St. Catherine's. No transfers will be allowed during a student's senior year, including out-of-town transfers. This does not apply to choice students.
- C. St. Catherine's upholds the suspensions and expulsions of any school. Students admitted with suspensions will be subject to serve the remaining time of a suspension. Students with expulsions will *not* be admitted to St. Catherine's. Students who have been previously expelled will be dismissed on Angel Preparation Day, the designated enrollment day.
- D. Transfers and re-admit applicants must provide the following for admission: Enrollment Application, Report Cards for current and the prior school year, Recommendation Form and participate in a daylong Shadow Visit. Additionally, high school applicants must take a placement test. Upon acceptance, the Tuition Payment Agreement and tuition deposit will be due.
- E. All prospective transfer and re-admits are subject to a review by the Admissions Director. The Admissions Director review can include, but not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, Student Survey, Recommendation, comments (first or second hand) from any prior school personnel, or any other materials relevant for admission.
- F. If circumstances exist that would significantly prevent the student from being successful at St. Catherine's, admission can be denied. The decision to deny can be made by the Admissions Director in consultation with the Principal. The Admissions Director may require the student to interview with the Academic Administration for final consideration. Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving denial notification. The Principal will respond to the appeal within 72 hours of meeting with parents and child. This does not apply to choice students.
- G. If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. The terms will be outlined by the Admissions Director and the Assistant Principal will monitor the terms during a student's first semester.
- H. Prior student classes and credits will be listed on the SCHS transcript; however, grades from courses outside SCHS will not be factored into the students SCHS grade point average (GPA).

## Home Schooled Students

Home schooled students follow the regular admissions procedures as outlined in Admissions Procedures including testing for placement in courses at St. Catherine's.

St. Catherine's may grant a diploma to a home schooled student, if the home school curriculum fulfills requirements for graduation from St. Catherine's, and if the student successfully completes a minimum of two consecutive semesters as a full time student at St. Catherine's. The two semesters must be the senior year semesters.

WIAA regulations require that a student be enrolled full time at St. Catherine's High School in order to participate in sports. Participation in other extracurricular events at St. Catherine's requires full time enrollment.

## **Withdrawal Process**

A family wishing to voluntarily withdraw their child from St. Catherine's will need to contact the Admissions Office to begin the process. Before records will be released to a student's new school the following responsibilities will need to be complete:

1. Return of the iPad, charger and satchel supplied by St. Catherine's.
2. Clean out student's locker.
3. Financial closure with the Business Office. (This does not apply to choice students.)
4. Submit the online Withdrawal & Release of Records form.

## **SECTION TWO: Academics**

Academics are central to life at St. Catherine's High School. Each person should strive to be a life-long learner, and study at the high school level continues to lay the foundation for that goal. Each student has the opportunity to acquire a breadth of knowledge as well a variety of skills that enhance learning. A student who emphasizes a strong participation in the academic life of the school is carrying forward the mission of the school being "committed to gospel living, lifelong learning, and a life of leadership and service in society.

### **Academic Requirements (Grades 9-12)**

Students must be enrolled as full-time students for four years i.e. taking a minimum of 6-7 credits each year, in order to complete graduation requirements. There may be rare exception to this rule. Students, while in attendance at St. Catherine's, must take all required courses at St. Catherine's. All exceptions will be dealt with directly by an administrator, Registrar, Counselor, the student and his/her parents. Request for this exception must be made in writing to the lead administrator.

Students must successfully complete a minimum of twenty-four credits in order to receive a high school diploma from St. Catherine's High School; the pupil's academic performance and recommendation of the teacher's results in receiving a diploma. Starting with the class of 2017 this requirement will be 27 credits. Specific requirements for graduation are listed in the Course Selection Guide. All credits are given by the semester, ½ credit for each course which meets five times weekly for one semester in length.

Students who do not satisfy the requirements for graduation may not be allowed to participate in the commencement ceremony. To be eligible to receive a diploma from St. Catherine's, students transferring from a local high school must attend St. Catherine's a minimum of two consecutive semesters as a senior. This does not apply to choice students.

## Course Information

For each course the student is to receive a Course Information Sheet or have access to one on PowerSchool. Some detail is given as to course content and expectations regarding attendance, behavior, assignments, and participation. Other information includes testing, grading procedures and items pertinent to the course. Parents/guardians are urged to review all course syllabus sheets of their son/daughter early in each semester.

## Course Selection Guide

Policies and information stated in the Course Selection Guide are a part of the Family Handbook. Course Selection Guide can be found at [www.saintcats.org](http://www.saintcats.org) under the Current Families tab.

## Service Requirement for Graduation

In keeping with the Catholic, Dominican mission of St. Catherine's, all students are required to complete service work outside of school hours. Service is at the core of what the Racine Dominicans represent to this community, and is instilled in the school through the four pillars. For all students service hours are a general graduation requirement, and an S or U will indicate successful completion on the transcript. Requirements are detailed below and reflect the needs and limitations of each grade level. Theology/Religion teachers will advise students and answer questions that individual students may have. Campus Ministry will publicize opportunities as they become available, but students are responsible for seeking their own service opportunities. If a student is unsure if the service they have chosen will count they should check with their Theology/Religion teacher before completing the hours; teachers will see administration should any further review be needed. Service done during Week with a Purpose is separate from the graduation requirement. Service requirements for NHS (National Honor Society) are also separate from graduation requirements. Up to half of a student's requirement can be completed over the summer prior to the year of requirement.

### Grade 6-8 Students:

- 6<sup>th</sup> grade students are required to complete 8 hours of service per school year.
- 7<sup>th</sup> grade students are required to complete 10 hours of service per school year. A timesheet verifying service hours and reflections required for 6<sup>th</sup> and 7<sup>th</sup> grade students. These will be assigned and monitored by their Religion teacher.
- 8<sup>th</sup> grade students are required to complete 12 hours of service per year. A timesheet verifying service hours will be required, as well as a one-page reflection paper of their service experience throughout middle school. These items will be assigned and monitored by their Religion teacher.

Note: 8<sup>th</sup> grade students who wish to participate in the HALO service recognition program will need to complete an additional 12 hours of service and construct a creative display showcasing their service experience. 8<sup>th</sup> graders who complete this extra requirement will receive a HALO pin and special recognition at the 8<sup>th</sup> grade graduation ceremony.

Please know that more types of service will be allowed for our middle school students to account for limited transportation abilities at these grade levels – helping an elderly neighbor or family member, parish work, participating in the Soles for Catholic Education Walk, etc.

Grade 9-12 Students:

- Freshman and sophomore students are required to complete 8 hours of service per semester. A time sheet verifying service hours and a reflection paper will be required – documentation monitored by the student’s Theology teacher during the assigned semester.

For these students, more types of service will be allowed to account for limited transportation abilities at this level – helping an elderly neighbor or family member, parish work, Black and White Ball etc. Additionally, freshman and sophomores may complete up to half of the year’s requirement over the summer prior to the start of school.

- Juniors are required to complete 10 hours of service per semester (if the student has both Theology classes in a single semester the service requirement is still per semester). A time sheet and reflection paper will be required – documentation will be monitored by the student’s Theology teacher during the assigned semester.
- Seniors are required to complete 12 hours of service per semester (if the student has both Theology classes in a single semester the service requirement is still per semester). A time sheet and reflection paper will be required – documentation will be monitored by the student’s Theology teacher during the assigned semester.

Because we believe that juniors and seniors should be developmentally ready to challenge themselves further in terms of more expansive community outreach, there are limits on the types of service allowed to focus service outside of St. Catherine’s and parish community. Parish service can only count for half the service requirement. And revised as of October 20, 2014; juniors and seniors may count up to four hours of service per semester within the school community towards the overall requirement.

As such, juniors need 12 hours of outside service and seniors need 16 hours of outside service for the year. We hope this adjustment serves to encourage ample upperclassmen involvement in school related service activities.

Students who are seeking Confirmation or Eagle Scout status may count those service hours.

Seniors will be expected to complete a summative portfolio/project of their overall St. Catherine’s service experience.

### **Academic Achievement Recognition**

The administration and staff at St. Catherine’s strive for academic excellence and encourage students to participate in that effort. The Honor Roll and Aquinas Awards in the context of Dominican tradition recognize students who earn and maintain high levels of achievement.

1. Honor Roll - Published after the end of each quarter

High Honors	3.50-4.00
Honors	3.00-3.49

2. Aquinas Awards – (Grades 9-12)

*Criteria: Full time student at St. Catherine’s High School. (i.e. six classes per semester minimum)*

➤ Levels:

High Honors	3.50-4.00
Honors	3.00-3.49
Combined Honors	3.00-4.00

➤ Criteria:

- 1) Full time students at St. Catherine’s High School (i.e. six classes per semester minimum)
- 2) GPA 3.00-4.00
- 3) A transfer student is eligible for an award if the last two semesters at previous school combined with the first semester at SCHS meets criteria.

➤ Awards:

- 1) Certificate – At the end of each semester students who achieve High Honors or Honors on the Honor Roll will receive a certificate.
- 2) Shield – After three consecutive semesters of High Honors, Honors, or Combined the student is eligible to receive a Shield (HH-Gold trim, H-CH-White trim). NOTE: if a student, after receiving a White-Trim Shield, achieves High Honors for three semesters, the student may be awarded a Gold-Trim Shield.
- 3) Pin – two additional consecutive semesters of High Honors, Honors, or Combined are required for each pin awarded.
- 4) Senior Awards – At the May Awards Assembly, Seniors who achieved High Honors, Honors, and Combined Honors for seven semesters will receive special recognition.

➤ Wearing of Shield and Pins: Pins, when worn, are to be attached to the shield

Suggested options for wearing of the shield

- 1) School Jacket- If a letter is worn on the left side, the academic shield is on right side.
- 2) Gold jacket with black trim or black jacket with gold trim
- 3) Letter sweater
- 4) Any appropriate sweater or jacket

➤ Frequency: Certificates for the Honor Roll are given at the end of each semester. Shield/Pin is awarded in September/October and February/March.

➤ Presentation: Shields and pins will be presented at an all-school assembly. Certificates for the Honor Roll will be presented by the STEP Mentor during a STEP period.

## Grading

### Grade Report

Teachers regularly post grades and other information on PowerSchool; bi-weekly updates are expected. Parents can be assured that current grades will be posted on PowerSchool every four weeks as each four week interval is a progress report period. In addition, grades are posted to PowerSchool at the end of the first and third quarters. Final grades for each course are posted at the end of each semester and are recorded on the student's transcript. Parents are given an account password so that they can check on their son's/daughter's grades from any internet connection at any time. Parents are encouraged to check PowerSchool for the posting of grades on a regular basis but especially at the end of each quarter/semester, as grade reports are mailed only to those homes that do not have on-line access (or upon special request). If internet access is not available, parents may contact their son's/daughter's teachers or counselor when needed for help monitoring academic work.

Grades are assigned according to the following scale. The deadline to contest grades and/or attendance records is March 1 (1<sup>st</sup> semester grades) and July 15 (2<sup>nd</sup> semester grades).

<u>Letter Grade</u>	<u>% Equiv.</u>	<u>Grade Point</u>	<u>Achievement</u>
A	93-100	4.00	Superior
A-	91-92	3.67	Very Good
B+	89-90	3.33	
B	86-88	3.00	Good
B-	84-85	2.67	
C+	82-83	2.33	
C	79-81	2.00	Average
C-	77-78	1.67	
D+	75-76	1.33	
D	72-74	1.00	Below Average
D-	70-71	0.67	
F	69	0.00	No Credit/Failure

*(Note: Grades may include test and quiz scores, homework, class assignments, and class participation. See Course Information Sheet for a specific course.)*

### PowerSchool/Schoology

Teachers regularly post grades in PowerSchool; homework and other information in Schoology. Parents/guardians are given an account password so that they can check on their son's/daughter's grades, etc. from any internet connection at any time. Parents/guardians are also encouraged to contact teachers directly by phone or email. If internet access is not available, parents/guardians may contact their son/daughter's teachers or counselor when needed for help in monitoring academic work.

## Incomplete Grade

An incomplete grade is given when a student has been absent for a period of time for excused reasons, and due to this absence, was not able to complete the course work. Incomplete grades are not given for work the student does not do because of lack of effort or unexcused absence.

When an incomplete grade (I) is given at the end of the semester, it is determined prior to the final exam. The teacher in cooperation with the student sets a date when the make-up work is due. This information and the reason for the incomplete is written on the "Report on Incomplete Grade" with a copy given to the Registrar and student, and a copy kept by the teacher. If the registrar does not receive the new grade within two days after the due date, the student will be issued the grade of "F".

Incomplete grades are only issued by teachers with the approval of the Assistant Principal.

## Grades at Time of Withdrawal

In the event a student withdraws prior to the end of a quarter or semester, the grade in progress for each course at the time of withdrawal (grade in progress) is sent to the new school provided the family/student is in good financial standing with all tuition and fees paid-in-full. No credit is granted for courses not completed at St. Catherine's unless arrangement to complete courses is made prior to or at the time of withdrawal. If this arrangement is made, each course in the student's current schedule is affected either with a passing or failing grade.

All types of off-campus credit require approval of Guidance Counselor and/or the Assistant Principal.

