



Cardinal Stritch

Catholic High School

STUDENT & PARENT HANDBOOK

2016-2017

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family
faith
knowledge
strength

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The *CSCHS Student & Parent Handbook* is continually reviewed and policies are subject to change. Students and parents are notified of major changes in policies and procedures. Students and parents acknowledge the policies and procedures outlined in the Handbook annually.

Our Vision and Mission

St. Kateri Catholic Schools will be leaders in Catholic education who challenge all students to grow as disciples of Jesus Christ in a family-oriented community that fosters academic and personal excellence.

St. Kateri Catholic Schools are a family of faith, knowledge, and strength that form disciples of Jesus Christ.



Our Beliefs

We believe that St. Kateri Catholic Schools are uniquely positioned to:

- 1. Provide a holistic educational experience that prepares students for life.*
- 2. Create a sustainable learning environment that encourages students to view our world as a place of opportunity.*
- 3. Serve the needs of each student and their families through personalized attention and purposeful relationships.*
- 4. Contribute to the vitality of the St. Kateri Tekakwitha Deanery, Diocese of Toledo, and the Roman Catholic Church.*
- 5. Partner with local churches and with area civic and community organizations.*
- 6. Embrace diversity because each person is created in the image and likeness of God.*

Our Coat of Arms

The Cardinal Stritch Catholic High School coat of arms contains the ideals bound up in the history of the school. On top of the shield, a mighty cardinal is perched. The cardinal, a small bird always ready and fearless in fight, is the school's emblem. The tower of Toledo, Spain, in the upper left hand section of the shield, represents the Diocese of Toledo, to which the school belongs. In the upper right hand section is Bishop Rehring's cross, signifying that the school was erected during his episcopate. Three red crosses, symbolizing the stigmata of St. Francis, for the Sylvania Franciscans who originally filled the greater part of Stritch's teaching staff, occupy the lower right hand section. The wavy line on the lower left side stands for the Maumee River. The red lion rampant in the center is Samuel Cardinal Stritch's insignia, and the words inscribed along the bottom in Latin are a part of Samuel Cardinal Stritch's motto translated, "God is my helper."



Our Identity

Cardinal Stritch Catholic High School students, athletic teams, faculty, staff, and alumni are proudly known as Cardinals. Our school colors are red and black.

FIGHT SONG

We are Card'nals shouting out a cheer
for famed Stritch High.
We are Card'nals winging far and wide
this vic'try cry – Fight! Fight! Fight!
We will fight with all our might
and soar to vic-to-ry.
We're the best of all the rest
the best we will be.
For we are fighting Card'nals shouting out
a cheer for vic-to-ry...FIGHT!
- University of Kansas Fight Song

ALMA MATER

In our minds we see your glory
Hearts so faithful looking back
We revere you Alma Mater,
We salute the red and black.
Cardinal Stritch we fondly cherish,
Brilliant red and solid black.
Love you give and love you ask for,
In return how much we lack.
Yet we pledge our love imperfect,
To the red and to the black.
Yet we pledge our love imperfect,
To the red and to the black.
- Sister M. Amata, OSF



Our History

The ground breaking ceremony for Toledo's sixth Catholic high school took place on September 21, 1960, with Bishop George J. Rehring turning the first spadeful of earth. The school was named for Samuel Cardinal Stritch, Toledo's second bishop during the years of 1921 through 1930.

A 20-acre site was chosen for Toledo's second co-institutional, Catholic high school. One side of the school was reserved for boys' classes, the other for the girls' classes, with co-educational classes being held in the center sections. (The separate wings were integrated in 1967 when all classes became co-educational.) The first principal was Monsignor Michael J. Walz, who initiated the "Stritch Family" concept. Succeeding principals have been Rev. John A. Thomas, Rev. Frank E. Nieset, Sister Louis de Montfort, Rev. Frank A. Murd, Rev. Robert J. Yeager, Ed.D., and Rev. John F. Stites. In 2005 Bishop Leonard Blair appointed Rev. David Reinhart as president of the school. Mr. Timothy Mahoney was the first layperson to be assigned as principal of the school.

In the spring of 2008, Cardinal Stritch Catholic High School, along with the other schools in the Blessed Kateri Tekakwitha Deanery, at our request and with the approval of Bishop Blair, created the Kateri Catholic Schools. This school system provides a comprehensive Pre-Kindergarten through 12th grade Catholic education in partnership with all of the parishes of the Blessed Kateri Tekakwitha Deanery. There are representatives from these parishes on the Board of Directors. Fr. David Reinhart was named the first President of the system in May of 2008.

During the 2009-2010 school year, the Kateri Catholic Schools operated three campuses. In May 2009 the School Board voted to move the Kateri Catholic Academy Elementary Schools to the existing space at the Pickle Road Campus for the 2010-2011 academic year. The main building was separated into three distinct areas for the elementary, middle, and high schools. The former convent was renovated into Administrative Offices and classrooms for Performing Arts.

In July of 2010, Fr. Eric Schild succeeded Fr. Reinhart to serve as the second President of the school system. In 2015 Mr. Kevin Parkins became Principal of the Kateri Catholic Schools, and succeeded Mr. Tim Malone.

In October of 2012, Blessed Kateri Tekakwitha was canonized by Pope Benedict XVI. Due to this great honor, the schools are now known as St. Kateri Catholic Schools.

CATHOLIC IDENTITY

Your light must shine before others, that they may see your good deeds and glorify your heavenly Father.

Matthew 5:16

The strengthening of Christian values is vital to the total development of youth. It is important that students develop a love of God, a love of humanity, and a love of self. This work is the responsibility of all the members of the Stritch Catholic family: faculty, staff, students, parents, and alumni. The Cardinal Stritch Catholic High School administration, faculty, and staff are dedicated to the spiritual development of all students. Clergy of other denominations are cordially invited to participate in the spiritual development of Stritch Catholic students.

ASSISI CHAPEL

Cardinal Stritch Catholic High School provides a place for prayer, reflection, and the celebration of the Eucharist. Proper respect for the sanctity of the chapel is expected at all times.

LITURGIES

All are required to attend a weekly Mass and other liturgical events. Mass or Eucharistic Adoration is celebrated weekly, and special activities are scheduled during Lent and Advent. All members of the Stritch Catholic family are encouraged to attend, participate, and assist in the planning of liturgies.

RETREATS

Each student participates in annual class retreats. Students unable to attend must make arrangements for an alternative retreat experience with the Campus Minister. As part of their graduation requirements, seniors are required to attend Kairos, a retreat experience held away from school. There are also other retreat experiences available to the students. Students are encouraged to explore these other experiences to nourish their faith lives. The Campus Minister provides more information about such retreats throughout the school year.

Student Groups

CREDO

Credo meets regularly on Sunday evenings to discuss where God is in their lives and where that relationship is taking the students. These meetings also give the students a chance for group prayer, Eucharistic Adoration, and fellowship.

MASS MINISTRIES

Students are invited to have an active role in Mass preparation and celebration. Students, as well as faculty and staff, are invited to take a role in the celebrations as servers, lectors, Eucharistic Ministers, and musicians. Training and preparation take place several times throughout the year. The Cardinal Core coordinates this group.

Stewards of Stritch (S.O.S) Service Hours

To emphasize the importance of becoming life-long stewards, students are required to complete service hours every year. A Stewards of Stritch (S.O.S.) hour is work done for the school, a community organization, or a church. Hours may also be obtained by doing work that is approved by the student's Theology teacher. This work is done without pay and under supervision. Students may find service opportunities on their own, or opportunities are posted or announced at school. Students may count their hours in the parishes as either S.O.S. Hours or St. Kateri Hours, but not both. To build a deepening commitment to service, the minimum number of hours increases every year:

- Freshmen – a minimum of fifteen (15) hours of service.
- Sophomores – a minimum of twenty (20) hours of service.
- Juniors – a minimum of twenty-five (25) hours of service.
- Seniors – a minimum of thirty (30) hours of service.

Service hours completed during the summer are applied to the following school year. S.O.S. hours forms are available on the website, in the school office, or in Theology classes. On this form, students record the number of hours and the agency where the work was done, obtain a supervisor's signature, and write a brief reflection about the work that was done. This form is turned in to the student's Theology teacher to be logged. Students can check their progress with the Campus Minister.

All S.O.S Hours are due by April 30.

ACADEMICS

The heart of the intelligent acquires knowledge, and the ear of the wise seeks knowledge.

Proverbs 18:15

At Cardinal Stritch Catholic High School, students develop a desire to be life-long learners. Nurturing this desire is the responsibility of all the members of the Stritch Catholic family: faculty, staff, students, parents, and alumni. The administration, faculty, and staff are dedicated to the academic development of all students.

HOMWORK & STUDY HABITS

A student can expect to spend at least two (2) hours studying, completing written work, researching, or reading each evening before the next class day and is expected to complete all assignments given by the teacher.

TEXTBOOKS

Textbooks used by Cardinal Stritch Catholic High School students for all classes (except Theology) are owned by the Oregon Board of Education and are loaned to students or parents for use during the school year. **The student is responsible** for keeping the books covered, clean, and free of papers. Students are held accountable for any misuse or damage.

ACADEMIC PROGRESS

Students and parents are encouraged to use PowerSchool to keep track of grades and assignments on a regular basis. Report cards, mid-quarter reports, and other progress reports are not mailed, since PowerSchool is available. Parents may be notified of below average or failing work via e-mail at mid-quarter time. Parents who have concerns about their student's academic progress should contact the teacher of the course. Credit is earned based on the semester grades.