Types of off-campus educational experiences for which credit may be granted include:

- a) College or technical school courses
- b) Correspondence school courses
- c) Applied music
- d) Online or internet based courses
- e) College level courses taken at accredited colleges or universities for which credit is granted
- f) High school level courses taken at St. Catherine's while the student is in the eighth grade
- g) High school make-up classes

## Homework

Students are expected to do assigned homework and have it done on time and ready for the appropriate classes. Students who do not complete assigned homework on time should expect lower grades. Extra reading and study are encouraged.

## Academic Policies

A student is expected to be an active learner and make the effort to achieve at ability level. Every student is monitored for academic difficulties. When a student fails to participate and cooperate in the learning process in a consistent manner or shows lack of effort and motivation, the student and parent will be notified and significant improvement must be made. Supports and interventions will be put in place to help the student improve. The reporting of grades on PowerSchool will be used not only to monitor the academic progress but

also to review it at the end of the semester. If no or little improvement is made by the student they will be at-risk of being dismissed from St. Catherine's.

### **Course Change and Drop Policy**

It is the expectation of the school that students, parents, and counselors will work together during the course selection process to make choices to which the student is committed. The school makes final teacher assignments and hiring decisions based upon this course selection process. Therefore, by their signatures, students, parents and advisor are giving their final consent to the course selections for the following year.

Once scheduled, subsequent schedule changes or course drops will be made only by approval of the Assistant Principal in special circumstances. It is the policy of SCHS that requests to have or not have a specific teacher cannot and will not be honored. It is also inappropriate for students or parents to request course changes or drops to insure a desired GPA, to provide time for extra-curricular activities or part-time jobs, or simply because a student doesn't like a particular course.

A course change/drop will be considered if a student becomes seriously ill, faces unique personal circumstances, or has been placed in a course inappropriate for his background or talent. Seniors are required to notify colleges of any course change that has been approved.

Students, parents and counselors are asked to use the course selection guide to ensure the student meets his/her graduation requirements and to make appropriate course load decisions. It is recommended that each student take seven courses per semester. Seniors are encouraged to sign-up for seven courses each semester, but ONLY if committed to completing all seven, since arbitrary requests to drop a course will not be approved. In the past, underclassmen have been shut out of over-subscribed courses that seniors later requested to drop. Your course selection decisions impact others!

In summary, students, parents and counselors must be aware that the spring course selection process is the FINAL opportunity to make course selection decisions and the student is then committed to completing those courses.

Course dropped after the 15<sup>th</sup> school day of the semester will result in a final grade of "F". The Principal must approve exceptions to the procedure.

### **Off Campus Credit**

It is the responsibility of the student to keep a check on credits. Two credits earned outside St. Catherine's (summer school, correspondence, other off-campus sources) may count toward the over-all requirement for graduation. These credits include any course taken to make up for a failed course taken during the school year at St. Catherine's. If a student must make up required course, only 2.5 credits will be accepted from a source other than St. Catherine's. The credit and grade for any course taken elsewhere are not included in the GPA. Any course taken off-campus to be counted as satisfying a required course at SCHS must receive prior approval of the counselor.

### **Record Release**

St. Catherine's keeps a permanent record on file for each student containing information such as grades and credits earned, test scores, attendance record, birth date, etc. The student through his/her counselor may see

this information. No information from the record may be released to any outside agent such as employer or college without written permission from the student or parents of minors. General release forms are available in the office. **All financial obligations to the school must be taken care of before any records are released. This does not apply to choice students.**

### Good Student Discount (Car Insurance)

The school's official statement on an insurance application for Good Student Discount is based only on semester grades unless the insurance company states other guidelines.

### Study Hall

Study hall is a time for quiet study; no games, eating, or sleeping. If a student is scheduled for a study hall, it is expected that the student will use the time to do homework, study, and read. Opportunities to use the library and the computer center are available to the student during the study hall at the study hall moderators' discretion.

### Early Graduation

- A. The student considering graduating after seven semesters must meet with his/her guidance counselor. He/she will receive initial counseling and will be provided with necessary information concerning early graduation.
  - NOTE: All required courses are taken at St. Catherine's. Only two outside credits may be applied toward the requirements for graduation. (see Course Selection Guide)
- B. The student should talk over his/her plans with his/her parents.
- C. The parents or guardians of the student will contact the guidance counselor to further discuss plans.
- D. If the parents and student agree that the student should apply for early graduation, the student must present a formal request in the form of a letter, to the academic Assistant Principal. The letter must include:
  - E. The name of the counselor of the student
  - F. Plan of action to be taken
  - G. Explanation of how time freed from school will provide a better educational experience than the normal school year.
  - H. All parents/guardians should give a written consent to the request by writing a letter to the Assistant Principal including the following statement:
    - "We have read, understood, and approve of our son/daughter's request for early graduation."
  - I. All requests must be received by the Assistant Principal on or before March 1 of the year prior to graduation. (see Basic Tuition Schedule, N.B. 3)
  - J. A conference will be arranged after the request is received.
  - K. The student will receive a response with regard to the request for early graduation from the Assistant Principal in June. If early graduation is approved, the tuition agreement will be included with the response.
  - L. Good citizenship, i.e., behavior in line with the Mission of St. Catherine's, must be maintained between the time the student leaves school in January and graduation time in May/June in order to be allowed to participate in graduation and commencement activities.

## **Trips/Field Trips**

- A. A student who intends to go on any school-sponsored trip must have a signed Parent/Legal Guardian Permission Slip and Indemnity Agreement on file with the teacher/advisor before the student will be allowed to participate. The teacher/advisor will give the student the necessary form to be signed with the date by which the form is to be returned. It is the student's responsibility to have the permission slip returned at the time stated by the teacher. Late returns will not be accepted because the teacher must provide accurate lists to the office and staff several days prior to the trip.
- B. **Adequate chaperons (two adults or more) are made available for any trip.** If a parent/guardian is interested in being a chaperon for a specific trip, the teacher/advisor can be contacted to determine whether a need for a chaperon exists. All chaperons must have a background check completed by SCHS and complete an Archdiocese approved Safeguarding All of God's Family class (certificate of completion must be on file with SCHS).
- C. **For major trips a student's financial obligations (tuition, fees, etc.) must be current.**
- D. All-School field trips within the immediate Racine area verify parental permission by the signed statement on SCHS emergency information cards.

## SECTION THREE: Services

### Guidance

The primary purpose of the Guidance Department is to help students understand and accept themselves, their values, abilities, aptitudes, and interests so that they can become self-directive and make free and wise decisions.

To help our students achieve these goals, each student will have an assigned counselor. A regular program of group and individual activities are planned throughout the school year. Personal interviews are made by appointment in order to insure both privacy and an uninterrupted period of time for the student. These appointments are made by the student through the Guidance Office Secretary.

Students are assigned a counselor in September of their freshman year. During their four years at St. Catherine's, students keep the same counselor unless they request a change. This procedure enables the counselors to gain a greater understanding of each student and his/her needs.

<u>Year</u>	<u>Activities/Goals</u>
Freshman	To get to know the Freshman and to start them thinking about who they are and where they are going, that is, the importance of planning ahead.
Sophomore	To continue the students' growth through investigating their skills, talents and interests.
Junior	To help the Juniors assess their work values, their interests and aptitudes as well as their personality type.
Senior	To help Seniors make tentative decisions for the future and to assist them in applying for jobs, colleges, technical schools and apprenticeships.

Parent/teacher and parent/counselor contact is heartily encouraged. To this end the use of PowerSchool to check grades and parent or teacher initiated contacts are used to monitor student progress.

## St. Catherine's High School 9<sup>th</sup> Hour

### Program Objectives:

The primary aim of this program is to provide a structured time to students in order for them to complete missing assignments.

The program also aims to:

- Promote academic accountability and achievement.
- Ensure homework completion and promote good study habits
- Provide a safe and silent area for students to complete work afterschool
- Increase students' motivation with regard to their school work
- Improve relationships between parents and the school

Ninth Hour is overseen by the Assistant Principal for Academics.

### Assignment to 9<sup>th</sup> Hour:

Students assigned to 9<sup>th</sup> Hour will serve the DAY AFTER assignment for transportation purposes. Students may be removed from the list if they fulfill their obligation prior to the date of their assignment.

### Student Placement in Ninth Hour:

Students can be placed in Ninth Hour in one of the following ways:

- 1) **Teachers may assign** students to Ninth Hour on a daily basis to complete homework assignments. To place a student in Ninth Hour, teachers should either email the Moderator with assignment material/instructions or give printed items to the student to bring with him.
- 2) To place a student for a longer duration of time (e.g. a week or more) please see the Assistant Principal for Academics. The **Assistant Principal may assign** a student to Ninth Hour per a teacher recommendation or at their discretion.
- 3) All **student athletes** who do not meet St. Catherine's academic eligibility requirements will be assigned to 9<sup>th</sup> hour until the next marking period.
- 4) Students who are not assigned may also use the cafeteria. **Non-assigned students may use the cafeteria as a SILENT study area.** Non-assigned students who are not following the silence rule will be asked to leave. The moderator will call home and let the parent know that the next time a student is asked to leave they will not be allowed to return for four weeks.

## Learning Resource Center

### Resource Study Hall

Resource study hall is an assigned study hall by the Assistant Principal with the recommendations of the Resource teachers and guidance. Students who attend Resource study hall need help in one or more subjects and space is limited per hour. The intent of this study hall is to help students monitor work, complete homework, take tests, and improve organizational skills.

### Extended Day Resource Program

St. Catherine's offers an extended day program for students who need academic mentoring in more than one class. This mentoring can be in homework completion, organizational skills, studying skills or any other academic skill building. Once referred by the assistant principal, this program is a required class. Students must attend from 2:30PM- 4:30PM after school Monday through Thursday in the Resource Room 103.

### Program Placement

The assistant principal along with the recommendation of teachers and Resource staff places students in the Extended Day Program. The assistant principal may place the student in the program for any of the following reasons:

- 1) Student struggles in more than one academic area
- 2) Low scores on state standardized tests (one or more grade level behind in categorized achievement area)
- 3) Consistent poor exam results in class
- 4) Lack of homework completion

*A formal letter will be sent to parents by the assistant principal notifying them of the placement.*

### Attendance

Once referred by the assistant principal attendance is mandatory. Students must attend Monday- Thursday and be there the entire time (2:30-4:30). Certain exceptions will be made.

### Excused Absences from Extended Day

A student is allowed 3 excused absences by a parent per semester for the Extended Day Program. Any more than 3 absences will result in a review of the student's status as a student at St. Catherine's High School

### Program Graduation

Students may graduate from the Extended Day Program once they have met one of the following two requirements:

1. Consistent improvement in the eyes of the Assistant Principal (more than one semester)
2. Removal from probationary status

For questions regarding the Extended Day Program please contact Mr. Tillmann

## Student Assistance Program

The Student Assistance Program at St. Catherine's is designed to offer help and support to any students who are dealing with a variety of concerns or stresses in their lives. These concerns may include personal problems, decisions about alcohol and drug use, concerns about family and friends, personal relationships, the illness or death of someone close to them, depression, difficulties with school work, or anything else that worries or concerns them. Call the Guidance Office for further information or help.

## Faculty

The faculty of St. Catherine's High School is all qualified or licensed school instructors. Their primary responsibility is the education of students. You may contact a faculty member by calling the school (632-2785 to access faculty voicemail.) Faculty members may not be called from class to answer parent phone calls, but parents may leave a voice mail message and ask for the return of their call. Parents may also contact the faculty via e-mail. Please see our website [www.saintcats.org](http://www.saintcats.org) for a list of the email addresses. The school will not give out the home numbers of staff members. Faculty members will arrange private conferences with parents when the need arises, or parents may also initiate a request for a conference.

## Pastoral Ministry Team

The Pastoral Ministry Team promotes Gospel values at St. Catherine's. The team works to foster hospitality, respect, peace, justice, prayer, and Christian action in all St. Catherine's activities.

Team members include students, staff and parents. Some specific activities include:

- School Liturgies
- Retreats
- Faculty/Staff Faith Development
- Reflection days
- Spiritual counseling

St. Catherine's High School is a faith community in the Catholic Tradition committed to the Christian education of young men and women.

The Liturgy of the Eucharist and community prayer is the center of our faith life. St. Catherine's places great value on these celebrations and expect all students to participate respectfully. Appropriate and expected behavior includes sitting and standing at proper times and participating in the prayer and songs that are part of the services. Other expectations include attentiveness and appropriate body posture, i.e. no sleeping, no slouching (neck and head not resting on back of chair), feet on the floor.

St. Catherine's serves students from various faith traditions, both Christian and non-Christian, and invites them to participate with us in prayer in as comfortable a way as they feel possible. We also encourage and invite them to share their beliefs and prayer ways or traditions with us in the classroom and at various prayer activities throughout the year. During prayer students are expected to respectfully listen and pray, participating aloud at

the appropriate times. When prayer is over the PA, all are expected to stop whatever they are doing, wherever they are, and respectfully listen.

## **STEP Program**

The St. Catherine's STEP Program (Students, Teachers et Parents) is an advisor-advisee program, which promotes a sense of belonging and connectedness among students and faculty. It establishes a mutual relationship between faculty and family on behalf of the student. The program provides opportunities for support and encouragement, the setting of academic and personal goals, school and community projects, and the celebration of significant events in the students' lives. At designated times, the program provides for study and attendance at specific activities or meeting using pass procedures.

## SECTION FOUR: Tuition and Fees (Grades 6-12)

Through fund-raising efforts, St. Catherine's High School, with its President and Development Staff raise almost \$1,000,000 (over \$3,000 per student) to enable the school to operate each year. The remaining costs result in tuition charges as follows:

Tuition Charges 2014-2015 (Grades 9-12)	\$10,200
Tuition Charges 2013-2014 (Grades 6-8)	\$5,800

### Basic Tuition Schedule (Grades 9-12)

4-7 credits	100% full year tuition
2-3 ½ credits	70% full year tuition
1 ½ credits	50% full year tuition
1 credit	35% full year tuition

- N.B.
1. Credits earned in work credit are included in the above total.
  2. Credits earned outside of St. Catherine's are included in the above total.
  3. Early graduates pay 55% full year tuition if application is received by March 1<sup>st</sup>.  
Application received after March 1<sup>st</sup>; payment is 70% of full tuition.

### Students entering or leaving during the school year (grades 6-12)

1. Students entering school:

Before end of first quarter	Full year tuition plus initial registration fee
Before end of second quarter	75% full year tuition plus initial reg. fee
Before end of third quarter	50% full year tuition plus initial reg. fee
Before end of fourth quarter	25% full year tuition plus initial reg. fee

2. Students leaving school:

If asked to leave St. Catherine's	*to end of semester enrolled:
50% full tuition- first semester	
100% full tuition- second semester	
If by choice of student or parent	*to end of quarter enrolled
If on doctor's advice	*to end of quarter enrolled
If moving out of town	* to end of quarter enrolled

- \*25% full time tuition/end of first quarter
- \*50% full time tuition/end of second quarter
- \*75% full time tuition/end of third quarter

\*100% full time tuition/end of fourth quarter

For the purpose of determining whether a refund is due when a student leaves during the school year, it will be deemed that the parental contribution will be applied to tuition and fees prior to the application of any financial aid, scholarships, discount or other credit.

Refunds on overpayments will be made only for actual cash paid to the school, never for financial aid, grants, scholarships, discounts and similar forms of credit on an account. Scrip credits are not refunded.

### Collection Policies

An Online Tuition Payment Agreement (TPA) must be electronically signed by the responsible parent(s) or guardian(s) of each student ([apply.saintcats.org](http://apply.saintcats.org)). Registration is not complete and course schedules are not issued until the TPA is submitted. Families who choose the payment plan must also enroll with SMART tuition ([www.enrollsmarttuition.com](http://www.enrollsmarttuition.com)). The St. Catherine's school code is 11398. A \$100 Installment fee and \$45 SMART enrollment fee is charged on all monthly and quarterly payment plans.

Families may choose one full payment to St. Catherine's on or before June 30, or a payment plan option through SMART Tuition. Families who miss an annual payment must use the SMART payment plan for the balance of that year's payment. All monthly plans will be completed by May of each year.

### High School Only

- Full tuition payment by April 1, 2015 entitles you to a \$200 discount
- Full tuition payment by June 30, 2015 entitles you to a \$100 discount
- All monthly and quarterly payment plans will be charged a \$100 installment fee. The fee will be added to the SMART Tuition plan and paid with the installment plan payments. This does not apply to the semi-annual plan. Please note SMART Tuition also charges an annual fee of \$45 to enroll.

Families must remain current with their tuition payments at all times. In particular, a family must be current (all prior year's tuition paid, and July and August installment paid) for a student to begin classes in the fall. Course schedules will not be release for students who are not current.

Unpaid balances or past due accounts are handled accordingly:

For families with delinquent tuition, St. Catherine's High School will implement Attendance Interruption until tuition is current. Attendance Interruption means students cannot attend school beginning with the interruption date that applies below and may only return when tuition is paid and current. Families must contact the Finance Office to make payment arrangements prior to the interruption dates in order to avoid this policy.

**Attendance Interruption dates: September 30, November 30, January 31, March 31, and April 30.**

Families who have an unexpected financial crisis need to make that known to the Finance Office and SMART Tuition at least two weeks before a payment is due; please remember that it is still necessary to make up any missed payments by the end of the school year.

A student transferring out must be paid in full before transcripts, report cards or diplomas can be issued. Report cards, transcripts, and diplomas will be held if tuition is not current. This does not apply to choice students.

Athletic permits, which allow participation in sports, are issued in summer for fall sports. They will be issued only to students who have paid all previous year's tuition and who have submitted their online tuition payment agreement and enrolled with SMART Tuition (if applicable).

Final payment of past due items for a student leaving the school must be in cash or cashier's check. Personal checks will be accepted at the discretion of the Finance Director.

Checks returned from the bank, or an insufficient funds SMART Tuition payment, are charged \$30 processing fee. You may also incur charges from your financial institution.

Families registering late are still expected to fulfill their tuition obligation according to the above policies.

Major credit cards are not accepted for tuition payments to the school, but can be arranged through SMART Tuition by calling 1-888-868-8828

Registration and a TPA Will be processed only for families who are current with all previous year's tuition. Past due balances will not be added to the following year's TPA.

#### Financial Aid

Financial aid allocation of St. Catherine's High School Corporation shall include analysis and implementation of ways to maximize scholarships, discounts, and aid to meet tuition cost. The process of awarding financial aid shall be a separate process from admission and registration. Preferential treatment for admission based on financial information is avoided.

Criteria for financial aid include:

- Family completes financial aid request process annually.
- Family is current with tuition payments
- Original financial aid amount remains the same per year as long as the student remains enrolled and the family financial need does not change.
- Funds to support SCHS scholarships continue to be available
- Student Grade Point Average
- Good Citizenship Standard that includes academics, attendance and behavior standards
- **All students placed on Academic or Disciplinary Probation risk a reduction or elimination of aid.**

### Student Work Program

St. Catherine's offers a work program to students who are 14 years of age or older. A summer program, as well as after school opportunities, is available to eligible students.

### Students re-entering St. Catherine's High School from another school

Students who leave St. Catherine's and attend another school, and then return to St. Catherine's High School, must have all outstanding tuition fully paid. This does not apply to choice students.

### Nonrefundable Tuition Deposit

- Register on or before March 1, 2016 pay the \$250 nonrefundable tuition deposit and waive the registration fee.
- Register on or after March 2, 2016 pay the \$250 nonrefundable tuition deposit and pay a \$100 nonrefundable registration fee .
- This policy does not apply to choice students.

### Choice Program

In concert with the Wisconsin Department of Public Instruction (DPI), St. Catherine's is a participant in the Choice Program. Income requirements apply. The enrollment periods are determined by the first of each calendar year. Families interested in learning more about the Choice Program should contact the Admissions Office at [262-632-2785, ext. 402](tel:262-632-2785) or 429 for more information.

### Athletic Fees

An Athletic fee is charged for participation in each sport. The fee is assessed according to the following schedule (see Athletic Handbook) \$200 per sport

### Transcripts

Transcripts will be issued only for those students whose tuition payments and payment of fees, fines and school service are up-to-date. After graduation, the first two transcripts are free, if no transcripts have been requested previously. After that a \$2.00 fee is charged for each transcript. This does not apply to choice students.

### Optional Purchases

Purchases by students/families of optional items or services from St. Catherine's such as class rings, extended trips, etc. in the amount of \$100 or more are finalized only when tuition accounts are current with the student's Tuition Payment Agreement. Students going on major field trips, such as a trip to a foreign country, must be current with their tuition.

## SECTION FIVE: Code of Conduct

St. Catherine's strives to create an environment in which people treat each other with dignity and respect. Students are expected to conduct themselves in a manner that reflects true Christian respect for themselves, their classmates, and the faculty and staff of the school. Although St. Catherine's operates with a minimum degree of specific conduct regulations, the written code of conduct provides the basis for a sound educational environment where effective teaching and learning can take place. **SCHS acknowledges that the family is responsible for a child's behavior after school hours and on weekends, and our usual policy is to respect a student and family's privacy in that regard. However, off-campus behavior that affects students when they are on campus or that suggests a threat to the emotional or physical safety of our students may, on rare occasion, require action by the school.**

### Student Behavior

Students are expected to behave in a manner that is respectful and cooperative in the classroom and at all school events regardless of the location. Any student behavior that interferes with teaching and learning or with a school activity will not be tolerated. If, after a warning and possible other means to help the student change the behavior, the student continues to behave inappropriately, the student will be removed and sent to the office if the behavior occurs during the school day. If the behavior occurs at an event, the student will be immediately dismissed from the event and appropriate administrator will be notified the next school day. A single occurrence of a poor behavior may warrant detention, suspension, temporary or permanent removal may be put into effect. Parents will be notified when appropriate.

A conference will be called in the event of suspension or permanent removal. Any student that cooperates fully and comes forth on his/her own, prior to any school official being notified of the behavioral violation, **(24 hours from the time of the incident to report it to either a St. Catherine's Administrator, Athletic Director or School Counselor)** may experience a reduction in his/her suspension at the discretion of the administrator. If that student is caught in the act of a violation by school personnel (including police liaison officers), by admission, or by corroborated responsible adult testimony, such consideration will not be granted.

### Age of Majority: 18 years old

Students 18 or older in attendance at St. Catherine's High School must comply with rules and regulations. Specified penalties for any violations will be enforced.

### Disciplinary Probation

Disciplinary probation is designed for a student who engages in disruptive behavior, demonstrates repeated unacceptable behavior, and/or excessive absence or tardiness. Any student who is chronically referred to administration for these reasons will be considered to be on disciplinary probation and parents will be informed. Consequences for continuing poor behavior include: detentions, Saturday detentions, suspension, and expulsion.

## Detention

Each student is responsible for his or her behavior. Students will learn to live with others and solve problems in a positive and constructive manner.

The student will take responsibility for negative behaviors, and detention is a consequence for such behaviors. Any faculty or staff member may require a student to serve detention in their classroom Monday – Friday with 24-hour prior notice to parents. Administration assigned detentions are held on Tuesday and Thursday after school when school is in session. Detention is scheduled in a classroom or library and begins promptly at 2:20 P.M. Detentions end at 3:00 P.M. Late arrivals are not admitted. Guidelines for behaviors are to be followed: students are to read or study during detention; students are not allowed to sleep, play games or listen to music.

Detention is assigned for a number of negative behaviors, including school and class tardiness, truancy, dress code violations, unacceptable language, discourtesy, rudeness, uncooperative behavior, etc.

When assigned detention the student must serve it at the next scheduled detention time, given 24 hour notice. The time for serving detention will not be changed for employment, sports (practice or competition), or other school events. If a student does not serve the detention when assigned, the student will receive an additional one full hour of detention and the student's parent/guardian will be informed of the situation. If the student fails to serve a second time, a conference between the parent/guardian and the administrator will take place. If the student refuses to serve the detention a third time, the student will be suspended from school pending a conference with the student, parents, and Assistant Principal. A decision regarding readmission will be made by the administration after the conference.

Students may be issued a Saturday detention for continued poor behavior or an incident that requires a more severe consequence. Saturday detentions are scheduled as needed and start at 7:15 A.M. and end at 11:15 A.M.

## Academic Detentions

It is very important to us that every student maintains a good academic standing. Failure to complete homework assignments is the number one reason students fail classes.

Every two weeks teachers may write academic referrals for students that are missing 3 or more assignments in their class. Referrals will be submitted on Tuesdays and students will be issued a Saturday detention by Thursday of that week.

Academic detentions will be from 8:30-10:30 on the Saturday following an academic referral. Students who fail to show up for detention will be issued after school detentions for the following Tuesday and Thursday. They will also be required to attend the next academic Saturday detention. Students who habitually miss academic Saturday detentions may be subject to dismissal from St. Catherine's.

## Dismissal

Dismissal is a temporary removal from school for behavioral or academic misconduct. The student is sent home at the end of the school day and is readmitted after a parent meeting with the Assistant Principal. The student is not able to attend classes until the meeting occurs. This can be as soon as the next morning.

## Suspension

Suspension is a temporary removal from school for a serious infraction against school regulations. The student is released to a parent. The length of the suspension depends on the severity of the infraction. The student who is suspended is not readmitted until a parent conference is held. Teachers are notified when a student is suspended. Students are required to make-up missed assignments/tests provided by teachers during the suspension. **The student is immediately placed on Disciplinary Probation.**

Instances/infractions resulting in suspension include but are not limited to:

- Verbal abuse/disrespect
- Abuse of school property
- Conduct that endangers the safety and welfare of others
- Repeated violations of the Code of Conduct
- All offenses listed under expulsion

During the suspension period students must stay off school grounds and away from all school functions and may **not** participate in any school activities (clubs, athletics, etc.). Any student suspended from school during the current year will not be eligible for Homecoming Court, Prom Court, Student Council, and Class Officer for the remainder of the year. **An administrator could rule that the suspended student would be ineligible to participate further in athletics and all extra-curricular activities for 10-90 days.**

A student suspended from school will be allowed to take semester tests scheduled during the suspension period according to the following procedure:

Each teacher of the suspended student will be required to indicate whether or not a semester test is scheduled during the suspension period. The student will be advised of any test before he/she leaves on suspension or he/she will be contacted at home. It will be the responsibility of the student to report to the school at the time designated. Failure to report at the designated time will result in the student receiving a zero for that test.