PROGRAM OF STUDIES

The CSCHS *Program of Studies* contains the school course listing and information about College Credit Plus, Dual Enrollment and the Flex Credit programs. This document can be found on the school website: www.katerischools.org, Students tab, Course Listing.

SCHEDULE CHANGES

It is sometimes difficult to make changes after the schedule is completed. Because of this, we urge parents and students to be sure of course selections at registration time. Once a student has registered, his or her schedule is set. Students may not request a change because of the style of teaching, wanting to be with friends, or not needing the credit to graduate (this applies especially to seniors wanting to drop second semester course work). Students may not drop yearlong classes at the beginning of the second semester.

All requests for schedule changes must be made to the School Counselor. If the change is approved, a \$25 fee is charged within the first three weeks of the semester. A \$50 fee is charged after the third week. These fees are waived if a teacher initiates the change because a class is beyond the student's ability level. The student must remain in his or her original class until the change is complete. A student may be issued a Withdrawn/Failing (WF) grade for the course. An example of this situation would be a student who is dropping a course to avoid failing that course. Students would be notified of this decision before the schedule change is made. The Principal makes any other decisions regarding schedule changes. These decisions are final.

SEMESTER EXAMS

Semester exams or projects are given in all classes. Students do not earn credit for courses if exams are not taken. The courses are considered incomplete.

SEMESTER GRADES

Quarter grades are each worth 40% and the semester exam is worth 20% of the semester grade. To calculate a semester grade, first double the percentage from each quarter, and then add these to the percentage from the semester exam. Divide this total by five (5).

For example, a student who earns an A- (93%) in the first quarter, a C (80%) in the second quarter, and scores a B- (84%) on the exam would compute the semester grade as follows:

$$\frac{2(93) + 2(80) + 84}{5} = \frac{430}{5} = 86$$

For an 86%, the semester grade is a B.

INCOMPLETE GRADES

Courses that are not completed during the grading term must be completed within two (2) school weeks of the completion of the term. Otherwise, the incomplete is recorded as an "F," and no credit is earned.

GRADE POINT AVERAGE (GPA)

Grade Point Average is calculated with grades weighted for credit. An A+, A, or A- earns four (4) points; a B+, B, or B- earns three (3) points; a C+, C, or C- earns two (2) points; a D+, or D earns one (1) point; an F or an I earns zero (0) points.

Example:

Biology	A	4 x 1.00 = 4.00
English	B	3 x 1.00 = 3.00
Phys. Ed.	B+	3 x 0.50 = 1.50
Algebra	A-	4 x 1.00 = 4.00
Theology	A	4 x 1.00 = 4.00
Spanish	C	2 x 1.00 = 2.00
		5.5 18.50

$$\text{GPA} = \frac{18.5}{5.5} = 3.36$$

A student's cumulative GPA is calculated at the end of each semester and is the total number of grade points earned divided by the total credits earned by the student for courses that count toward the GPA.

GRADING SCALE

A+	98-100%
A	94-97%
A-	92-93%
B+	90-91%
B	85-89%
B-	83-84%
C+	81-82%
C	75-80%
D	70-74%
F	below 70%

These grades are used in some cases:

I	Incomplete
S	Satisfactory
U	Unsatisfactory
WP	Withdrawn/Passing
WF	Withdrawn/Failing

HONORS COURSE GRADE WEIGHT

Students in Honors level or AP courses receive extra grade point weight for earning high grades. An A+, A, or A- earns five (5) points; a B+, B, or B- earns three and three-quarters (3.75) points; a C+, C, or C- earns two and one-half (2.5) points.

HONOR ROLLS

First, Second and Third Honors are based on quarter grades.

- **FIRST HONORS:** all A's including conduct.
- **SECOND HONORS:** all A's and B's including conduct.
- **THIRD HONORS:** all B's including conduct.

PRINCIPAL'S LIST HONORS are bestowed on students who earn all A's including conduct for a semester.

GRADE LEVEL CLASSIFICATION

To be considered a member of counted in a specific grade, students must receive a credit in the Theology course for each semester they attend Cardinal Stritch Catholic High School and comply with the following:

- Grade 9: No credits and 1st year in high school
- Grade 10: 5.5 credits and 2nd year in high school
- Grade 11: 11.5 credits and 3rd year in high school
- Grade 12: 17.5 credits and 4th year in high school

The Principal must approve any exceptions to these guidelines.

ACADEMIC PROBATION & ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY DURING PROBATION

Students who earn a GPA less than 2.0 or earn failing grades in two (2) or more courses during a grading term may be placed on Academic Probation. The student actively works to improve his/her academics through the next grading term. During the term of the Academic Probation, the student may be ineligible to participate in school activities, athletics, and/or extra-curricular activities as determined by school administration. A more detailed discussion of athletic eligibility can be found the *CSCHS Athletic Handbook for Athletes and Parents*.

A student or parent may appeal the conditions and consequences in writing to the Student Awareness Committee. This committee may review the term or conditions of the probation and make recommendations to the school administration.

The student will meet with the assistant principal to monitor progress. A student may remain on Academic Probation until improvement is shown. If improvement is not shown, the student may have to repeat classes, reschedule classes, or complete online classes to keep on schedule to pass the current school year and graduate on time. Failure to do so may result in an academic hearing. The student may have to repeat a grade or be asked to leave Cardinal Stritch Catholic High School.

RECOVERY CREDIT

Students who fail a semester of a required class for graduation must successfully complete recovery credit in order to meet the criteria for graduation. Recovery Credit will take place in the summer through Oregon Eagle Learning (419-720-2003). All students participating in recovery credit need to be completed with the program by July 31st. **Beginning with the class of 2020, a student may not take more than six (6) semesters of recovery credit in four years in order to graduate from Cardinal Stritch Catholic High School.**

PHYSICAL EDUCATION POLICIES

Students must complete two (2) semesters of Physical Education to graduate. Under some circumstances, students who participate in athletics may receive credit for Physical Education rather than taking the class. Interested students should consult the School Counselor for information. Any student who is physically unable to participate in physical education class must present a note from a doctor. If the student continues in the class and actively participates as much as the health problem permits and takes notes and tests, the student may receive credit. However, if the student is excused from physical education altogether, the student must have a doctor's excuse for all four (4) years of high school and approval from the State of Ohio.

UNACCEPTABLE CHOICES

ACADEMIC DISHONESTY

Cardinal Stritch Catholic High School wishes to foster an environment of enthusiastic learners, so dishonesty cannot be tolerated. It can be tempting to take the "easy way" to get a good grade. However, it is far more important for students to honestly put forth their own best efforts to pursue academic success. For these reasons, cheating and plagiarism should always be avoided.

CHEATING

Cheating is a serious matter. Although the following list is not comprehensive, it contains a number of dishonest behaviors that are examples of cheating.

- Copying homework, papers, lab reports, or projects or supplying one's own work to another student to copy.
- Passing information concerning specific questions or answers for a test or quiz to a later class.
- Providing, requesting, or receiving information about a test or a quiz before a make-up test or quiz.
- Using unauthorized notes, study aids, or information (i.e. cheat sheets) during a test or quiz.
- Altering graded work after it has been returned, then submitting the work for re-grading.
- Submitting identical or similar papers for credit in more than one (1) course without prior permission from course instructors.
- Obtaining a copy of a test or quiz prior to taking it.
- Retaining or circulating test materials that are clearly intended to be returned to the instructor at the conclusion of the test.
- Using a programmable calculator to store test information or otherwise passing information using electronic devices.

The teacher and Dean of Students determine appropriate consequences depending on the nature of the incident. Academic penalties are assessed according to the rules established by the teacher at the beginning of the course.

PLAGIARISM

Plagiarize: To steal and use (the ideas or writings of another) as one's own. To appropriate passages or ideas from and use them as one's own. (*American Heritage Dictionary*)

Plagiarism is a serious form of stealing that can result in criminal charges. Examples of plagiarism include copying ideas or writings from books, encyclopedias, Internet sources, magazines, and papers purchased from others or from Internet sources. One way to avoid plagiarism is to properly cite the sources used. All teachers follow the Modern Language Association (MLA) format for documenting sources. If students are unsure how to cite a source, they should see a teacher. Although the English Department thoroughly covers what plagiarism is and how it can be avoided, it is the responsibility of every teacher to enforce the rules. Plagiarizing work is a serious offense and results in detentions and/or demerits plus a "0" on the plagiarized assignment.

Graduation

REQUIREMENTS

Students must complete the following requirements to graduate from Cardinal Stritch Catholic High School. All students should monitor their progress and be in contact with the School Counselor to be sure they are on the right track.

1. Theology – students complete one Theology course for each semester enrolled at CSCHS.
2. Retreat – Students make the Senior Kairos Retreat.
3. General academics – students complete 20 credits
 - a. Required courses – 16 credits
 - English* – 4 credits from Language Arts & Literature
 - Mathematics* – 4 credits including Algebra II
 - Science* – 3 credits
 - Social Studies* – 3 credits, including Modern American History, American Government, Economics and Personal Finance
 - Fine Arts* – 1 credit
 - Health & Physical Education* – 1 credit
 - b. Electives – at least 4 credits
4. Stewards of Stritch Service – students complete service hours every year.
5. State approved graduation tests – students in the classes of 2017 and following complete the current State of Ohio testing program.
6. Senior Career Project – students must complete the Senior Career Project.

COMMENCEMENT CEREMONY

Students are allowed to participate in the commencement ceremony and are issued a Cardinal Stritch Catholic High School diploma only after completing all requirements for graduation and having paid all tuition and fees in full. Any student eligible to participate in the graduation ceremonies must participate in order to receive his or her diploma.