## Expulsion

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion is used as a last measure wherever the administration finds a student guilty of repeated refusal or neglect to obey the rules, or finds a student engaged in conduct which endangers the property, health, or safety of others and is deemed to be in the best interest of the school. **Any serious single offense, on or off campus may be cause for expulsion.**

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

**A student who has been expelled may not be allowed to attend any event of St. Catherine's at the school or campus or be in the building for any reason without prior permission of the principal.**

Offenses which are deemed serious enough for expulsion consideration include, but are not limited to:

- Possession of a weapon
- Possession, use, sale, delivery or manufacture of drugs, alcohol, malt beverages or other controlled substances, or distribution or sale of prescription medications to anyone other than the person for whom the prescription is written
- Fighting
- Theft
- Vandalism
- Sexual harassment
- Sexual assault
- Smoking (repeat offense)
- Repeated suspension
- Academic Failure
- iPad level 3 offenses
- Any illegal behavior that requires law enforcement to take action

Procedures leading to expulsion include:

- a. Suspension from school and any school related activity
- b. Parent contact
- c. Police notification, if deemed appropriate
- d. Investigation by school administration
- e. Conference following the suspension period. This conference is a hearing attended by parent, student, counselor and an administrator. The situation is discussed and a recommendation is communicated to the parent and student
- f. If the student is recommended for expulsion, the parents receive a written notice indicating that they have a right to appeal
- g. Within five school days following written notification of the expulsion, the student or the parent/guardian may appeal the decision
- h. If a student is expelled, the family also has the right to appeal to the Archdiocesan Superintendent of Schools

## Appeals for Suspensions and Expulsions

If a student and/or a student's parent/guardian believe that the student has received unjust disciplinary action, that student and/or parent/guardian is encouraged to communicate directly with the Assistant Principal or Principal. Only in cases involving suspension or expulsion will the appeals process be considered.

An appeal must:

- Be in writing
- Include a rationale and /or reason for the appeal and the remedy they seek
- Be received by the Assistant Principal/Principal no later than three working days from the suspension or notification of expulsion

Within three days of receiving the written appeal, the Principal will schedule a meeting consisting of the student, parent/guardian, Assistant Principal and Academic Advisory Committee (AAC). The AAC will listen to the facts of the appeal and make a recommendation to the Principal.

**The Principal will make the final decision regarding the disposition of the appeal within 2 days of being notified of the Advisory Board's recommendation. (The student is suspended during the appeal process.)**

## Uniform Policy (Grades 6-12)

*Why wear the Dominican Shield?*

The shield symbolizes St. Catherine's continuing search for truth. The shield of the Dominican Order is the armor of truth. The white represents joy and purity. Above the shield stands the Latin word VERITAS, meaning TRUTH, the motto of the Dominican Order. The Dominican crest is a sign that we are called to proclaim the TRUTH of Jesus Christ, in community, and through service of others. The Shield reminds us each day that along with seeking Truth, to Bless, to Praise, to Honor God is how we hope our students live their lives. The Racine Dominican Shield is a badge of courage for all alumni and families who wear it with pride; it represents nearly 150 years of community and a legacy of Catholic integrity.

As a private Catholic school, St. Catherine's reserves the right to determine appropriate attire and insists upon a norm of proper appearance for its students, faculty, and staff. St. Catherine's promotes respect for – and the dignity of – each individual person, and believes that values are reflected in one's words and behaviors, including grooming and clothing. The school expects students to represent themselves well at school, on field trips, and at competitions and other school functions through appropriate attire and proper hygiene. Cleanliness, neatness, safety, and modesty are keys in determining proper grooming and attire.

Students are expected to dress appropriately for a Catholic school environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing should fit properly, be neat and clean, and conform to standards of safety, good taste, and decency.

**The administration reserves the right to determine if a student's attire is appropriate. The administration also determines the appropriateness of accessories, make-up, and hair design.**

The parents/guardians of each child have the responsibility of ensuring that their student reports to school appropriately dressed, clean and neat in appearance.

#### Uniform code

To review approved school uniform selections:

1. [saintcats.org](http://saintcats.org) , visit the Parents tab, Uniforms at SCHS for a direct link
2. [landsend.com/uniforms](http://landsend.com/uniforms) Select- *find my school* --> *find my school using my preferred school number* (lower left of the page) The school code is 900141078

All clothing (pants/tops) provided on the Lands' End Uniform Store is considered approved for dress codes. All uniform shirts/tops must be ordered via Lands' End website. **Tops (Land's End Uniform store approved items only):**

Black, White or Maize polo shirts (short and long sleeved) with school logo embroidered on left breast (only White short-sleeved undershirts may be worn under polo shirts). White blouses/oxford shirts may be worn with school logo embroidered on left breast.

#### **Pants/Capris/Shorts/Skorts:**

- Khaki or Black uniform-style full length pants and capris pants only. **(NO CARGO, CARPENTER OR YOGA PANTS)**
- Khaki or Black uniform-style Bermuda shorts may be worn
- Khaki or Black scooters/skorts (skirt with build-in shorts) may be worn
- A black or brown belt may be worn

Skorts or shorts that are shorter than mid-thigh are not allowed. Skorts, shorts, pants and capris that are excessively tight fitting are not allowed.

#### **Sweaters/Fleece:**

When the weather turns cooler, students should be attentive to the uniform guidelines for cold weather gear. The Lands' End Uniform Store offers sweater options in black, white and maize with the embroidered Dominican Shield. Though recommended, the Dominican Shield is not required. A solid black, white or maize sweater may be worn without the school logo embroidered on it, provided the student is wearing a school approved shirt underneath. Students are also permitted to wear a solid black, white, or yellow fleece item so long as the commercial logo is small and not inappropriate. Students are expected to wear an approved uniform shirt beneath all sweaters and fleece item options. Jackets, including letter jackets, are not allowed.

#### **Shoes & Foot Apparel:**

White, khaki or black socks are recommended. Shoes, sandals, or boots (not military-style) may be worn in the school building. **Flip-flops, sliders or slippers are not allowed.**

While it is impossible to list all types of unacceptable attire, limits are placed on clothing that is distracting, inappropriate, or indecent. **Following are guiding principles regarding appropriate dress for Spirit Days when uniforms are not required.**

- School sanctioned spirit wear, sweatshirts and t-shirts are approved
- Blue jeans are not allowed (unless otherwise announced)
- Shirts, dresses, or shorts that are shorter than mid-thigh and/or excessively tight-fitting are not allowed
- Clothing or accessories intended for outdoor use (e.g. hats, caps, bandannas, sunglasses, coats, including letter jackets etc.) are not allowed
- Sweat pants, yoga pants, and jeggings are not allowed
- Clothing that is torn, has holes or is designed to look frayed, or is unkempt or disheveled, is not allowed
- Shirts or blouses that expose midriffs or have low-cut necklines that expose cleavage are not allowed; tube tops, halter tops, sleeveless tops, and tops with spaghetti straps are also not allowed
- Low-cut pants or oversized pants that droop or sag so as to expose underwear are not allowed
- Clothing made of see-thru material is not allowed
- Clothing or accessories with language or images that are vulgar, discriminatory, defamatory, or obscene is not allowed; clothing or accessories that promote illegal or violent behavior, such as the use of weapons, drugs, drug paraphernalia, alcohol, or tobacco is also not allowed
- Pajamas are not allowed nor are sport/sweat/running/wind pants or shorts (except on designated days)
- Visible tattoos and body piercings (except ears) are not allowed
- Chains/spiked accessories are not allowed

### **Appearance**

Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision. Haircuts featuring distracting, off, exotic or faddish styling including hair dying will not be allowed.

### **Corrective procedures:**

- Students deemed not in compliance with the dress/uniform code will be asked to correct the situation
- If the student refuses or is unable to comply, she/he will be referred to the office
- Parent/guardian will be contacted to bring a change of clothing to school
- If parent/guardian cannot be contacted, the student will not be allowed to attend class and will be assigned to supervised study for the remainder of the day.

Students who continue to be in non-compliance with the dress/uniform code will have a parent/guardian conference with the Assistant Principal to discuss the situation and could be placed on Disciplinary Probation or suspended from school if necessary.

## Regulations- Specific Areas

### Attendance/Absences

Academic success is directly related to good attendance in school. Attendance not only increases the students' learning in subject areas, but it also fosters a healthy self-discipline, which is critical to help students in their development as young adults.

If a student is not able to come to school, his/her parent/guardian is to notify the school of the cause of absence before **8:00 a.m.** Excused and unexcused absences become part of each student's permanent record.

#### Excused absence

The school excuses a student when the reported cause of absence is personal illness, hospital stay, death of a family member, and funerals. Excused absences also include college or vocational school visits, emergency medical appointments, family trips, and special family events only when necessary. Family trips should be scheduled as much as possible when school is not in session so that the student can continue progressing in academic performance without interruption. The student is responsible for contacting his/her individual teachers for make-up work. It is recommended that the student ask for this work in writing.

#### Unexcused absence

The school does not excuse a student when the reported cause of absence is employment, school homework, attendance as a spectator at sports events, baby-sitting, lack of transportation, car appointments, attendance at concerts, shopping, hair appointments, etc. Teachers are not required to provide make-up work for students who have an unexcused absence. A student may receive a zero grade for class work, assignments and tests that are missed.

**NOTE: The school administration has the right to accept or deny excuses for reasons other than those listed under Excused or Unexcused Absences.**

#### Retreat and Reflection Days

Retreat and Reflection days are considered school days and attendance is expected. These special activities are an integral part of the school program at St. Catherine's. Unexcused absence from these activities will be considered truancy. Retreat fees will be charged, even if the student is absent for the retreat.

#### Appointments

St. Catherine's strongly urges parents/guardians to schedule appointments for the student, e.g. doctor, dentist, driver's test, etc. during times when school is not in session. If a student must leave school early for an appointment, parents/guardians are to notify the attendance office at least one day prior to the day the student is to miss school. If a student is to attend a funeral, parent/guardian must notify the school by telephone or note.

### Leaving School During the Day

A student, who finds it necessary to leave the building during school hours for emergencies, illness, or for any reason, must check out with the attendance clerk before leaving school. Parents will be contacted by phone to authorize the dismissal. Upon returning, the student must check in with the attendance clerk. Students will not be given permission to go home for forgotten items.

### Official Absence

A student who is officially representing the school for any activity will not be considered absent. The responsible adult is to notify the office and faculty as soon as the absence is approved by the administration.

### Cumulative Absences

A student who has extended absence for personal illness/injury must verify absence by a physician's statement. In the absence of a physician's statement with regard to the medical problem, the following procedures shall be used for excessive absences from any class.

1. When a student has missed 6 days in a quarter or 12 in a semester, the parent/guardian is contacted by an administrator to identify the problem/solution. A conference may be called.
2. A student absent 18 days (20%) in a semester is subject to loss of credit for the semester. The counselor will notify the parents of this possibility when 15 absences are accumulated. The counselor will call for a hearing with the parents, student, counselor, and assistant principal (after the 18<sup>th</sup> day). A recommendation will be made to the administration.
3. All extreme absences caused by continuous medical problems shall be documented by a doctor at the request of the school.

A student who is out for a prolonged length of time and being tutored through outside programs will not be considered absent. The student will be withdrawn and then re-entered upon returning to school.

A student who is out for an extended period of time due to illness/injury and doing homework through our school will be marked absent. The reason for the absence may be entered on the permanent record.

### Tardiness

Punctuality is a quality that we emphasize at St. Catherine's because it enables the student to participate fully in the school's program, which includes daily prayer, instruction and activities. When a student is punctual for STEP or class, the instruction or activity can take place without interruption. The students are not disturbed and the individual does not lose out on the instruction or activity and learning time. For these reasons we have the following consequences for lateness.

### Late for school

If a student arrives at or after the 7:15 a.m. bell, the student is tardy to school and must report to the Main Office for a pass that the student presents to the teacher. For every tardy over two in a quarter the student will serve one hour detention. Detention begins after the third tardy. Starting with the fifth tardy to school the

student will be issued a Saturday detention, 7:15 a.m. until 11:15 a.m. A parent conference may be requested if a tardy problem persists.

### Late for class

The individual teacher handles tardiness to class, STEP, or any activity after the first period of the school day. If a student is detained by a teacher, administrator, or staff member, the student must ask for a pass from the person who detained him/her before going to the next period. If no pass is presented to excuse the student, the student is considered unexcused. After the third unexcused tardy to a specific class per semester, the teacher will notify the administration and a detention will be issued.

### Truancy

Truancy from school or from an individual class is a school violation. When a student chooses to leave the building without permission or not enter the building when they could and should have entered it, they are considered truant. This includes leaving during STEP, lunch, and any activity scheduled for the entire student body such as a liturgical/prayer service or a pep assembly.

<u>First Offense-</u>	One hour detention for each period a student is truant. Parents will be notified.
<u>Second Offense-</u>	Conference with student, his/her parents, and an administrator and one hour detention for each period truant. <b>Student will immediately be placed on Disciplinary Probation.</b>
<u>Third Offense-</u>	Two-day Suspension. Conference with parent before readmission is required.

A zero grade is given for class work, assignments, and test for the period(s) the student was truant. The student is subject to policies governing extra-curricular activities. The student is subject to suspensions and possible expulsion for continued/repeat trancies.

A student who remains in the building, but skips a class, STEP, lunch or any activity scheduled for a class or the entire student body, is subject to the same consequences as above.

### **Classroom Behavior**

Students are to follow the expectations of behavior as given in the Family Handbook, outlined on the Course Information Sheet, and stated verbally by the teacher in each class. For the sake of safety, students are to remain at their seats until the bell rings. This means no standing at the doors of the classroom at the end of class.

### Back packs/Book/Gym Bags/Large Purse

For safety reasons, students are not to carry book bags, gym bags, large purses, or back packs during school time, i.e. to classes, to lunch, nor to activities in the gym and auditorium.

### Food/Beverage

During lunch periods, juices, milk and water are available for sale. Federal School Lunch regulations prohibit the sale of soda. Only non-flavored water in a clear, plastic bottle may be taken from the cafeteria after lunch. Staff may confiscate other forms of drink at any time. Students may not have unsealed beverage bottles or cans in their lockers. Only non-flavored water may be in an unsealed bottle. Students may not go to the cafeteria to use beverage machines at other times during the school day.

If a student is observed eating in the hallway and other public places, the food may be confiscated by the staff member.

If students wish to eat or drink something before school, they should do so in the cafeteria dining areas.

At no time during the school day is there to be

- Any ordering in or delivery of food by parents or delivery service
- Any student leaving school to get food
- Any use of kitchen, i.e., stoves, refrigerators, purchasing or borrowing unless arrangements have been made and approved by the Food Service Manager at least a week before the event is to take place
- Any passes to use the vending machines

### Food/Beverage in the Classroom

Special cultural events and classroom events where food is involved need administrative approval. A pizza party is normally restricted to an all-school contest.

STEP- Special event celebrations (one per quarter) will be held during STEP. Following the celebration, the room should be left in good order for the next period class.

Water- Students may have water in the classroom if it is non-flavored water in a clear re-sealable plastic bottle, and at the discretion of the teacher. No water is allowed in computer labs, library and auditorium.

### Passes

A student should rarely request a pass during class time.

All movements about the school except between classes require a pass. When a pass is needed it is good only for the date and period issued and only to the destination for which it is intended. Students in the corridors without a pass will be considered truant from class and will be subject to the sanctions of truancy. Misuse of the pass system will result in the loss of the pass use privilege.

Students are encouraged to move quickly and quietly to their classes during passing times. Going to lockers after each class is discouraged.

### **Electronic Equipment**

**Students are not allowed to use the camera on their cell phones at any time while on school property or at any school event away or at the school.** The phone will be confiscated and may be retrieved by the parent/guardian at the school office at a date and time to be determined by an administrator. If the student's actions are deemed serious enough, suspension is possible.

Personal electronic devices, not issued by St. Catherine's, including but not limited to cellular phones, game systems, laptops, and smart watches are not to be used in school between 7:15 and the final dismissal bell. For after school activities, it is at the discretion of the activity supervisor if these devices are permitted. If brought to school, personal electronic devices must be turned off and stored in a school locker during school hours and not carried around during the school day. Possession of these devices during school hours will result in confiscation. After the first infraction, the device is returned to the student at the end of the day and the student will receive a warning. After all subsequent infractions, the device is retained in the school office until the student's parent is able to retrieve it.

### **Miscellaneous**

#### PDA (Public Display of Affection)

At all times students are expected to display respect for themselves and others and use common sense and discretion in the display of affection. Kissing and other forms of what is considered intimate behavior will not be allowed on campus or at school events held off campus.

#### Lockers

Lockers are the property of the school. Each student is assigned a locker at the beginning of the year, and unless reported to the office, is to keep the assigned locker. The care of the locker is the responsibility of the assigned student, i.e., to keep it clean and neat; to have no writing on it.

Decorating the inside of lockers is allowed if materials used can be cleanly removed at the end of the year. Decorating the outside of the lockers can be done by hanging the decoration from a hook in the vent of the locker or by using magnets. No tape of any kind is permitted. No decorations are allowed on the wall above or beside the locker. **Decorations are to be removed after one week.** Decorations defaced with obscenities will be removed immediately.

Any damage to a locker will be charged to the student assigned to that locker. A student is subject to sanctions and fines for damage, including writing and scratching the paint on lockers. The student should report broken or damaged lockers to the office immediately, so that a new locker can be assigned.

Students must use a school lock on their locker. New students will receive their lock at Orientation. For those unable to attend, locks will be issued on Walk Thru Day. Any returning student who lost their lock can buy a new/used lock in the office.

Non-school locks placed on a locker will be removed and disposed. A new school lock will be placed on the locker and the student charged \$10.00.

Students should keep their lockers locked when not in use.

Students should not give the lock combination to anyone. Money or valuable items should not be kept in the locker. The school is not responsible for money or articles taken from lockers at any time. However, any instance of theft should be reported immediately to the administration.

Student's lockers and their contents may be searched when the administration believes it is necessary to maintain order and discipline in the school.

#### Parking/Driving

Parking anywhere on school grounds (all parking lot areas surrounding the school) is by permit only. Staff members have reserved parking and each year a number of student spots are made available. Students may apply for a parking spot and a lottery will be held for the limited number of student spots. If a student is awarded a parking spot, he or she will be given a detachable parking permit to attach to the vehicle's rear-view mirror. The student has use of the spot and the spot may be loaned out at the student's discretion. There is a charge for the parking spot and is paid prior to the lottery. Seniors will be given priority in the awarding of parking spots.

A fine and towing schedule has been established for any student parking on the lot without a proper permit.

Students are not allowed to park in the St. Luke's Hospital Parking Ramp and lot. Towing of any unauthorized vehicle parked in the ramp will be implemented at the owner's expense

Action will be taken on those students who drive recklessly or park illegally.

Students are expected to comply with the provisions of Wisconsin's Graduated Driver Licensing system.

#### Property, Care of

Out of respect for others, each person is to respect the property of others and of the school.

- a. Handle borrowed materials carefully and return them in good condition.
- b. Avoid writing on lockers, walls, and furniture, i.e. desks, counters, etc.
- c. Refrain from sitting on desks, counters, bookcases, tables, etc.
- d. Recycle cans, paper, etc. in respective containers. Throw garbage in proper garbage container.
- e. Maintain a good sense of order and cleanliness everywhere
- f. Post approved items in halls only on the cork strips provided.

Students are to respect the teacher's desk, podium and teaching area. Students are not allowed to open a teacher's desk to look for or remove items. Material on a teacher's desk, podium and teaching area are not for student perusal or use unless granted so by the teacher.

#### Telephone use by Students

A phone in the main office may be used with permission for necessary calls to parents. At no time are students to use the school telephone for personal business.

## **Bullying/Relational Aggression**

Bullying is a common term for harassment or intimidation, that is, verbal or non-verbal behavior that is mean and hurtful to others. Relational aggression is a specific form of bullying that is intended to harm someone by damaging or manipulating his or her relationships with others. Taunting, spreading rumors, excluding and labeling are just some examples of relational aggression. These behaviors are inappropriate and will not be tolerated. As outlined under the Acceptable Use Policy for Technology in this Handbook, the use of electronic devices to bully is also recognized as behavior that is subject to the disciplinary procedures of SCHS.

Further examples of bullying/relational aggression include, but are not limited to:

- Hitting, kicking or pushing to hurt another person
- Using words to call the other person names, to tease or to scare
- Threatening another person verbally
- Making another person do what he or she does not want to do
- Leaving another person out of a group
- Insulting or saying mean things about another person
- Making fun of another person
- Ignoring another person to make him or her feel sad or lonely

A person who repeatedly experiences any of the above behaviors should report incidents to the teacher of the class where the incidents are happening, the guidance counselor, or administration. The matter will be investigated. Documentation is prepared and placed in the offender's file.

### Consequences

The student is reprimanded and taught that the action is wrong and why. If an administrator deems the bullying behavior serious enough, the student could be suspended and expulsion is possible, pending a meeting with the parents/guardians

**The student immediately will be placed on Disciplinary Probation**

## **Cheating/Plagiarizing**

St. Catherine's High School values and promotes honesty and integrity in fulfilling both out of class and in class expectations. Therefore a student found to be cheating or plagiarizing on tests, research papers, or daily homework/class assignments is to receive no credit for the work. This includes retrieving unauthorized information on paper or in electronic form (**i.e. internet, iPod's, PDA's, Blackberries, etc.**) from a student during a closed test. A student who, after having taken a course, gives to another student, in any manner, notes, quizzes and tests of the course is subject to disciplinary action that may include suspension and expulsion.

The student who provides the material will also receive no credit for the work. The teacher is to notify the Assistant Principal in writing as well as the parent/guardian of each student. **The student is immediately placed on Disciplinary Probation. Repeated offenses of cheating and plagiarizing may result in suspension from school, loss of academic credit for the semester, or expulsion.**

## Drug Policy

The awareness and support of parent/guardian for a student affected by alcohol/drugs and chemical dependency is extremely important. When a student does not cooperate in making use of needed available assistance, the student's status in school will be evaluated, taking into account the best interest of the student, the nature of the problem and the health, safety, welfare, educational opportunity and rights of other students and staff. The best interest of the school may demand the expulsion of the student. Lockers may be searched at any time. Under reasonable suspicion, cars parked on school property are subject to search by school personnel.

Student use and possession of unsanctioned chemical substances, i.e., drugs, alcohol, malt beverages, and other controlled substances are illegal. In addition, the use or possession of a prescription drug not prescribed for the person who uses or possesses it is illegal. All prescription drugs must be registered and kept in the main office. The use or possession of these substances as well as the manufacture, sales or delivery as such is prohibited on school property and at any school-sponsored activity on or off school property. {Ref: Wis. Statutes chapters 125 & 161}. At SCHS this could include any parking area in the vicinity of the school used by students.

The Administration is authorized to require a student to provide one or more samples of his/her breath for the purpose of determining the presence of alcohol in the student's breath when the school has reasonable suspicion that the pupil is under the influence of alcohol. The school's breath screening device is administered by Program directors and/or designated faculty.

Results of the breath screening device shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use. [Archdiocesan Policy 5144.22]

If a student is in possession of, is observed using, or is under the influence of an unsanctioned chemical substance or prescription medication not registered and administered in the main office the following actions will be imposed.

### Consequences:

1. The student is removed from contact with other students
2. The parent/guardian is called
3. Police may be notified
4. The student is immediately suspended for at least three days and released to parent/guardian
5. During the suspension period, the school administration will investigate the incident
6. A conference is held after the suspension period with the parent/guardian, student, counselor, assistant principal, and staff who observed the incident
7. A recommendation to expel or to reinstate will be communicated to the parent/guardian and student by an administrator
8. If expulsion is not the recommendation, further action required may include the following:
  - a) The student is required to have an AODA assessment by an outside agency. (the parent/guardian is to inform the counselor that the assessment took place and discuss need for further action, especially if recommendations were made. **The**

**student will not participate in any school activities until AODA assessment is completed. )**

- b) The student is required to attend a school AODA awareness group, if available.
- c) The student is subject to policies governing extra-curricular activities and athletics
- d) The student is required to do five hours community service
- e) **The student is immediately placed on Disciplinary Probation**

If a student manufactures, sells, or delivers or has the intent to manufacture, sell or deliver a controlled substance or a prescription medication the action is the same as Second Offense listed above.

**State of Wisconsin statutes allow schools access to police records regarding juveniles at their schools. If information regarding a student's record regarding illegal alcohol and other drug use comes to the attention of the administration, it reserves the right to take appropriate action in line with the procedures above, including immediate expulsion.**

### **Early Dismissal**

A senior may request the last period of the day for early dismissal if he/she has a job for which work credit is approved and which requires him/her to leave school early. The procedure for work credit is to be followed. A completed application with parental permission and job verification must accompany the Course Selection Sheet when the student completes the course selection process for the senior year.

Students who have early dismissal must leave the building and campus within ten minutes of the release time. Students who loiter will have their early dismissal privileges revoked and be assigned to a study hall.

### **Gambling**

Student gambling is not allowed. This includes cards, dice and pools. Cards, dice and any other gambling material will be confiscated. A student found to be participating in gambling or in possession of gambling materials is subject to suspension.

### **Sexual Assault/Abuse**

Sexual assault is any sexual contact between people that is unwanted, not consented to, or forced. Sexual abuse is sexual assault. For a number of reasons, including strictly enforced sexual abuse laws and the wide media coverage of such incidents, the offender must clearly understand that such unacceptable behavior, when reported, may result in severe school discipline, prosecution by law enforcement officials, and damaging public exposure for the offender and the offender's family. The sexual abuse laws originally developed for adult offenses have been broadened to include restrictions against sexual abuse by anyone, at any age. SCHS will contact law enforcement officials immediately after being informed of any possible complaint.

No one has the right to touch another person in any manner that could be judged to be indecent or abusive. Touching, grabbing, or in other direct ways contacting the intimate parts of others is conduct that could be judged indecent or abusive, thus sexual assault/abuse.

Any one experiencing sexual assault/abuse shall immediately report the incident to the administration or guidance counselor. These individuals are responsible for reporting the incident and should not assume that the

administration is aware of it. The school will swiftly and justly discipline any person involved whenever such incidents are reported and confirmed.

If parents/guardians or students have any questions about any of the above information please confer with your guidance counselor or an administrator.

### **Harassment/Sexual Harassment**

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Any form of harassment is unacceptable behavior and will not be tolerated in the classroom, any place in the building, on school property, or at school-sponsored events at home and away. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Physical or mental abuse
- Hazing

Sexual harassment is behavior or words of a sexual nature that are uninvited, unwanted and unwelcome and make the person feel uncomfortable or offended.