VALEDICTORIAN & SALUTATORIAN

The honor of representing the graduating class as the valedictorian or salutatorian is a tradition and privilege conferred by the administration of the school on the two academically highest-ranking seniors based on cumulative grade point average at the end of the first semester of the Senior year. The valedictorian and salutatorian must not only represent outstanding academic achievement, but also witness to the community the philosophy of Cardinal Stritch Catholic High School in character and in personal values. In the rare event that either or both of the highest ranking students publicly do not reflect the tradition and philosophy of Cardinal Stritch Catholic High School, the Principal, in consultation with the President, would name the next highest ranking student(s) to receive the honor.

There are only two (2) speakers at graduation. In the event of a tie, the highest two (2) are co-valedictorians, and there is no salutatorian.

EARLY GRADUATION

Cardinal Stritch Catholic High School encourages a four-year program for students to better prepare them for the future. Therefore, no early graduations are approved.

TRANSCRIPTS

Seniors may request that transcripts be sent to colleges or other institutions at no cost. Transcripts of credit earned are not mailed to any school, including other high schools, unless all obligations to Cardinal Stritch Catholic High School are complete, i.e., tuition paid, books returned, and fines paid.

Graduation With Honors

BISHOP'S CROSS

The Bishop's Cross is awarded each year to two graduates, one male and one female, who maintain above average grades in religion and who demonstrate Christian service. Graduates apply for this award. The recipient is chosen by the Administration.

STATE OF OHIO ACADEMIC DIPLOMA WITH HONORS

Students earn the Academic Diploma with Honors by completing all of the state requirements for graduation and seven of eight (7 of 8) of the following criteria:

- 4 credits of English;
- 4 credits of Mathematics including Algebra II;
- 4 credits of Science including Chemistry and Physics;
- 4 credits of Social Studies;
- 3 credits of Foreign Language (with no less than 2 credits in one language for which credit is sought);
- 1 credit of Fine Arts;
- minimum GPA of 3.5 on a 4.0 scale; and/or
- minimum 27 ACT or 1210 SAT.

DEPARTMENTAL HONORS

The following departments at Stritch Catholic grant honors to graduates who meet stated requirements:

Art: 3½ credits (must include Studio Classes) – Minimum grade point average of 3.7 in Art courses.

English: 4 credits (must include English IV or AP English IV) – Minimum grade point average of 3.7 in English courses.

Foreign Language: 3 credits of one foreign language – Minimum grade point average of 3.7 in Foreign Language courses.

Mathematics: 4 credits including Pre-Calculus – Minimum grade point average of 3.7 in Mathematics courses.

Music Department: Students are required to complete 8 of the following: Band or Chorale with a minimum grade point average of 3.7, Solo and Ensemble with a Superior or Excellent rating and Honors Ensembles at the District or State level or at an approved University.

Science: 4 credits including Chemistry, Physics, or Projects. Minimum grade point average of 3.2 in Science courses.

Social Studies: 3½ credits including Modern World History, American History, American Government, and Economics – Minimum grade point average of 3.7 in Social Studies Courses.

ATTENDANCE

“For where two or three are gathered together in my name, there am I in the midst of them.”

Matthew 18:20

PERFECT ATTENDANCE

Perfect Attendance awards are given at the end of each quarter to students who have not missed any school and have no tardies to school or to class.

FIELD TRIPS

Students on field trips are considered present for the school day. All school rules apply. Parental permission slips and driving permits are required. Students are responsible for making up all work missed in other classes.

OFF CAMPUS COURSES

Students who take courses at another school or college campus must make individual arrangements concerning their classes and travel time. Stritch Catholic encourages students to miss a minimum amount of class time at the school and to maintain a full course schedule. This time is not considered absent from school.

TARDINESS

A student is tardy if he/she enters the classroom after the start bell. Any student reporting at a later time must report to the Main Office for an admittance slip. Being delayed by a train is considered a tardy. If a bus arrives late, the students are not considered tardy.

During the school day, teachers record tardies. Students who are kept by a teacher should take the hall pass to the Main Office before going to the next class to avoid being considered tardy.

ILLNESS DURING SCHOOL HOURS

Students who become ill during the school day must report to the Health Care Provider. She contacts a parent/guardian before the student is excused. Cardinal Stritch Catholic High School shall not be held responsible for the transportation of any student whose parent/guardian gives permission over the phone for an ill student to drive himself or herself home.

ATHLETIC PARTICIPATION

Student-athletes must be in school for the full school day on the date of an athletic contest. Student athletes who are absent for appointments should follow the policy for returning from appointments. Other exceptions are made at the discretion of the Director of Athletics.

Regular attendance in the classroom is extremely important. Cardinal Stritch Catholic High School relies on the cooperation of students and parents/guardians to help keep accurate records of student attendance. Parents can view student attendance on PowerSchool. Because the school is legally responsible for the students in the absence of parents, it is imperative that both parties maintain good communication. Moreover, it is the desire of the administration, faculty, and staff that all students develop a strong sense of commitment to good attendance, because this is an admirable trait.

ABSENCES

Absences are recorded for illnesses (inclusive of hospitalization), doctor and dentist appointments, funerals, athletic events/tournaments (excluding players), and planned absences. Absences are **not** tallied for athletic participation, educational or school-related functions, field trips, or in-school support groups.

All student absences from school must be verified by a parent/guardian. The parent/guardian must contact the Main Office or leave a message by 9:00 a.m. (419.693.0465). The Missing Child Act of the State of Ohio requires a phone call from the parent/guardian. Failure to notify the school may result in the absence being considered unexcused. In addition to the phone call, students who are receiving an EdChoice Scholarship **MUST ALSO** bring a note from a parent/guardian to school when they return from the absence. This is required for reporting to the State of Ohio. Failure to do so may result in the loss of the scholarship.

Extended absences of three (3) or more days due to illness or repeated absences due to illness require a written excuse from a doctor.

When a student returns to school after any absence, it is his or her responsibility to ask the teachers for a list of assignments – both in class and out of class – which are to be made up. The work is due as stated by the teacher.

DOCTOR & DENTIST APPOINTMENTS

Doctor or dentist appointments should be made outside of school hours; however, if appointments must be made during school hours, the student must present a note from the parent/guardian to the Main Office to obtain a Permit To Leave School Grounds on the day of the appointment. Verification from the medical office must be provided when the student returns to school.

ATHLETIC EVENTS/TOURNAMENTS

Students missing school to attend tournaments must complete and file a Planned Absence form by the day before the event. Since the tournament is a school-related function, students abide by school rules at all times. Students who are on probation are **not** excused from school to attend tournaments - no exceptions. Normally, students are excused from school only on the Friday of state tournaments. Cardinal Stritch Catholic High School strongly encourages that students attending tournaments be chaperoned by parents. Students who do not follow the proper procedure may be considered unexcused.

Brothers and sisters of participants may be excused during the time of the tournament competition by following the Planned Absence procedures.

FUNERALS

Students planning to attend a funeral must bring a note from their **parent/guardian** one (1) day in advance of the funeral and present the note to the Main Office.

PLANNED ABSENCES

Please inform the school at least **one (1) week** before the absence. Parents or legal guardians should accompany the student during the planned absence. Work missed is the responsibility of the student, not the teachers, and **must be completed within three (3) days of return to school.**

- At least one (1) week before the absence, the student brings a note from a parent/guardian to the Main Office and is given a Planned Absence form.
- The student collects signatures from teachers (who may indicate the student's current academic status).
- The student returns the form to the Main Office for approval.

Completing a Planned Absence form does not automatically excuse the student's absence. The school considers a student's academic and attendance record before excusing absences. Students and parents are notified if the absence is not considered excused. Students who are on Academic Probation may not be excused.

COLLEGE VISITS

Students are encouraged to visit colleges during the summer or on free days. Students requesting to be excused from school to visit a campus must file a Planned Absence form. Each senior may make two (2) college visits that are not counted against the student's perfect attendance. The School Counselor must approve additional visits. Students should make an appointment ahead of time with the counselor to go over suggestions as to what to look for on the college visit. Students must get a letter from the campus they visit and present it to the Main Office upon returning to school.

VACATIONS

Family vacations on school time are **not** encouraged. If the family does go on vacation on school time, the student is to complete the Planned Absence form. If parents are away and leave students in someone else's care or custody, parents must notify the Main Office, in writing, of the name and phone number of the person in charge in the event of an illness or emergency. Days missed for vacations count as absences.

School Closings & Delays

School closings or delays are announced on television, radio, and PowerAnnouncement. The school answering machine is updated after 7:00 a.m. The start of the school day is usually delayed two hours. Students should not be dropped off more than half an hour before the first bell.

POWERANNOUNCEMENT

Students and parents are notified of weather delays through PowerAnnouncement, which allows notifications via phone, text and email. Parents should make sure that all notifications are properly selected, so they receive the information they desire and in the desired form.

BUSSES

St. Kateri Bus Service – When school is delayed for weather, morning bus routes pick-up times are two (2) hours later than the normal pick-up times.

Tarta - When school is delayed for weather, Tarta provides transportation. Pick-up times are two (2) hours later than the original pick-up times. Students still pay any normal bus fare.

Yellow Bus Service (Northwood, Oregon, and Washington Local) – When school is delayed for weather these districts provide transportation IF they are also on a two-hour delay. If we are weather delayed and they are not, they do NOT provide bus service to school for our students. Transportation home is provided for these students IF the appropriate Yellow Bus School District was also open that day.