Some examples of sexual harassment are:

- Sexual touching, pinching, bumping or rubbing against another person
- Making sexual comments, suggestions or jokes
- Asking sexual questions
- Commenting about another's body
- Rating people's bodies
- Making sexual/offensive gestures
- Giving sexual looks or leers
- Writing sexual graffiti
- Spreading sexual rumors about someone
- Cornering or blocking someone in a sexual way
- Pulling clothing off or down
- Flashing or mooning
- Forcing someone to kiss or holding another against his/her will
- Giving or showing sexual pictures or notes to someone
- Sexual name-calling, that is, using sexual orientation as an insult (gay, lesbian, homosexuality, etc.)

The school shall prohibit any form of harassment by employees and students, and will view such actions very seriously. Each reported incident would be treated seriously, confidentially, and responded to with a timely and thorough investigation. Documentation is prepared and placed in the offender's file.

Cases of harassment/sexual harassment are to be reported immediately to guidance and/or administration and be thoroughly investigated by guidance and/or administration. Any persons experiencing harassment are responsible for reporting the incident and should not assume that guidance or the administration is aware of it. Parents/guardians need to know that there could be legal consequences for harassment/sexual harassment. If charges are to be pressed, this is a matter between the students and their parents/guardians.

Consequences

- Parents/guardians are contacted to inform them of the incident, explain the seriousness of harassment/sexual harassment, and inform them of the consequences for the offense.
- The student is suspended immediately and expulsion is possible.
- **The student is immediately placed on Disciplinary Probation.**

**Child Abuse and Neglect**

As mandatory reporters, all school employees shall immediately report cases of suspected child abuse to the appropriate authority/agency as provided in Wisconsin Statute 48.981

**Smoking/Use of Tobacco**

Smoking is absolutely prohibited per Wisconsin Act 209, Section 2.120.12 (19). Students may not smoke or chew any form of tobacco either on the school premises, or within sight of the school building or at any school activity away or at home.

<u>First Offense:</u>	Suspension. Readmission will require permission of the administration and a fine of \$25.00.
<u>Second Offense:</u>	Suspension. Readmission will require permission of the administration and a fine of \$50.00
<u>Third Offense:</u>	The matter will be referred to the police.

**Stealing**

Stealing is defined as deliberately breaking and entering and taking that which is not yours and/or having in your possession property that does not belong to you. (iPads, books, articles of clothing, etc. which are found and not turned into the office fall into this category.)

Act of Stealing/Possession of Stolen Property:

- The parent/guardian is called. (police may be notified)
- The student is immediately suspended and released to parent/guardian.
- During the suspension period, the school administration will investigate the incident.

- A conference is held after the suspension period with the parent, student and an administrator, usually the assistant principal. A recommendation to reinstate or expel will be submitted to the administration after the conference.
- The student will make full restitution to the owner of the property.

### **Vandalism/Pranks**

Respect for school property and the personal property of others is expected of all. Pranks are unacceptable due to their potential to cause harm to persons and property, and disrupt the normal operations of the school. Students who vandalize or damage any property (furniture, lockers, walls, fixtures, others person's etc.) and/or disrupt school operations will be expected to make full restitution for time lost, damage done and/or clean up required. In cases of a major violation, police will be called. Restitution will be required. Depending on the seriousness of any incident in this section, the consequence could include suspension or expulsion from school.

### **Weapons on School Premises**

No person shall possess a dangerous weapon on school premises, school buses or at any school-related event, home or away.

“Dangerous weapon” means any firearm; any electric weapon, as defined in s. 941.295(4); metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; a nunchaku or any similar weapon consisting of 2 sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, knife or knife like weapon; a cestus or similar pointed star-like object intended to injure a person when thrown; a chain having weighted ends; or any other device or instrumentality which, in the manner it is used or intended to be used, is capable of or likely to produce death or great bodily harm.

School premises means any school building, grounds, recreating area or athletic field or any other property owned, used or operated for school administration. (See Sec 948.61(1) (c), Wis. Stats.)

Violation of this policy shall be immediately reported to law enforcement authorities; and, when a student is involved, the student's parents shall also be notified. Students violating this policy shall be subject to disciplinary action which will include suspension or expulsion.

Legal Reference: Wisconsin Statutes, 948.60, 948.61, 939.22(10) and 941.295(4)

The consequences stated above for possession of weapons will apply also for the following: toy weapon and make believe weapon.

### **Extension of School Rules**

All school rules are in effect on field and school trips and at all school activities whether the activities are held in our high school or at another location. Students who have signed the athletic code are, in addition, subject to the disciplinary action specified in that code. Since the school bus is an extension of the school, the rules that apply to conduct while in school also apply to conduct while on the school bus. Administration reserves the right to discipline students for off-campus conduct.

## **Knowledge of The Code**

It is the responsibility of each student to be familiar with these rules. Ignorance of these rules is not a valid reason for non-compliance. St. Catherine's requires a signed form to be kept on file indicating the receipt of the Family Handbook and agreeing to read it and to follow the rules and regulations it contains.

**NOTE- In all cases of discipline, the administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. In the event of serious violations, the principal also reserves the right to impose a penalty of suspension or expulsion.**

## **SECTION SIX: School Bus Rules of Conduct**

### **Racine Unified School District**

Since the school bus is an extension of the school, all rules that apply to conduct while in school also apply to conduct while on the school bus.

School bus drivers are authorized to direct and to verbally correct those students who are not in compliance with the rules. They may question students, investigate incidents, and give specific directions. They will refrain from using physical contact or restraint unless, in his/her good faith judgment, there appears to be a danger to students or others.

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. The driver of any school bus shall be responsible for the orderly conduct of the pupils transported.

All reports of misconduct shall be submitted to the Transportation Department of the Racine Unified School District.

The Transportation Department shall determine the severity of the report of misconduct. Minor offenses may be referred to the school principal for action. In all other cases, the Transportation Department shall notify the parents, school, and the bus company.

The Transportation Supervisor shall act upon reports of a more serious nature.

1. Recommendation of the bus driver shall be considered
2. School bus riding privileges may be suspended for a one (1) to ten (10) day period. Parents, school, and Bus Company shall be notified in advance of suspension dates.
3. A serious safety violation of a safety measure, such as working any item in the driver's compartment, throwing anything at or hitting the driver, smoking, possession of a weapon, opening the emergency door, or any other similar safety violation, shall result in the suspension of bus riding privileges for the remainder of the school year and could be referred to the Assistant Superintendent for Pupil Personnel for expulsion, reassignment, or other appropriate action.

A student shall not possess, use, be under the influence, give, sell or transfer illegal drugs, alcoholic beverages, other controlled substances, unauthorized prescription drugs, "look-a-likes" or synthetic substances.

No student may possess or use any pyrotechnic devices (lighters, matches, firecrackers, sparklers, caps, smoke bombs, etc.) or ignite (start) a fire while on the school bus.

Parents/guardians and/or students may appeal the action taken by request through the Transportation Department. Upon such request, the Transportation Department shall arrange a conference involving the pertinent parties. The decision arrived at as a result of the conference shall be approved by the Transportation Department.

- A. Parents/guardians are responsible for their child's behavior on the school bus and at the bus stop.
- B. Elementary, middle, and senior high school bus riders are subject to the provisions of the Code of Student Responsibilities and Rights.
- C. Violations of the policies listed below may result in the suspension of bus riding privileges.

1. While waiting for the school bus

DO

- a. Walk to the bus stop facing traffic where the law requires
- b. Be at the bus stop 5 minutes before scheduled pick-up time.
- c. Wait in a safe place off the main road
- d. Board the bus by forming a single line
- e. Wait for the driver's hand signal
- f. Cross the road 10-12 feet in front of the bus

DO NOT

- a. Trespass on private property
- b. Run toward a moving bus as it approaches the bus stop or loading zone at the school
- c. Fight, chase others, or throw objects

2. While on the bus

DO

- a. Be seated quickly
- b. Talk only in a normal voice
- c. Remain seated facing the front, keeping feet on the floor and out of the aisle
- d. Keep absolutely quiet when approaching railroad crossings
- e. Keep head, body, and arms inside the bus
- f. Show respect for the driver
- g. Identify yourself upon the request of the driver

DO NOT

- a. Change seats while the bus is in motion
- b. Eat or drink
- c. Tamper with the bus or any of its equipment or emergency equipment

- d. Throw any object on the bus or out of the bus window
- e. Spit
- f. Make obscene gestures or use profanity
- g. Fight
- h. Throw any object at or hit the bus driver

3. On leaving the bus

DO

- a. Walk 10-12 feet in front of bus if crossing the road is necessary
- b. Wait for the driver's hand signal to cross
- c. Stop, look both ways before stepping from in front of the bus, and walk across the road.
- d. Wait until after the departure of the bus when discharged at a curb and sidewalk

DO NOT

- a. Throw any object at the bus
- b. Hold onto the bus as it is departing
- c. Walk behind the bus at any time

4. Other Conditions

- a. Vandalism to the bus will be paid for by those responsible, and the Board Policy regarding parent/guardian liability will be enforced.
- b. Pupils may be assigned to definite seats and shall not be permitted to move from the assigned seat except upon permission from the bus driver
- c. No pupil is permitted to interfere with another pupil or to molest the property of another pupil
- d. Bottles or glass containers are forbidden on board the bus
- e. Live pets, animals, or other wildlife are not permitted on a school bus
- f. No cleats or other type of spikes are allowed to be worn on the bus by any students
- g. Musical instruments or other items that cannot be carried or held on the lap shall not be permitted inside the bus
- h. No radios, tape players, or record players are permitted on the bus unless authorized by the principal
- i. High school students must carry a student ID bearing their bus route assignment or some alternative form of school-approved bus pass while riding the bus, and must present it at the request of the bus driver or any other authorized personnel.

- D. Although the School District has no authority to govern the behavior of students while walking to school, it is suggested that parents stress the following guidelines with their child(ren) for their own safety and protection.
1. Leave home early enough and dress properly for the weather conditions.
  2. Walk on the sidewalk- do not run across yards or run into the street.
  3. When crossing at a corner where there is no crossing guard, look in all directions before stepping into the street.
  4. Do not roughhouse with friends while walking to school. Wait until you are at school before playing with your friends. Never fight with others.
  5. When possible cross the street at a corner where there is a crossing guard. Always walk between the white crosswalk lines. Never run when crossing the street.
  6. If riding a bicycle to school, follow all bicycle riding safety rules. Do not ride the bicycle across the street.
  7. Always use both hands when riding a bicycle and never ride "double". You could lose your balance and fall into the path of oncoming traffic.
  8. Students should never cross the street in the middle of the block. There are times when parents pick up their child(ren) after school and the child(ren) run into the street without looking. Please instruct all child(ren) that they never run into the street and must never cross the street in the middle of the block.

## SECTION SEVEN: General Information

### Student Fundraising and Donation

Our Dominican mission calls us to serve the needs of our school community, the universal church, and the world. We live out this mission through the framework of the Dominican pillars: prayer, study, service, and community. First, we are called to harness the power of prayer, entrusting our needs to the loving care of the Lord through All-School Liturgies, Morning Prayer, Prayer Services, and individual prayer intentions. Secondly, we utilize guest speakers, publications, and other resources to study the needs of our community to increase our awareness of the sources of injustice and the most effective ways to live out our mission. Third, we serve those needs by offering our time, talents, and treasure. The time we spend together in prayer, study, and service molds us into a vibrant, Dominican community. Recognizing that there are many needs within the community, we are called to be responsible stewards of our financial resources.

The following guidelines are designed to meet that responsibility:

- a. Students wishing to bring awareness or organize a fundraiser should contact either the Director of Campus Ministry or the Student Activities Coordinator(s).
- b. No more than one fundraiser a quarter with Administration reserving the right to approve more or less.
- c. No fundraising for a specific individual.

Although we may not respond financially to every need; we will always consider the many ways we can respond through prayer, study, service, and community.

### Accidents

Care given in the school is limited to first aid for accidents and illnesses until the parents can be reached to take the child home or to the doctor or hospital. The school will send a student via ambulance/rescue squad if it judges it necessary. Emergency cards are kept for each student. (For parent responsibility, see ILLNESS AT SCHOOL)

### Cafeteria

St. Catherine's High School does not have an open lunch policy so students may not leave the building during this time. All students must report to the cafeteria for their assigned lunch period. Students may purchase a complete lunch or bring their entire lunch including beverage. Appropriate and courteous behavior is required at all times. Each student is expected to clean up his/her table/area before leaving the cafeteria.

## Closed Campus

Students are to be in the building from the time school begins until dismissal. Students, who find it necessary to leave the building for appointments, illness, etc., must check out with the attendance clerk before leaving and must check in upon their return. This procedure is designed to assure the availability of students in an emergency and to safeguard the school in its responsibility for the safety of its students. Loitering in the parking lot or on streets close to the school is not allowed.

## Communication

In an effort to continuously keep parents apprised to what is happening at school, SCHS produces, distributes and maintains a variety of communication mediums.

[www.saintcats.org](http://www.saintcats.org)

Updated daily, the school's website features general SCHS announcements, links to media articles, Guidance Department bulletins and school-issued press releases. This site also contains important information on academic courses, admission events and requirements, faith life, athletics, and alumni news.

## The Veritas

Produced three times per year, the *Veritas* is a features-orientated e-publication containing student and teacher profiles, school accomplishments and event recaps.

## Weekly Rundown

Distributed every Friday, the *Rundown* is an e-communication to students and parents containing reminders and/or announcements about upcoming school events, deadlines, services, etc.

## Angel Insider

The *Angel Insider*, a monthly e-newsletter dedicated to keeping the school community apprised to St. Cat's news, is distributed to 5,000+ email addresses. As a school parent, your name will automatically be added to the Angel Insider distribution list

## Social Media

SCHS currently maintains a presence on several social media sites including Facebook, Twitter and YouTube. Links to the school's individual pages can be found at [www.saintcats.org](http://www.saintcats.org). Questions pertaining to any of the above publications can be directed to Brendan O'Brien, SCHS Communications Director, at 262-632-2785 ext. 452 or [bobrien@saintcats.org](mailto:bobrien@saintcats.org). At any time, a member of the St. Catherine's community can have a concern or a question about a program, a class, a school policy, or an issue that needs some attention. Every member is entitled to have his/her questions answered and concerns heard. The Administration, Faculty and Staff of St. Catherine's are committed to communicating with bother parents/guardians and students and are ready to provide assistance and respond to issues.

## Informal Procedure

If there is a question, concern, or issue between the parent/guardian of a student enrolled at St. Catherine's and an employee (e.g. Principal, Teacher, Counselor, Coach), the parent/guardian may find the following

Communication Chart helpful in determining the initial contact. Contacts may be made by calling St. Catherine's at 262-632-2785.

A Questions/Concerns/Issue Form is also available for the parent/guardian who may prefer to make the initial contact in writing and send it to the Principal. A sample copy follows. The Principal will decide the best way to respond to the question, concern, or issue.

## Communication Chart

Questions/Concern	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
Concern with student's academic progress in a particular class	Teacher of the class	Student's Counselor	Assistant Principal	Principal
Question with regard to a student's class schedule	Student's Counselor	Registrar	Assistant Principal	Principal
Concerns in planning the best course of studies during high school	Student's Counselor	Director of Guidance	Assistant Principal	Principal
Concern with a grade a student may have received	Teacher of the class	Assistant Principal	Principal	

Questions with regard to standardized test results	Testing Director	Director of Guidance	Assistant Principal	Principal
Questions with matters related to student extra-curricular activities	Faculty advisor of the activity	Director of Student Activities	Principal	
Questions with regard to overall school calendar	Assistant Principal			
Concern with a sanction placed on a student because of discipline in a particular class	Classroom Teacher	Dean of Students	Principal	
Concern with a discipline situation not related to a particular class	Dean of Students	Principal		

Questions/Concern	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
Question with regard to busing?	Racine Unified Transportation Office 262-631-7138	Registrar	Principal	
Question with regard to a fee, tuition, or financial aid at SCHS?	Admissions Coordinator	VP of Finance & Technology		
Concerns within the athletic program or a particular sport?	Coach of the particular sport	Athletic Director	Principal	
Concerns with alcohol/drug use or abuse?	Student's Counselor	Director of Guidance	Assistant Principal	Principal
Questions with regard to selecting colleges or making other post-secondary plans?	Student's Counselor	Director of Guidance	Assistant Principal	Principal
Sexual Assault Sexual Abuse	Administration Guidance	To be determined by Administration		
Harassment	Administration Guidance			
Other questions or concerns	Ask the receptionist to direct you to the appropriate person			



**St. Catherine's High School**  
Questions/Concerns/Issues Form

Date:

What is the nature of your question/concern/issue? (Attach additional information if necessary.)

What do we need to know to make this partnership between you and SCHS work well?

To ensure proper attention and response to your question/concern/issue, please help us by filling out the following:

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

Home phone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

Return this form to: Principal  
St. Catherine's High School  
1200 Park Ave  
Racine, WI 53403

## Formal Procedure

- A. If there is not a resolution at the informal level, the parent/guardian can initiate the formal complaint process by providing a letter to the employee's supervisor no later than (5) work days after the informal meeting. The letter must contain the following:
  - a. The date/time/place of the informal meeting
  - b. The name and position of the employee with whom the disagreement exists
  - c. Factual information and background regarding the disagreement
  - d. Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee no more than three (3) work days to respond (to the supervisor) and then schedule a meeting of all parties within five (5) days to work toward a resolution.

- B. If there is no resolution through STEP 1, the Principal will convene the parties involved to review the case no later than three (3) work days after parent/guardian notify the Administration that the issue is still not resolved. The Principal will make a final determination of the disposition of the complaint.

## Dances

### Dance Policy: Formal and Non-Formal

Unless parents are notified through a specific mailing, our school dances are usually held between 7:00 p.m. and 10:30 p.m. Dances are open to SCHS students only. Students will be admitted up to one hour past the starting time of the dance unless prior arrangements have been made with the faculty moderator for the dance. Once a student leaves an event, she/he may not return. If a student leaves the dance more than one-half hour prior to the end of the dance, the parent/guardian will be contacted. When a pre-signup is required for a dance (i.e. formal dances) and a student does not attend the event, the parent/guardian will be contacted. School dances are not date-associated unless students desire to make them such. If a student wishes to bring a guest from another school, she/he must receive permission from the Student Activities Director, during school hours prior to the night of the dance.

Consequences of inappropriate behavior:

- a. Displays of unacceptable behavior (ex. vulgar language, public displays of affection, pushing, shoving, etc.) will result in parent/guardian being contacted, and the student being kept at the dance by chaperones until parent/guardian comes or the dance ends.
- b. A student suspected of drug or alcohol use or possession and /or possession of a weapon will result in parent/guardian being called to pick up the student and the student not being allowed to leave without parent/guardian. The police or other emergency officials may be contacted if deemed necessary.

- c. A student being in possession or under the influence of drugs or alcohol will result in parent/guardian being called and the student not being allowed to leave the event. The police or other emergency officials will also be contacted.
- d. Every student is expected to follow the school and the Athletic Code of Conduct as found in the Family Handbook.

In addition to the policies stated above, the following policies have been developed with input from parents, students and staff in order to promote the mission of St. Catherine's regarding school-sanctioned dances.

### General

Student and student's parent/guardian signatures, confirming they read and agreed to be governed by the Family Handbook, constitute acceptance of all dance policies printed in this section. Any guest must sign a "St. Catherine's Dance Policies" form, and the SCHS student will be held responsible for behavior of their guest. For the Homecoming, Winter Formal and Prom dances, a guest must also have a "Dance Guest Pass" from appropriately signed and on file with the Student Activities Director.

- a. All School regulations regarding drugs and alcohol will be enforced. The school may use breath screening when suspicion of alcohol or other drugs is present, and/or when a student wants to prove he/she is not under the influence of alcohol or other drugs. Violations can include parental and/or police notification, suspension, or expulsion.

### Admittance

All students must have a current, valid, St. Catherine's Student ID or photo ID on their person for admission to a dance. Also, all guests of students must have a current, valid, picture ID on their person and must sign a "St. Catherine's Dance Policies" form at the time of admission.

Any student arriving at the dance without a current, valid, student ID or photo ID will be denied admittance to the dance. St. Catherine's assumes no responsibility for these students.

Any guest of a student arriving without a current, valid, picture ID (or who refuses to sign a "St. Catherine's Dance Policies" form) will also be denied admittance to the dance. St. Catherine's assumes no responsibility for these students.

### Music

All dances sanctioned by St. Catherine's will have a pre-approved list of acceptable songs. Students may request that songs be added to this list by submitting them to a staff member designated by the principal at least 2 weeks prior to a dance. Availability and/or playing of these songs depend upon the DJ's collection. Students may not bring in CDs due to copyright restrictions.

### Attire

In today's society family definition of appropriate dress spans a broad range of individual interpretations. Furthermore, current style trends can cause difficulty in purchasing clothing for social purposes which reflect the values of St. Catherine's.

Two core values related to dress at St. Catherine's are respect for dignity of one's self, and respect for the dignity of others.

Therefore, students are not to dress promiscuously. St. Catherine's High School chaperones make the final decision on the attire of the student.

Some guidelines to provide assistance for attire selection include:

1. No low cut tops designed to expose cleavage
2. No midriff or belly buttons showing
3. No pants designed to expose underwear

### Behavior

1. No bodies on the floor
2. No hands touching another person's legs or derrieres
3. No bending over and putting one's hands on the floor
4. No rubbing of body parts
5. No dances, positions, or movements that mimic sexual activity/intercourse
6. No slam dancing, body passing, moshing, etc.

Consequences for violation of these policies are as follows:

- a. An initial violation of either the attire or behavior policies will result in a verbal warning to include change of behavior/adjustment of attire and the student's ID will be taken, but the student will be allowed to remain and participate in the dance. The student's ID will be returned to him/her upon departure from the dance.
- b. A Second violation of either the attire or behavior policies will result in the student being removed from the dance and placed in a chaperone-monitored room while the parent/guardian is contacted and consulted as to the student's release from the dance or continued monitoring until the dance is over. The student's ID will still be returned to him/her upon departure from the dance.
- c. Dependent upon seriousness and frequency of the student's inappropriate behavior additional school sanctions may apply [detention, etc. and/or banned from future dance(s)].

### **Emergency Early Dismissal**

Should an emergency arise that would require Early Dismissal from school (such as power outage) we will follow these procedures:

- a. All decisions will be made with students welfare and safety in mind.
- b. School buses will be notified as soon as possible to pick up our students.
- c. Local radio stations/television stations will be asked to make announcements.
- d. All students will be instructed to notify their parents once they arrive home.

- e. We will make phones available (whenever possible) for students needing to arrange rides home, etc.

An Early Dismissal causes disruption of normal schedules. However, future conditions like extreme heat, loss of power, or unexpected storms may make a dismissal unavoidable. Please make arrangements for alternate supervision for your teenagers by contacting a friend, relative, or neighbor in case of such an emergency.

## Inclement Weather

St. Catherine's follows the decision of the Racine Unified system concerning the cancellation of school due to inclement weather. Listen to the local radio station, WRJN (1400 AM) for cancellations of school and other scheduled activities.

Option #1 – Schools will be closed for the day. The decision will be made early in the morning

Option #2 – Delayed Start – 2 hours. Schools will start 2 hours later than their usual starting time.

Students who use school bus transportation should be at their assigned bus stop 2 hours later than normal.

Students who walk should plan to arrive at their school two hours later than the normal arrival time.

Students will be dismissed at their regular dismissal time at the end of the day.

## Tornado Drills

Notification of evacuation due to the danger of severe storms or an approaching tornado will be made over the P.A. system. Teachers and students are to implement the directions swiftly and efficiently.

Tornado Drills are conducted annually. Staff members are given instructions for implementation.

## Fire Drills

- a. Fire evacuation plans are posted in each room. Each student should study the plan for each room they are in during the school day and become familiar with it.
- b. When a fire alarm sounds, students are to leave the room **and the building immediately in silence**. The last person out of the room is to make sure that the windows are closed, lights are out, and that the room door is closed. Running or talking is not permitted.
- c. The first students to reach an outside door are to hold it open until all have left the building. Students are to remain at least 100 feet away from the building until the signal is given to re-enter it.

## Law Enforcement

St. Catherine's High School cooperates with the police in all ways. If an officer wishes to speak to a student, we will attempt to contact the parents if the student is a minor. However, if a parent cannot be reached, we will advise the student to cooperate with the police department. A school official will normally be present during an investigation according to Wis. Statutes 118.127 and 938.396.

## Lost and Found

Found articles should be turned in to the receptionist in the main office.

## Visitors

Visitor request forms are available in the main office. A list of the responsibilities of the SCHS student is on the form. Arrangements for bringing a guest to school should be made with the assistant principal at least one day prior to the day the guest is to attend SCHS. (Note: Any visitor who is a shadow is taken care of by the Director of Admissions)

All visitors should have a prearranged appointment and should report to the Main Office to check in. At that time visitors will be asked to sign in and be given a visitor badge, to be worn at all times during the visit. When visitors leave they should check back in with the main office to turn in the visitor badge and sign out.

## Library/Media & Computer Center

The Library/Media & Computer Center is open Monday thru Thursday from 6:55 a.m. until at least 2:40 p.m. Students are to follow the rules and regulations of the center. Students who do not comply will lose the privilege of using the center.

### Hours

The computer center will be open the same hours as the library/media center; 6:55 a.m. to at least 2:40 p.m. If special circumstances demand, faculty may make arrangements through the library media specialist to use the center at other hours.

### Scheduling

Students must have a pass from a faculty member or have the approval of the library media specialist before entering the computer center.

### Programs

No games will be allowed in the computer center. Students using in appropriate disks in the computer center will be barred from personal use of the computer center. All programs must be approved for use in the computer center by a faculty member or the instructional library media specialist.

### Printers

Students will be charged for paper when the printer is used for non-educational purposes.

### Library Books

Students are responsible for returning overdue books. A student, who has not returned overdue books by the end of the semester, will be charged for the cost of replacing the book.