ATHLETICS CANCELLATIONS

If school is closed due to inclement weather conditions, the Director of Athletics makes the final decision by 2:00 p.m. whether or not afternoon and evening practices and games will take place that day based on the continuing weather conditions and forecast. This is announced through PowerAnnouncement. If practices are permitted in the afternoon on a weather-closing day, student-athlete attendance is encouraged, but not mandatory, and the student-athlete cannot be penalized if he or she is unable to attend. Practices scheduled in the afternoon and evening may not be moved up before 3:00 p.m. on weather-closing days.

UNACCEPTABLE CHOICES

CHRONIC TARDINESS

Accumulation of three (3) tardies to a class results in a detention. Accumulation of nine (9) tardies in one semester results in Saturday School detention.

EXCESSIVE ABSENCES

Accumulation of six (6) or more absences in a semester results in the possible forfeiture of credit for the class. The student's transcript reads "Audit" for the class, and the student receives no credit. The school considers justifiable absences in making these decisions. The school notifies the student and parents of a decision to withhold credit.

Any student who feels that he or she had just cause to miss six (6) or more days reserves the right to an appeal. An appeal hearing consists of a meeting of the following individuals: the Principal, the School Counselor, one of the student's teachers, and the parent(s)/guardian(s) of the student, who should bring medical documentation of the days missed for consideration. The Principal makes the final decision.

UNEXCUSED ABSENCES

Unexcused absence from class, study halls, homeroom, or any other assigned activity is included. The offense is more serious if the student leaves the school premises or property. Students may never leave the building without permission. Failure to have a parent call or send a note concerning a student absence results in a detention. Failure to complete a Planned Absence form may result in the absence being considered unexcused.

Students who accumulate five (5) unexcused absences or a combination of ten (10) excused and unexcused absences during a school year may be placed on **Attendance Probation**. A student and family must demonstrate significant effort to improve the attendance record. Further accumulation of two (2) unexcused absences or a combination of four excused and unexcused absences may result in an attendance hearing, a diversion meeting, and possible removal from Cardinal Stritch Catholic High School.

STUDENT LIFE

Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect.

Romans 12:2

Because of our mission to form disciples, CSCHS operates with respect and reverence toward God, our selves, each other, and the school. School policies are created to help students become respectable and reverent members of the school community and citizens of the world. Students are expected to follow policies both during the school day and when attending all school-related activities such as dances, games, practices, field trips, etc. It is the hope that students have an enjoyable high school experience both in and out of the classroom.

School Counselor

The School Counselor provides a complete, developmental school-counseling program addressing the academic, career, and personal/social development of all students. The counselor addresses prevention, intervention and student development in addition to academic and college preparation.

Student Activities

There are many opportunities for students to participate in athletics, clubs, groups and other organizations. Students can find out information about all these groups at www.katerschools.org. Students wishing to form a new club or group should get information from the Director of Student Activities. Taking part in extracurricular activities can be a very rewarding part of the Stritch Catholic experience.

Getting to School

BUSSES

St. Kateri Catholic Schools provide morning transportation at a nominal fee for students who live in districts that do not do so. Students residing in the Toledo Public Schools System may ride the *Tarta* bus, but riders pay the normal fare. Students residing outside the TPS district use the local district's yellow school busses. If yellow bus service is not provided in your district, please contact the Main Office to see if you are eligible for a transportation stipend.

DROP OFF & PICK UP

Before school and after school, parents should drop off and pick up high school students only on the east side of CSCHS at the Athletic Hallway Entrance. Students arriving late must enter at the main doors at the front of the school and check in at the Main Office.

DRIVING & PARKING LOT REGULATIONS

Students driving to school must complete a registration form for all vehicles driven to school by the student. Allowing students to drive is a convenience and a privilege. There is no parking in the driveways, fire lanes, bus lanes, or on the grass. The parking lot is school property, and school rules apply. School officials retain the right to examine the contents or search a car parked on school premises when they have probable cause that items in the car may interfere with the safe or effective operation of the school. In the lot, traffic regulations are to be followed, and courtesies are expected.

BUILDING HOURS

The academic building is open from 7:00 a.m. to 3:15 p.m.

ANNOUNCEMENTS

Events of the day, academic activities, athletic results, and any other news of interest to the entire student body are communicated by daily announcements. All announcements must be approved by a faculty or staff member and delivered to the Main Office by 8:00 a.m. Daily announcements can be read on the school website.

CAFETERIA & FOOD SERVICE

Meals are planned and prepared by professionally trained personnel. Menus are posted monthly. Students should show good behavior while waiting in line, be polite and considerate to those who are serving food, and keep the cafeteria clean and neat by returning all dishes, silverware, and paper to the proper place and wiping the tables clean after eating. Any student throwing away cafeteria trays or other reusable materials or equipment is fined the cost of the item (even if recovered) and given a detention. During lunch periods, students remain in the cafeteria unless granted permission to leave by a lunchroom monitor.

Students may choose to keep a declining balance that is accessed through a 5-digit PIN at the register. Deposits can be made to the account at the register, and the current balance can be found on PowerSchool under the Balances tab.

FOOD, BEVERAGES & GUM

Food and beverages should be consumed in the cafeteria. Consumption of food and drinks is not allowed in the classrooms or hallways. Chewing gum is not permitted anywhere in the school building during school hours.

GYMNASIUM AND RUDOLPH-KARAMOL FITNESS CENTER

The Gym and Fitness Center are off-limits to students during the school day unless the facilities are used for class. Students may use these facilities before and after-school hours for workouts **only** if a qualified adult directly supervises them.

MCALEAR MEDIA CENTER

The McAlear Media Center is available for students before and after school. Study tables and comfortable chairs are for student use. Students should help maintain the space by throwing trash away and leaving it organized.

RESTROOMS

Boys' and girls' restrooms are located in the main academic hallway. Students should help maintain a clean environment in the restrooms by throwing towels in the trash, not splashing water, etc. Restrooms are not hangouts. Restrooms in the athletic hallway are closed during the school day, except for students in classes in that area.

IDENTIFICATION CARD

Students need ID cards to enter some school functions and for admittance of guests at dances. Replacement IDs are available in the Main Office for a fee.

LOCKERS

Lockers are assigned by CSCHS, which is not responsible for safeguarding locker contents. Lockers should be locked at all times, and locker combinations should not be shared. Students should not disable the locking mechanism. Lockers are the property of CSCHS and are subject to inspection by authorized school personnel at any time. A \$25.00 fee is assessed for a locker change request, if approved. Lockers should be kept neat and clean. Decorations must be in good taste, hung with masking tape, and removed before the end of the school year. Maintenance fees may be charged.

GYM LOCKERS

Gym lockers are for student use during physical education classes. Students are encouraged to bring locks from home for use during P.E., and students must remove locks when not in class.

DANCES

Students may bring guests to school dances. Guests must be a high school student or older, but under 21. The CSCHS student and guest must complete a dance permission slip. Guests who have graduated from high school should also fill out the form. St. Stritch Catholic students are responsible for informing their guests of school policies and for the conduct of the guest. Students and guests are expected to dress modestly for all dances. Tight fitting outfits, tube tops, extremely short skirts, bare midriffs, etc., are not permitted. Neither students nor guests are allowed to change clothing once they arrive at a dance. Inappropriately dressed students or guests may be refused admittance to the dance or may be asked to leave. Neither students nor guests dance inappropriately including dances that involve extreme physical contact with another student (i.e. slam dancing, etc.) or inappropriate sexually explicit motions. Students and guests may only dance facing each other. Students or guests dancing inappropriately may be removed from the dance floor or asked to leave. Students and guests remain at the dance until at least 15 minutes before the scheduled conclusion of the dance.

TELEPHONES & PHONE MESSAGES

If a student needs to use a telephone, he or she can ask permission to use the phone in the Main Office. School telephones in any classrooms or offices are not to be used by students unless granted permission by a faculty or staff member.

In order to reduce classroom interruptions, parents are asked to give all messages concerning rides, doctor appointments, etc. to the student **before** he or she leaves for school. Messages called in by anyone other than a parent/guardian are not delivered to the student unless that call is verified by a parent/guardian.

CELL PHONES, ELECTRONIC DEVICES & HEAD PHONES/EAR-BUDS

Unless directed by a teacher for specific course purposes, students are not allowed to carry or use cell phones or other electronic devices (iPods, mp3 players, hand held games, etc.) not issued by the school during school hours. All devices must be turned off and left in the student's locker during the school day (including lunch periods). Unless requested by a teacher for specific course purposes, headphones and ear-buds should also be kept in the student's locker. Headphones and ear-buds should not be used or worn on the ears when passing from one area of the building to another.

Parents are discouraged from contacting their child directly during the school day. **Students are not allowed to carry or use cell phones during school hours.** A student who receives text messages or calls, from anyone, including parents, on his or her cell phone may be subject to disciplinary action.

UNACCEPTABLE CHOICES**CELL PHONES & ELECTRONIC DEVICES**

Students who carry or use a cell phone or electronic device during the day have it confiscated, a detention issued, and a \$10 fine assessed. The student may not get the device back until the fine is paid. Subsequent violations of this rule within the same school year result in the confiscation of the device, another detention, and a \$20 fine. The device is returned when a parent/guardian comes to get the device and the fine is paid.

FOOD, BEVERAGES & GUM

Eating or drinking outside the cafeteria results in a detention. Chewing gum results in a detention.

MISUSE OF CAFETERIA EQUIPMENT

Misuse, or damage of cafeteria equipment or disposal of trays in trash cans results in a detention. Restitution or replacement of equipment may be the student's responsibility.

MISUSE OF LOCKERS

Misuse of a locker, tampering with the locking mechanism, having inappropriate decorations, etc. results in a detention. Restitution for damages is the responsibility of the student as assessed by the school. Repeated or severe misuse may result in demerits or the loss of locker privileges.