## SECTION EIGHT: Acceptable Use Policy for Technology

St. Catherine's High School believes that the students have a right to develop to their fullest potential, and that computers can assist as a tool in that development. Computers are being used in the education world, the business world, and the personal world. By providing net access, students will:

- Enter into partnerships to enhance their learning options
- Utilize personalized, motivational learning opportunities
- Gain an employability skill needed for the 21<sup>st</sup> century
- Broaden their problem-solving and decision-making abilities
- Broaden their research capabilities by using primary materials
- Develop their higher level thinking skills
- Access global resources

Parents/guardians are informed that some materials accessible via the Internet or other electronic information resources may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people and that they have the right to decide whether or not to apply for student access to electronic information. When practical, software, which is designed to block objectionable material, is used. Parents/guardians and students are also informed that they are responsible for upholding the legal and ethical standards regarding access and use of the school's electronic information resources.

St. Catherine's High School retains ownership and control of its computers, hardware, and software at all times. Freedom of speech and access to information will be honored within reason. However, to maintain system integrity, monitor network etiquette, and ensure that users are using the system responsibly; school administrators or their designees may review user files and communications. Users should not expect that files and other information communicated or stored in school servers will always be private.

Computer network users are expected to abide by generally accepted rules of network etiquette, including but not limited to the following;

- All use of the internet and other services must be in support of education and research and consistent with the policies and objectives of the school
- Users will not reveal personal addresses or phone numbers on-line except when working with the guidance department with regards to filling out applications.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- The network shall not be used in such a way that would disrupt the use of the network by others (e.g., downloading excessively large files). This includes, but is not limited to use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters.
- Use of the Internet or other services cannot be made without the permission of the staff member in charge or the supervising teacher.

- No products or services sold through the Internet or other service may be ordered by students using school access. Students and their parents/guardians shall be responsible for the purchase should this occur. Additionally, students will be restricted from using the school's Internet access or other service for a period of not less than one year.
- Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. This includes but is not limited to administrative files, individual computer hard drives, and/or file servers.
- **A student must only use their own username or password for any school related technology services.**
- A user must request permission from supervising staff before printing.
- Users must keep images containing pornographic material or material otherwise deemed offensive, objectionable, inappropriate, or unlawful for school use from being printed on any printer and being used on school premises.
- Users must keep pornographic material, inappropriate text files, and files known to carry viruses off school premises.
- Users shall not harass, insult, or attack others using electronic services.
- Users shall not misuse, abuse, tamper with, or vandalize computer hardware or software. If is the students' and/or parents responsibility to pay for the repair or replacement of the damaged item(s). The student will also be denied further access to the computers and computer labs.
- Users may not install any software or hardware on individual computers or on networks. If a student install software, which results in damage to the computer(s), or the software for the computer, the student or parent/guardian will be responsible for any damage which occurs.
- Copyright laws will not be violated. Users may not make copies of programs from school to take home.
- Users may not download items from the Internet or other service to the hard drive of the computer or to the network. It must be downloaded to school approved online or removable storage.

This agreement applies not only to units connected to the network or the Internet, but as well as stand-alone units. Students violating the above rules may be subject to school discipline, up to and including expulsion. They also may be denied further access to the Internet and other on-line services. The student will be reported to the police or proper authority if in violation of the law.

Additionally, students may be subject to school disciplinary procedures and law enforcement intervention for off-site abuses of Internet sites, social media sites, or blogs.

An appeal of the building level decision may be made to the Electronic Information Review Committee consisting of teachers, parents, administrators, and students.

Student and student's parent/guardian signatures, confirming they read and agreed to be governed by the Family Handbook, constitute agreement with the Acceptable Use Policy.

Volunteers should also wear issued badges and check in with the Main Office.

Non-SCHS students who wait for SCHS students at dismissal time are not permitted in the building. SCHS students are to make arrangements where to meet them outside the building.

## SECTION NINE: Health

### Illness at School

If any student becomes ill during the school day or needs medical assistance, the student is to report to the Main Office. The parent/guardian will be contacted if any emergency occurs. The school will send students to the hospital if it judges it necessary. The parent/guardian is responsible for completing and signing the Emergency Information card that is to be completed on-line before the student receives their class schedule. The parent/guardian must inform the school of a child's health problem that may cause special problems or require special handling on the part of the school. In addition, the parent/guardian must keep the school updated with correct phone numbers where they can be reached in case of an emergency.

### Immunization Requirements for Student

For the 2013-2014 school year, the state of Wisconsin immunization law requires all students to have the following required immunizations for each grade level. The required written proof is due to the school on or before September 30.

Grade 6-8	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grade 9-11	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

- a. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after their 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable)
- b. Tdap means tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
- c. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less 1 before the 4<sup>th</sup> birthday is also acceptable).
- d. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
- e. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.
- f. Students 13 years of age or older without a prior history of chickenpox disease, or who received their first dose of varicella vaccine at 13 years of age or older, are required to receive 2 doses of varicella vaccine

**Failure to comply with these measures will result in student not being allowed to attend school until said requirements are completed. Waivers will be available for health (signed by a physician), religious or personal conviction (signed by parents) reasons.**

## **Dispensing of Medication to Students in School**

If possible, it is recommended that prescription medicines be taken at home. When this is not possible, main office staff will gladly assist in following state law for dispensing prescription medication in school, as outlined below.

It is illegal and could be life-threatening for anyone to dispense prescription medication to anyone OTHER THAN the person for whom it is prescribed. Sharing or selling prescription medications is considered an illegal drug activity, and will be met with severe consequences, up to and including expulsion from school and notification of the police.

- a. All prescription medications must be kept in the Main Office. The student should report there to take the medication and have it recorded. No student should be carrying or be taking prescription medications about which the school has not been informed.
- b. Only prescribed medication with a doctor's instructions can be administered.
- c. All medications should be administered from a labeled pharmaceutical container. The pharmacist may supply a container holding a portion of the medication to be administered during school times; however this container should also have a complete labeling information panel applied.
- d. Parents should make a written request and give authorization with specific directions. The directions should include:
  - Dosage and time of administration
  - Name of pharmacist and phone number
- e. The written parental request and authorization is expedited by the use of a medication request form. This form is available in the school office. If a child arrives at school with only a parental note, no the completion of the form, the following procedure is advised.
  - The parent/guardian is contacted for verbal verification of the request and advised that the medication will be distributed for that day but a form must be filled out and returned to the school immediately for further administration.
  - Medications administered long term must be verified on an annual basis.
- f. Students with asthma may have an inhaler in their possession if a written approval from their doctor and parent/guardian is on file in the office.

Note: These guidelines need to be followed. The school will not be able to dispense medication provided in baggies or envelopes. The risk for error is too high. It is recommended that the parent drop off the medicine each month in a correctly labeled container. It is the responsibility of the child to come for his/her medication each day.

## **AIDS Policy**

Jesus cared for the sick. As a Catholic educational school, St. Catherine's High School is called to carry on this responsibility to the sick, to show them they are loved and to treat them with dignity and respect.

In order to provide for the welfare of the faculty, staff and student body and the particular good of the student infected with the disease AIDS or the virus (HIV), the following guidelines and procedures are to be used.

### Students

Students with AIDS, HIV or other communicable diseases enrolled or seeking enrollment at St. Catherine's High School shall be permitted to attend school in the least restricted setting as determined by the school health care team. Decisions regarding which school setting is appropriate and which presents no risk to the health of others shall be made on an individual basis and should include consideration of the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

### Decisions Regarding Appropriate School Setting

When decisions need to be made regarding appropriate school setting for a student affected with AIDS or HIV, with parental consent, these decisions should be made by the school health care team, i.e., the student's physician, the student's parents or guardians, a physician knowledgeable about AIDS/HIV and related infections, a local public health agency representative, and the principal.

Factors to be considered in making decisions regarding appropriate setting include:

- a. Clinical condition of the student- due to a weakened immune system, students with AIDS or HIV virus who attend school are more likely to get common infections such as flu, colds and chicken pox than students who do not have AIDS. After they contract these routine illnesses they have a greater chance of developing complications. They may also be more likely to have more serious contagious diseases such as hepatitis or tuberculosis.
- b. Risk of the student to others in the classroom- the team should take into consideration the likelihood of transmission to other students of the AIDS virus or of other infectious diseases the student may have as a result of AIDS. Decisions on placement should address whether the student will conduct himself/herself in a manner that will not endanger other students. Restricted placement may be advisable for students who lack control of bodily secretions, are likely to engage in behavior such as biting or have open wounds.
- c. Risk of others in the classroom to the student- students with AIDS may have a greater risk of encountering infectious agents in a school setting than in a home.
- d. Demographic, environmental, psychological and social factors in the school setting obtained from the evaluation team.

### Parents' Reporting

Parents are encouraged to voluntarily report to the school principal a child infected with AIDS or HIV. This is an added protection for the student with AIDS who, in a weakened condition, can be kept removed from the students known to have colds or other possible contagious ailments.

### Confidentiality

Records regarding a student's AIDS or HIV infection status remain confidential and are held in a separate manner from the remainder of the students' records. Knowledge that a student has the disease or infection should be confined to the principal and necessary staff. Knowledgeable staff and administration should notify the student's parents or guardians when infections which may threaten the immune depressed student occur in school.

### Provision for a safe school environment

St. Catherine's High School is to provide a safe school environment by adopting routine procedures for handling blood or bodily fluids as recommended by the State of Wisconsin Department of Health and Social Services.

### Education of the School Community

Faculty, staff, students and parents are to be informed regarding how an HIV infection can be prevented and how HIV infection is spread. Faculty in-service, Parents Association programs and classroom instruction, especially in Health and Social Issues classes, should provide this education. Such education would greatly assist efforts to reduce anxiety and to provide the best care and education for those infected while minimizing the risk of transmission to others.

### Faculty and Staff

The same general principles applicable to students infected with AIDS or HIV shall also apply to faculty and staff so diagnosed regarding decisions of appropriate school setting, reporting, confidentiality and provision for a safe environment.

Note: The above policy is consistent with AIDS policies published through the Archdiocese of Milwaukee Department of Education, the Wisconsin Department of Public Instruction and the Racine Unified School District.

## **SECTION TEN: School Affiliated Organizations**

### **Angel Booster Club**

The Angel Booster Club is a separate supporting organization that raises money for extracurricular activities at St. Catherine's High School through concession sales at high school games and the annual Angel Golf Classic. The Booster Club also assists the athletic program by providing volunteers to sell tickets at all home games for football, volleyball and basketball. The Booster Club is open to all – parents, alumni and friends. If you are interested in getting involved, contact John Johnson at [jjohn@saintcats.org](mailto:jjohn@saintcats.org)

### **SCHS Parents' Association**

The SCSH Parents' Association first met in September 1978 and February 1979. The St. Catherine's Board of Directors passed a resolution "that the parents of St. Catherine's be officially recognized and encouraged."

The purpose of the SCSH Parents' Association is "to be a liaison between the parents of St. Catherine's students and the Sisters of St. Dominic, Board of Directors, Administrators, Faculty and Staff."

The membership is composed of all parents or guardians of enrolled students at St. Catherine's High School during the academic year. Additionally, a Parents' Association Steering Committee will be formed annually to provide leadership to the Association, and help the members of the Association meet goals and objectives set at the beginning of the school year.

The SCSH Parents' Association is not a fundraising organization, but rather a group that enriches the "Angel Way" by providing SCSH parents and students with special events, activities and programming.

### **St. Catherine's High School Alumni Association**

The mission of the Alumni Association is to sustain and renew the link between past, present and future students of St. Catherine's High School.

At the graduation ceremony, senior class members are welcomed into the Alumni Association.

The Association sponsored events include:

- The Alumni Hall of Fame that recognizes St. Catherine's alumni and friends for their outstanding contributions to the community after leaving St. Catherine's.
- The Athletic Hall of Fame that recognizes St. Catherine's alumni and friends for their athletic achievements while at St. Catherine's.
- The Senior of the Year Award
- Fan-O-Rama
- Veteran's Day Mass

Our Goals include:

- Assisting in the recruitment of prospective members

- Generating revenue in new and creative ways
- Growing and developing the Alumni Association
- Honoring outstanding students, graduates and friends of St. Catherine's

Your involvement, support and creativity are instrumental in making a difference. Any amount of time and talent is welcome to make the Association's events successful and to help continue the mission of St. Catherine's.

Contact the Alumni Building, 1220 Villa Street, by calling (262)898-1320 or the Development Office of SCHS. Visit the alumni tab of the SCHS website [www.saintcats.org](http://www.saintcats.org)

### St. Catherine's High School Foundation

Since 1981, the St. Catherine's High School Foundation has focused on three simple concepts to ensure the long-term success of St. Catherine's High School:

1. **BUILD-** Growth is a critical part of the Foundation's investment philosophy. From a beginning balance of \$8,000 to the current \$3M endowment, its funds have been managed wisely and consistently.
2. **SUSTAIN-** Based on a proven investment policy, with guidance from professional advisors, the Foundation Board maintains a balanced portfolio that distributes 5% of its endowment back to the school on a rolling 12-quarter average.
3. **PROVIDE-** In 2010, the St. Catherine's High School Foundation contributed \$128,000 back to the school, used primarily to provide scholarships and financial aid. A small percentage also supported faculty development and the arts.

The success of the Foundation is directly linked to its founding families: individuals who saw the endowment as a way to support an institution that was important in their own lives, and fulfill their philanthropic wishes. There are many ways to contribute to the Foundation, supporting not only the students of today, but the students of tomorrow.

The Foundation is governed by an independent board of volunteers that meets quarterly. For more information about the SCHS Foundation, visit [www.saintcats.org](http://www.saintcats.org) or contact Tim Weiss, Vice President of Advancement.