RESTRICTED AREAS

The following areas are out-of-bounds to students:

- The St. Kateri Catholic Academy wings.
- Faculty/Staff offices, meeting rooms, workrooms, mailroom, lunchroom and restrooms.
- Custodial closets and maintenance areas.
- Gymnasium, stage, locker rooms, athletic hall restrooms, Lincoln Wing, and Rudolph-Karamol Fitness Center, unless scheduled for class.
- Outside of the school building (including parking lots) during school hours.
- The entire building after 3:15 p.m., except for an organized activity scheduled and supervised by the advisor/coach.
- Private property adjacent to the school.

A student found in a restricted area results in a detention.

UNSAFE DRIVING

Driving recklessly in the lot or operating vehicles in an inappropriate manner results in a detention. Repeat offenders may have their driving privileges revoked. The Dean of Students monitors the parking lot.

Dress Code

Cardinal Stritch Catholic High School has a positive image for young ladies and gentlemen. Appearance and grooming are strong expressions of one's inner ideals and culture. Compliance to the dress code is the responsibility of students and their parents. The following regulations are intended to insure a reasonable and respectable appearance that achieves these purposes. Adjustments to these regulations are made by approval of the administration and announced to students.

APPROPRIATE DRESS FOR GIRLS

- **Blouses/Shirts** - Polo shirts or banded polo shirts (white, red, or black) with CSCHS shield logo or Schoolbelles blouses (white). Polo shirts and blouses are to be loose fitting, tucked in at all times, and may only be unbuttoned two (2) buttons from the top. Blouses and polo shirts must be purchased from Schoolbelles or Mr. Emblem.
- **Pants** - Plain, straight-legged, khaki or black pants. Pants must be worn at the waist and must be ankle-length. Pants must be Dickies brand or purchased from Schoolbelles. Cargo pants and capri-style pants are not permitted. Please note the Dickies brand is to be straight-legged, loose fitting, and have no rivets. A dress belt with a simple buckle may be worn.
- **Skirts** - Kilt style in solid black or red/black plaid. Skirts must be purchased from Schoolbelles. Skirts are to be worn at an appropriate length no more than two (2) inches above the top of the knee.
- **Hair** must be neat, clean, and well groomed. Fad hairstyles (including unnatural coloring) are not permitted.
- **Earrings** - no more than three (3) earrings per ear.

APPROPRIATE DRESS FOR BOYS

- **Shirts** - Polo shirts (white, red, or black) with CSCHS shield logo or white oxford style dress shirt. Polo shirts and oxfords are to be loose fitting, tucked in at all times, and may only be unbuttoned two (2) buttons from the top. Shirts must be purchased from Schoolbelles or Mr. Emblem.
- **Pants** - Plain, straight-legged, khaki or black pants. Pants must be worn at the waist with a dress belt with a simple buckle. Pants must be Dickies brand or purchased from Schoolbelles. Cargo pants are not permitted. Please note the Dickies brand is to be straight-legged, not too baggy, and have no rivets.
- **Hair** must be neat, clean, and may not go below the top of the collar. Fad haircuts (including unnatural coloring) are not permitted. Boys must be clean-shaven.
- **Earrings** are not permitted.

JEANS DAYS

Jeans days are announced by the administration.

- **Shirts** - Dress code shirts or CSCHS Spirit shirts.
- **Jeans** must be worn at the waist, be loose-fitting and may not be ripped or torn. Jeans should be ankle-length.
- **Shoes** - Athletic shoes may be worn with appropriate socks.

APPROPRIATE DRESS FOR ALL STUDENTS

- **Undershirts** - Short-sleeved, plain white, red, or black undershirts are to be worn under collared shirts. Layering of a polo shirt over a long sleeve t-shirt is not permitted.
- **Sweaters** - V-neck sweaters or cardigans (red or black) with CSCHS shield or crest logo must be purchased from Schoolbelles or Mr. Emblem. All sweaters must be worn with an appropriate collared shirt/blouse underneath them.
- **Sweatshirts/Fleeces** - Sweatshirts/fleeces (red or black) with CSCHS shield or crest logo must be purchased from Schoolbelles or Mr. Emblem. All sweatshirts/fleece must be worn with an appropriate collared shirt/blouse underneath it. **Hooded sweatshirts of any kind are not permitted for freshmen, sophomores, or juniors.**
- **Senior Hooded Sweatshirts** - Each year the Senior class designs a hooded sweatshirt approved by the administration. This hoodie may be worn in place of a dress code sweater or sweatshirt. It may not be altered in any way (i.e. torn at the neck, etc.). Hoods may not be worn during the school day.
- **Socks** - Socks must be worn at all times. Socks must be solid white, red, or black. Socks must at least cover the ankle. Ladies may choose to wear solid white, red, or black tights with feet.
- **Shoes** - Standard style dress shoes with hard soles are to be worn with socks. Shoes should be a shade of **black or brown**. **All black coach/referee style shoes are permitted.**

ADDITIONAL DRESS CODE REGULATIONS

- **No** undergarments are to be visible.
- **No** athletic style shoes; **no** work, combat, or cowboy style boots; **no** sandals, slippers, moccasin style, or open-toed shoes.
- **No** coats, jackets, hats, head coverings, gloves, or sunglasses are to be worn or carried in classrooms or hallways during the school day..
- **No** accessories (jewelry, badges, buttons, belt buckles, etc.) related to drugs, sex, or anything contrary to Christian beliefs are permitted. This regulation also applies at all sporting events, dances, etc.
- **No** visible tongue, facial or body piercings, or tattoos. Students must remove visible piercings and cover tattoos during the school day and at school related events.

OTHER ATTIRE FOR DAY OF ATHLETIC CONTEST OR SCHOOL EVENT

Members of student organizations may wear approved non-dress code attire on days of events that are planned by the organization. Student athletes may wear department-approved jerseys on days of contests (or the Friday before a weekend contest). Teams may opt to wear alternative approved attire (such as shirt and tie) rather than game jerseys. Team members should be uniform in dress and must wear the remaining pieces of the school dress code. Hooded sweatshirts/jackets may not be worn. The Dean of Students approves all non-dress code attire.

UNACCEPTABLE CHOICES

DRESS CODE INFRACTIONS

Failure to follow dress code results in a detention. Students who habitually refuse to adhere to the dress code may be excluded from class or other school activities until proper attire is acquired. Absences from classes due to dress code infractions may be considered unexcused.

Student Code of Conduct

Cardinal Stritch Catholic High School has established a Code of Conduct which respects the rights of the students while it works to strengthen the character, insure the safety, and protect the welfare of all students and staff. Conduct becoming a Stritch Catholic student is expected at all times. Students should maintain respectful attitudes toward other students, the faculty and staff, school activities and programs, and the school building and grounds.

RESPECT FOR OTHER STUDENTS

Classroom behavior should not disrupt other students' ability to learn, to respond to a teacher, or to do their own work. Students should be polite and use appropriate manners in their dealings with other students. Behavior in common areas (hallways, restrooms, the cafeteria, etc.) should allow all students to use those areas safely. Running through halls, yelling, pushing, and shoving, etc. are not tolerated. Harmful words and actions are not tolerated. Damaging the reputation of other students is not acceptable.

RESPECT FOR FACULTY & STAFF

A student's behavior should not disrupt a teacher in a classroom, nor distract a teacher from educating other students. Students should address adults appropriately. Students are polite and respond to reasonable requests from faculty and staff members. When asked for information, students should respond truthfully. Damaging the reputation of faculty and staff is not acceptable.

RESPECT FOR ACTIVITIES & PROGRAMS

Liturgies, assemblies, pep rallies, and other programs exist to foster the family spirit of the school. Appropriate behavior should be displayed for each. Students should listen attentively when other students, faculty, staff, or guests are speaking. Participation is encouraged when called for. Students should remember that time and effort goes into planning an event, so regard for the planners and participants must be maintained.

RESPECT FOR THE BUILDING & GROUNDS

Classrooms are meant to be areas of learning. Teachers work to create environments where education is encouraged. Common areas are to be kept neat and clean. Trash should be thrown away. Furniture in classrooms, the cafeteria, gymnasium, and other areas should be used for the intended purpose. This furniture should not be written on or marked, but should be kept in good condition for other students to use. Areas should be left as they are found or in better organization or condition.

UNACCEPTABLE CHOICES

CHRONIC MISBEHAVIOR

Accumulating three (3) detentions for minor infractions results in a demerit.

DISHONESTY & FORGERY

Falsifying, misrepresenting, or withholding of information requested by a faculty or staff member results in a detention. Depending on the nature of the incident demerit(s) may be issued.

The misuse of school forms or signing a name other than one's own results in a detention and the immediate notification of the parents. A parent cannot give students permission to sign the parent's name to any school form. This is considered forgery.

DISRESPECTFUL, DISRUPTIVE & UNRULY BEHAVIOR

Disrupting class, liturgies, assemblies, travel in hallways, or lunch including disrespect shown toward another student or faculty/staff member through action or word results in a detention. Severe cases may result in demerits or suspension from school.

Permanent removal from a class due to continual disruption results in loss of credit for the class, a "WF" (Withdrawn/Failing) for a grade on the report card.

Disrespect shown at an assembly or Mass through constant talking or other inappropriate actions may also result in removal from all assemblies for an appropriate time period established by the Dean of Students.

FIGHTING

All students involved in a fight are sent home immediately. Fighting results in demerits. The Dean of Students conducts an investigation and decides on further consequences. Depending on the nature of the incident, consequences may include suspension from school or expulsion.

THEFT & VANDALISM

If the property of a student, faculty or staff member, or of the school itself, is stolen or vandalized, restitution of the article or payment for damages, in addition to the penalty assigned by the Dean of Students, is required of the offender.

VULGARITY

Use of vulgar language results in a detention. Depending on the severity of the language, demerits may be issued. Racial or ethnic slurs or sexually abusive language may result in suspension from school.

WEAPONS

Students who possess firearms, knives, explosive devices, brass knuckles, or any object that is determined by the Dean of Students or Administration to be used for bodily harm are sent home immediately. Demerits are issued. The Dean of Students conducts an investigation and decides on further consequences. Depending on the nature of the incident, consequences may include suspension from school or expulsion. If warranted, local law enforcement is contacted.

Student Safety & Welfare

BUILDING ACCESS

Entrances to the building are locked when school is in session. All visitors to Stritch Catholic must enter through the front doors of the building.

SAFETY AND EMERGENCY DRILLS

During the school year, emergency drills for Fire, Tornado, and Lockdown procedures are conducted. During any drill these procedures must be followed:

1. Be silent after P.A. announcements or alarm.
2. Listen to and follow instructions.
3. Move quickly to designated area or exit.

FIRE DRILLS

State law requires efficient and quiet fire drills with total and orderly evacuation of the building. Routes are posted in the classrooms.

TORNADO DRILLS

In the event of a tornado or high winds, the following places must be evacuated: boiler room, cafeteria, classrooms, hallways near glass, gymnasium, McAlear Media Center, and upstairs sections of the building. Evacuation routes are posted. Students should:

1. Avoid all glass.
2. Go to designated area with a book. Sit, pull up knees, cover the head with the open book, and keep head down.
3. Remain in this position in complete silence until an "all clear" announcement is given.

LOCKDOWN AND SAFETY ALERT DRILLS

Lockdown and Safety Alert procedures are posted in classrooms.

TECHNOLOGY USAGE & ACCEPTABLE USE POLICY (AUP)

Any student using the Internet or other technology provided by CSCHS must comply with the Acceptable Use Policy (AUP). The acknowledgement of the AUP is signed by both the student and his or her parent and kept on file. To ensure enforcement of the policy, the school provides for monitoring of Internet use history, or various software and hardware tools. The full text of the AUP is found at the end of this Handbook.

SCHOOL HEALTHCARE PROVIDER

The School Healthcare Provider's office is across the hall from the Main Office. The School Healthcare Provider is available daily to provide first aid to students. Students with special medical problems should keep the School Healthcare Provider informed of them.

MEDICAL FORMS

Student Emergency Medical Authorization forms must be returned to the school on the first day of school. State law requires that they be kept on file each year. Students who have not returned the form may not be allowed to attend classes.

MEDICATIONS (PRESCRIPTION & NON-PRESCRIPTION)

The School Healthcare Provider keeps all medications (with the exception of inhalers). Signed documentation from both the parents and a physician describing the nature of medication and the recommended dosage and changes of dosage must be furnished to the school. The school refuses to permit any child to take any medication during school hours or supervised activities unless and until said form is furnished.

Stritch Catholic does not dispense non-prescription medicines (Tylenol, etc.) to any student without the same documentation from parent and physician. Students may **not** carry these medications on their person or keep them in lockers. Students may not provide any medication to any other student.

All medications must be turned in to the School Healthcare Provider.

INHALERS

For a student to possess and use an inhaler, the school must have written permission from the parent and approval from the physician. The physician's approval must include:

- Student's name and address;
- Name of medication contained in the inhaler;
- Date administration of the medication is to begin;
- Date administration of the medication is to cease;
- Written instructions that outline procedures the school personnel should follow in the event that the asthma medication does not produce the expected relief from the asthma attack;
- Any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
- Any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
- At least one emergency number for contacting the physician;
- At least one emergency number for contacting the parent/guardian; and
- Any other special instructions from the physician.

In no circumstances is Cardinal Stritch Catholic High School, any member of the Board or any Board employee liable for injury, death, or loss of person or property when an employee of CSCHS prohibits a student from using an inhaler because the employee believes in good faith that the required written approvals have not been received by the school Health Care Provider. Additionally, liability does not accrue when because of the use of an inhaler when the employee believes in good faith that the school Health Care Provider has received the written approvals.

LICE

Students found with lice are sent home immediately. Upon returning to school the School Healthcare Provider clears a student to return to classes. Students must be "nit free" to return.

PREGNANCY & MARRIAGE

Due to health and safety concerns, students who become pregnant must notify the school immediately. Students involved in a pregnancy are encouraged to continue their schooling and to receive counseling. The school reserves the right to ask a student to leave if the pregnancy creates a concern for the health and safety of the student. The student is encouraged to return to school as soon as possible following the pregnancy. Students may not bring their children to the school during regular school hours.

Cardinal Stritch Catholic High School is firmly opposed to early marriages. Students who marry or whose living arrangement is other than with a parent or legal guardian may be asked to discontinue their education at Stritch Catholic.

ALCOHOL, DRUGS, TOBACCO, & VAPORIZED NICOTINE NON-USE AGREEMENT

The use of alcohol, drugs, tobacco, and vaporized nicotine by students is detrimental to both the student and the school community as a whole. The Non-Use Agreement encourages all students to make responsible choices. Acknowledgement and commitment to the Agreement is signed by both the student and his or her parent and kept on file. The full text of this Agreement is found at the end of this Handbook.

BULLYING, HARASSMENT & INTIMIDATION POLICY

Stritch Catholic strives to be free from bullying, harassment, or intimidation of any kind. Any intentional written, verbal, electronic or physical act that a student exhibits toward another student more than once that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment constitutes bullying, harassment, or intimidation. (Ohio Revised Code Sec. 3313.666)

Acts can occur at school, on a school bus, or at school-sponsored functions. Acts that occur off school grounds, but disrupt the learning environment, may also be grounds for disciplinary action. Bullying, harassment, or intimidation is defined as including any or all of the following:

- a. **Electronic** includes acts committed with a cellular phone, computer, pager, personal communication device, or other electronic communication device.
- b. **Physical** includes unwanted touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interferences with normal movement.
- c. **Sexual** includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature. Prohibited acts include verbal, physical, or visual conduct of a sexually offensive nature.
Specific examples of acts include repeated offensive sexual flirtation, advances, propositions, continual or repeated abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or displaying sexually suggestive objects or pictures in the school.
- d. **Verbal** includes derogatory comments, jokes, or slurs. This includes belligerent or threatening words spoken to another student.
- e. **Visual** includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

PROCEDURE FOR DEALING WITH HARASSMENT

The school treats all allegations seriously and in a confidential manner.

1. A student who believes he or she is a victim of bullying, harassment, or intimidation may elect to express his or her displeasure directly to the perpetrator before notifying the administration of the act.
 - a. If the objectionable acts do not cease, or if the victim is not comfortable confronting the perpetrator, he or she should report the harassment to a teacher, staff member, School Counselor, Dean of Students, or Administrator.
 - b. Any student who witnesses an act may report the act to school personnel. This report may be made anonymously by the student asking to remain so or by reporting the incident in writing to the Dean of Students.
2. The faculty or staff member notifies the Dean of Students, who promptly initiates an investigation of the concerns. This investigation includes a meeting with the alleged perpetrator to share the nature of the allegations. The parents of all students involved are contacted and informed of the situation. If deemed necessary, the Dean of Students may excuse the perpetrator from school during the course of the investigation. Cardinal Stritch Catholic High School is committed to provide appropriate support and assistance to victims and perpetrators during an investigative process.
3. Reconciliation between the victims and perpetrators is another goal.
4. The school is further committed to assuring that there is no retaliation or reprisal for filing a complaint of harassment. However, if a complaint of harassment is found to be false, the school or the person(s) accused reserves the right to redress the complaint.

UNACCEPTABLE CHOICES

ALCOHOL, DRUGS, TOBACCO, & VAPORIZED NICOTINE USE

Students failing to comply with the Non-Use Agreement are issued two (2) demerits and then disciplined according to the Agreement.

BULLYING, HARASSMENT, & INTIMIDATION

Based on the results of the investigation, the Dean of Students determines what, if any, disciplinary action is warranted. The disciplinary action relates to the nature, context, and seriousness of the harassment and may include all disciplinary actions up to and including expulsion.

COMPROMISING BUILDING SECURITY

Students who allow outside individual(s) access to the building during locked hours either directly or by propping designated "locked" doors receive a detention.

INAPPROPRIATE USE OF TECHNOLOGY

Students who fail to comply with the Acceptable Use Policy receive a detention. More severe cases may result in demerits or loss of the privilege to use school technology according to the Acceptable Use Policy.

Any materials posted on personal web sites or other Internet communication media that are derogatory or threatening towards Cardinal Stritch Catholic High School, its faculty, staff, or students, are subject to school disciplinary procedures. Posting of evidence that a student or other students are or have been in violation of school rules and regulations also makes him or her subject to disciplinary action.

INTERRUPTING SAFETY & EMERGENCY DRILLS

Any disturbance during such critical times is a serious safety violation. Any action that would promote a tendency for danger is also considered a violation. These actions result in a detention. Depending on the nature of the incident, demerits may be issued by the Dean of Students.

MEDICATIONS

Possession, use, or distribution of non-prescription medications outside of the School Healthcare Provider's knowledge and care results in a detention, confiscation of the medication, and immediate notification of the parents.

Possession, use, or distribution of prescription medications outside of the School Healthcare Provider's knowledge and care results in a detention, confiscation of the medication, and immediate notification of the parents. Depending on the nature of the medication, the conditions and terms of the Non-Use Agreement might also be applied by the Dean of Students. *(Please review the Non-Use Agreement at the end of the Handbook.)*

COURSE OF ACTION

At the time, all discipline seems a cause not for joy but for pain, yet later it brings the peaceful fruit of righteousness to those who are trained by it.

Hebrews 12:7

PROCEDURAL LINE OF AUTHORITY

The following line of authority handles discipline concerns. Students or parents should address discipline concerns to teachers first. It is rare that the Principal or President would address discipline concerns.

1. Teacher
2. Dean of Students
3. Assistant Principal
4. Principal
5. President

CONSEQUENCES OF INFRACTIONS

The teacher or Dean of Students reviews the infraction, evaluates the seriousness and attitude of the student and recommends the appropriate disciplinary action. Consequences include Detentions, Saturday School detentions, Demerits, Probation, Suspension, and Expulsion.

DETENTIONS

Detentions given for infractions of school rules must be signed by a parent/guardian before the detention is served. Detentions are served within two (2) detention periods of the issue date (usually one calendar week). Detentions are thirty (30) minutes long Tuesdays and Thursdays after school in a designated room. Detention is an extension of the school day. Students are expected to be in dress code. Students may not bring work to do or a book to read. Students sit quietly and upright for the entire detention period. Students may not bring food or drink. Students may not use cell phones or other electronic devices (iPods, mp3 players, etc.) during detention.

Failure to serve a detention results in one (1) demerit. The detention must still be served. Failure to serve the detention within the next two (2) detention periods results in a second demerit and the detention is served in Saturday School detention.

Appeal: Students who wish to appeal a detention email the Dean of Students and copy the staff member who wrote the detention. The Dean of Students follows up with that teacher and makes a decision regarding the detention.

SATURDAY SCHOOL DETENTIONS

Saturday school detention begins at 8:05 a.m. and ends at 11:05 a.m. A parent must sign a student into and out of Saturday School. Saturday school is an extension of the school day. Students are expected to be in dress code. Students may not bring work to do or a book to read. Students sit quietly and upright for the entire period. Students may not bring food or drink. Students may not use cell phones or other electronic devices (iPods, mp3 players, etc.). Students who fail to serve Saturday School detention may be suspended from classes the following school day.

DEMERITS & CONDUCT GRADE

A demerit is issued for every three (3) disciplinary related detentions that a student receives. The Dean of Students also issues demerits for major infractions. Multiple demerits may be issued for a single infraction. The number of demerits a student has been issued determines a conduct grade according to the following scale:

- | | |
|----------------|---|
| A - 0 demerits | D - 3 demerits - Probation |
| B - 1 demerit | F - 4 or more demerits – Discipline Hearing |
| C - 2 demerits | |

The Cardinal Stritch Catholic High School administration, faculty and staff believe all students should be treated fairly and with respect. However, students sometimes make unacceptable choices. When students make those choices and these actions directly affect the school or its philosophy, the school reserves the right to follow this Course of Action at its discretion.

UNACCEPTABLE CHOICES

More information about these choices can be found throughout other sections of the handbook along with the expected behaviors that relate to the infractions. Consequences for the choices are described as well.

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This list is not intended to be complete. Any conduct unbecoming a Stritch Catholic student that is not explicitly outlined in the Handbook is subject to discipline action. The Dean of Students reviews the behavior and decides on appropriate consequences.

DISCIPLINARY PROBATION & ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY DURING PROBATION

Students are placed on Probation when their conduct grade becomes a D (3 demerits). Probation is a stern warning that a student's disciplinary record is at a dangerous level and that he or she has a special need to prove himself or herself capable of following school policy. A student is not necessarily placed on Probation; some circumstances may call for immediate expulsion hearing procedures.

When a student is placed on Probation, the Dean of Students sends the parents a probation form listing the disciplinary problems and duration of the probation period. Parents must sign a copy of this probation form as proof of their awareness of the situation and return it to the school.

The student chooses an Advisor from the faculty. The Advisor meets with the student on a weekly basis to review the student's academic and disciplinary performance and provides advice to the student. The Advisor serves as a faculty representative on the Discipline Board as the student's advocate guaranteeing that the student's rights are protected by due process.

The regular term for Probation is ten (10) weeks. This term may be shortened on the basis of greatly improved behavior at the recommendation of the Disciplinary Board.

Students on probation are not granted Hall Passes. Students forfeit any appointed or elected office for a school club, group or organization during the term of their Probation. Students may not take part in contests related to the activity during the same term. Students on Probation forfeit their athletic eligibility for the same term. Students who are ineligible because of discipline may tryout for any sport or activity in which the number of participants is restricted by team selection, may practice with a team or group with approval from the coach/ advisor and parent/guardian, but may not participate in any athletic contest, scrimmage, or in exhibition situations.

SUSPENSION

Any student accused of a serious wrong may be suspended for up to ten (10) days pending an investigation or adjudication. Suspension is from classes and all athletic or extra-curricular events on the day(s) of suspension. Suspensions are usually served at the school in a location away from other students. Suspension from school can be immediate in order to remove a student from school until a serious situation is resolved.

When a student is suspended, the Dean of Students sends the parents a form listing reasons and duration of the suspension. Parents must sign a copy of this suspension form as proof of their awareness of the situation and return it to the school. Students serving suspension are subject to a four (4) percent deduction from the quarter grade. This deduction is applied at the end of the quarter.

Suspended students may request an informal hearing to challenge the reasons, explain their actions, or appeal the suspension. The hearing is held before the Disciplinary Board at the earliest possible date. The Board may uphold the suspension, adjust or reduce the disciplinary consequences, or dismiss the suspension.

EXPULSION

Expulsion from school is invoked only as an extreme measure. The Dean of Students notifies the student and his or her parents of the intention of expulsion. The student is suspended from school immediately.

An Expulsion Hearing is held before the Disciplinary Board at the earliest possible date. The Dean of Students summarizes the student's total disciplinary picture. The student is given an opportunity to answer the charges. Students may have parents and faculty advisors present at the hearing. Legal representation at the hearing is not permitted.

The Disciplinary Board makes a recommendation concerning the student. If the recommendation is to permit the student to return to school, he or she is advised of further consequences, restrictions, or probationary measures the Board feels are appropriate. If the recommendation is expulsion, the President has sole authority for such action.

In the case of expulsion, parents are notified in writing the reason(s) for this action. The decision of the President is final.

DISCIPLINARY BOARD

The Disciplinary Board is a committee established to make decisions in serious discipline matters and to help students who find themselves involved in this kind of trouble. The Disciplinary Board meets at the request of the Dean of Students when a student's conduct makes him or her subject to a level of probation, suspension, or expulsion.

Members of the Disciplinary Board are the Dean of Students, the School Counselor, and two faculty members (one of whom may be the student's Advisor). Student mentors are also permitted to attend hearings.

Board meetings are informal discussions. Legal representation at a meeting is not permitted. Board recommendations or decisions are made considering the good of the individual against the good of the school community.

ACHIEVE PROGRAM

The Achieve Juvenile Diversion Program through the Oregon Police Department allows first time offenders to avoid a criminal record. In the event of criminal action by a student, Stritch Catholic may require that the student participate in the program as a condition of remaining at Cardinal Stritch Catholic High School.

PARENTS & FAMILIES

Be on your guard and be very careful not to forget the things your own eyes have seen, nor let them slip from your heart as long as you live, but make them known to your children and to your children's children.

Deuteronomy 4:9

ST. KATERI HOURS

It is our belief that we have been entrusted by God who is the Creator of all with the care of our world, church, school and children. Out of gratitude for our many blessings we respond by sharing the gifts of our time, talent and money.

Every family with at least one child enrolled within St. Kateri Catholic Schools, PK-12, is required to perform at least 30 St. Kateri service hours per school year. ****Pre-Kindergarten families who are enrolled 3 days a week are responsible for 15 hours, provided the pre-kindergarten student is the oldest. Pre-Kindergarten families who are enrolled 5 days a week are responsible for 30 hours.** St. Kateri service hours may be completed through Cardinal Stritch Catholic High School and St. Kateri Catholic Academy and at your place of worship. **We request that at least 10 hours be completed at school by working home athletic events or by working one of the major fund raising events held throughout the year.** High school students may count their hours in the parishes as either St. Kateri Hours or S.O.S. Hours (service hours required for graduation), but not both.

Beginning in the 2016-2017 school year all school volunteers MUST complete the VIRTUS training. The VIRTUS training includes an on-line course, "Protecting God's Children", BCI background check and a signed Expectations form. Please contact the office if you have questions.

Cardinal Stritch Catholic High School and St. Kateri Catholic Academy are made up of diverse, talented members – students, parents, grandparents, alumni, neighbors and friends. It takes all of us – one hour, one project, and one commitment at a time – to get things done and to add to the success of our schools. In the past, volunteers have tutored, painted, written press releases, decorated, landscaped, set up data bases, coached, supervised students during lunch and recess, chaperoned dances, just to name a few possibilities. In order to complete your hours and help us keep track of them please do the following:

- Be involved at Cardinal Stritch Catholic High School and St. Kateri Catholic Academy and at your church.
- Have a "St. Kateri Hours" form with you when you are working.
- Ask the parish, school employee or person who is supervising/organizing the activity to sign the form.
- Return the completed "St. Kateri Hours" form to the school.

Stay tuned to the monthly *Cardinal Family News* or the www.katerischools.org website for St. Kateri service opportunities. Any family member may do the service hours including the students themselves.

ADVANCEMENT OFFICE

The Advancement Office is located in the main building in the hallway near the Main Office. In-house and external fundraisers, community relation projects, alumni contacts and external school publications are coordinated through this office. The office is open during regular school hours.

FUNDRAISING POLICY

St. Kateri Catholic Schools is strategically positioned to increase the financial potential of every fundraising activity, while respecting the individuals and organizations that provide support to our school. We strive to optimize the amount of time, talent, and energy our students, parents, and staff spend planning and participating in fundraisers and other development activities. We expect that all individuals representing St. Kateri Catholic Schools operate in accordance with our Fundraising Policy.

1. All fundraising activities must be approved by the Advancement Office and Administrative Staff.
2. Before fundraising activity begins, contact the Advancement Office for the details of the policy and procedures, and obtain a copy of the fundraising request form.
3. The fundraising request form must be submitted to the Advancement Office 60 days prior to the fundraising activity.
4. Each group is allowed one external fundraiser during the school year.
5. All fundraisers are conducted for activities happening during the school year.

Questions concerning the policy can be directed to the Vice President of Advancement.

TUITION, FEES & FINANCIAL AID

All tuition is due by an announced deadline each year. By this deadline, each family shall either have paid tuition in full or have a plan on file with the Finance Office that indicates how tuition is paid. St. Kateri Catholic Schools uses FACTS, a tuition management company that handles all outstanding tuition accounts. Anyone who does not pay tuition in full must opt for one of the programs FACTS offers. Detailed information on FACTS programs is available from the Finance Office and at www.katerischools.org.

Scholarships and grants are available to all Cardinal Stritch Catholic High School students who qualify. These forms are available in the Main Office beginning in mid-December when the financial aid process begins for the next school year. The Financial Aid brochure, which includes all deadlines and important aid information, is posted on the website and available in the Main Office after Open House in November. Parents, guardians, and students are reminded to make sure that all deadlines are met.

Families having difficulty meeting their financial obligations are encouraged to contact the Finance Office to discuss their situations and make new arrangements if possible. Students whose accounts are not up to date at the end of each semester are not allowed to take their exams and credit for the course(s) is not issued.

18-YEAR OLDS

Cardinal Stritch Catholic High School families pay tuition and expect to have consistent cooperation and communication between school and home. Therefore, all consents, waivers, excuses, etc., that are normally required of parents or guardians of minor students for specific purposes such as absences, immunizations, participation in sports, field trips, or other activities, continue to be signed by parents or guardians after the student turns 18 years old. Parents or guardians of students who have reached the age of majority are advised of school grades, other school records, etc.

Alcohol, Drugs, Tobacco, & Vaporized Nicotine Non-Use Agreement

The use of alcohol, drugs, tobacco, and vaporized nicotine by students is detrimental to both the student and the Cardinal Stritch Catholic High School or St. Kateri Catholic Academy community. CSCHS or SKCA students will not possess, use, attempt to sell, or sell alcohol, drugs, tobacco, and vaporized nicotine.

A student violates this agreement if any of the following occur:

1. A student admits that he/she has violated the agreement.
2. A member of the St. Kateri Catholic Schools faculty, staff, or administration observes or has evidence that a student violated the agreement. (Note: Students who are observed or choose to remain at a location where alcohol or drugs are illegally possessed or used may be considered guilty by association. The Dean of Students investigates the allegation to determine if the student has violated the agreement.)
3. A student intentionally aids another student by not disclosing known violations of this agreement.
4. A police report names a student in an alcohol or drug related offense.

The following consequences are imposed when students violate this agreement:

First Offense

- The student forfeits any leadership position in athletic or extra-curricular activities for the remainder of the school year. Future leadership positions are at the discretion of the head coach or extra-curricular activity advisor or moderator.
- A letter is put in the student's file that advises him or her of the violation and informs the student of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
- The student-athlete is denied the privilege of participating on the team for twenty percent (20%) of the total contests in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended. The denial of the privilege to participate begins with the last contest in which the student was eligible to compete or the date on which a violation of the substance abuse policy has been determined.
- Members of an extra-curricular activity may not participate in programs or out-of-school functions connected with the group. They may continue to meet with the group at organized meetings that are supervised by the moderator. Organizations may impose stronger consequences if the student is informed when he/she joins the group.
- A professional assessment will be required within one (1) week of the offense. The student must participate in the evaluation process to its completion and follow the counselor's recommendations. The student must waive his or her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building Principal or Principal's designee. Any cost for the assessment and follow up program will be the responsibility of the student. The Principal may reinstate the student upon evidence of beginning an assessment and follow up program. The Principal's designee will monitor the progress of the assessment program and report to the Principal any failure to comply. If treatment is not completed, the student is recommended for expulsion from Cardinal Stritch Catholic High School and St. Kateri Catholic Academy.

Second Offense

- The Dean of Students convenes the Discipline Board for a hearing and possible recommendation of expulsion of the student from Cardinal Stritch Catholic High School or St. Kateri Catholic Academy.
- The student is suspended from all participation in extra-curricular activities and athletics for a calendar year from the date of the offense. The student may neither tryout nor attend practices or games as a member of a team. The student may not attend meetings or other functions of any extra-curricular activity. The suspension begins with the last contest in which the student was eligible to compete or the date on which a violation of the substance abuse policy has been determined.
- A professional assessment will be required within one (1) week of the offense. The results of the assessment must be forwarded to the school. If treatment is deemed necessary, it must be completed. All recommendations from the professional assessment must be followed. If treatment is not completed, the student is recommended for expulsion from Cardinal Stritch Catholic High School and St. Kateri Catholic Academy.

Third Offense

- The student is recommended for expulsion to the President of Cardinal Stritch Catholic High School and St. Kateri Catholic Academy.

Violations accumulate over the entire time the student is enrolled at CSCHS and SKCA. The slate is not "wiped clean" at the end of each school year. Students who leave CSCHS or SKCA during a suspension are not considered for an athletic release until the time of the suspension has passed.

Acceptable Use Policy (AUP)

The following expectations, guidelines and procedures are utilized by staff, students and community members that are authorized to use the St. Kateri Catholic Schools (SKCS) Network or computers. Before a user is allowed access to the SKCS Network, a statement of agreement to comply with the Acceptable Use Policy (AUP) form must be signed and on file. Acknowledgement of the AUP is valid for one (1) year.

1. Access to all workstations will require a unique user account. Each user is responsible for the proper use of his/her account. Passwords are required and users are encouraged to change their passwords frequently. Users shall use the SKCS Network only under their own account name and must keep all account names and passwords private. Students may only log on and use the SKCS Network under the direct and immediate supervision of a staff member.
2. The SKCS Network shall be used only for purposes related to education or to the administration of SKCS. Commercial, political and illegal use of the system is strictly prohibited. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices. Profanity, obscenity, or other language, which may be offensive to other users, is not permitted. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
3. Users shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' email.
4. Users shall not attempt to defeat any security features of the SKCS Network including, but not limited to, account restrictions or Proxy filters (M86). CSCHS and SKCA reserve the right to monitor computer activity, files and on-line communications for improper use.
5. Only equipment that is expressly approved by the Director of Technology after thorough testing is permitted to be connected to the SKCS Private Network. This includes, but is not limited to, personally owned equipment such as gaming consoles, personal computers, handhelds, phones, etc. SKCS holds no responsibility for personal devices that connect to the SKCS Public Network. The public network is not an open network, but has the same filtering and restrictions enabled.
6. Only those workstations that employ approved virus protection shall be attached to the network. In no case shall equipment be connected to the SKCS Network that is expressly prohibited by the Northwest Ohio Computer Association (NWOCA). Said equipment includes but is not limited to, routers, modems, wireless equipment, and managed switches. Stationary equipment shall not be moved from one location to another without permission of the Director of Technology.
7. Applications (software) installed on workstations shall be limited to only what is necessary to conduct academic or business functions. All supplemental software requests must be submitted to the Department Chair and Director of Technology prior to purchase. If approved, IT staff will test the software for system compatibility before final approval of actual software purchase. Applications must be installed by a member of the IT staff.
8. Copyrighted materials shall not be stored on any workstation or server without the author's permission. This includes, but is not limited to, copyrighted software, text, audio and video files as well as video games.
9. The SKCS Network shall not be used in such a way that it will disrupt the use of the network by others.
10. Vandalism will not be tolerated. Vandalism includes, but is not limited to, the uploading/downloading of inappropriate material including material that is not a necessary part of the educational process or business activities of the St. Kateri Catholic Schools, creating or deploying computer viruses, attempting to access files that the user has not been authorized to access, or modifying any files and data not belonging to that user, or any malicious attempt to harm or destroy SKCS computer equipment.
11. Students are permitted to have email accounts on the SKCS Network only when specifically assigned as part of a course curriculum. These accounts will be limited to students in grades 6 – 12 and will be assigned by the St. Kateri Catholic Schools. Students will not be permitted to access private email accounts (for example: AOL, Yahoo, Hotmail, etc.).

A user violates this policy by his/her own action or by failing to report any violations by other users that come to his/her attention. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Users shall immediately report any security problems or misuse of the SKCS Network or equipment to a teacher, administrator or member of the IT staff. Violations of this policy can lead to loss of network storage space or computer use privileges. Students may also receive disciplinary action including, but not limited to, removal from computer dependent programs.

Although Cardinal Stritch Catholic High School and St. Kateri Catholic Academy respect the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the SKCS Network require that full access be available to designated St. Kateri Catholic Schools personnel at all times. St. Kateri Catholic Schools therefore reserves the right to access and inspect any computer, device, or electronic media within its system and any data, information, or messages, which may be contained therein. All such data, information, and e-mail messages are subject to public records law and remain the property of the Kateri Catholic Schools. Therefore, users should have no expectation that any messages sent or received, or files stored on the SKCS Network system will remain private.

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