



# Cardinal Stritch

Catholic High School & Academy

## **Student & Parent Handbook**



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.*

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## CATHOLIC IDENTITY

*The strengthening of Christian values is vital to the total development of youth. It is important that students love God, love humanity, and love themselves. This effort is the responsibility of the entire Cardinal Stritch Catholic High School & Academy family: faculty, staff, students, parents and community members. The Cardinal Stritch administration, faculty and staff are dedicated to provide educational experiences that facilitate spiritual, physical, cultural, moral and social growth.*

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

*Matthew 5:16*

### **SUPPORT OF CHRISTIAN VALUES**

Students are taught to practice the following Life Skills to support our values: **caring** to feel and show concern for others; **common sense** to use good judgment; **cooperation** to work together toward a common goal or purpose; **courage** to act according to one's beliefs; **curiosity** to desire to investigate and seek understanding of one's world; **effort** to do one's best; **flexibility** to be willing to alter plans when necessary; **friendship** to make and keep a friend through mutual trust and caring; **initiative** to do something of one's own free will, because it needs to be done; **integrity** to act according to a sense of what's right and wrong; **organization** to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use; **patience** to wait calmly for someone or something; **perseverance** to keep at it; **pride** to feel satisfaction from doing one's personal best; **problem solving** to create solutions in difficult situations and everyday problems; **responsibility** to respond when appropriate and to be accountable for one's actions; and **sense of humor** to laugh and be playful without harming others.

### **ST. KATERI TEKAKWITHA CHAPEL**

Cardinal Stritch Catholic High School & Academy 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 Cardinal Stritch family are encouraged to attend, participate, and assist in the

planning of liturgies.

### **RETREATS**

Each student participates in annual class retreats at the high school level. 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.

### **SACRAMENTAL PREPARATION & RECEPTION**

The preparation for Reconciliation, Holy Eucharist, and Confirmation remains a family and parish function. The emphasis and preparation for these sacraments begin in the home and are supported within the school. Parents should receive information from their home parish for a schedule of Sacramental preparation meetings.

Respect for our Catholic religious traditions does not allow for children of other faiths or Christian denominations to receive the Sacraments of Reconciliation, Holy Eucharist or Confirmation. All students are part of the instruction in their religion classes. While they are welcome to be present at the ceremony, actual reception of the sacrament is not permitted.

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## Student Groups

### **SMALL FAITH GROUPS**

*At the high school level, Small Faith Groups* meet regularly on Friday during high school lunch 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 in the high school 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.

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## Stewards of Stritch (S.O.S)

### Service Hours

To emphasize the importance of becoming life-long stewards, high school 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 **Cardinal Family Service 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

*Developing lifelong learners is the ultimate goal of education. A Catholic school further develops students who **seek** the Gospel Truth as disciples of Jesus Christ. The faculty, staff and administration of Cardinal Stritch Catholic High School & Academy create a learning atmosphere where students can accomplish both of these goals.*

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

*Proverbs 18:15*

## **COURSE OF STUDY**

The core curriculum at Cardinal Stritch Catholic High School & Academy for each student includes Religion and Theology, Language Arts, Mathematics, Science, and Social Studies. Students should expect instruction in these subjects daily.

Co-curricular classes include Art, Health, Music, Physical Education, Spanish, and Technology. Elementary students (K – 5<sup>th</sup> grades) attend these classes once or twice a week for the entire year. Middle and High School students (6<sup>th</sup> – 12<sup>th</sup> grades) take these courses according to their class schedules.

The curriculum is based upon the Course of Study issued by the Senior Director of Catholic Education for the Diocese of Toledo. The courses are routinely updated and revised according to State and Diocesan guidelines.

The *Cardinal Stritch High School 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.cardinalstritch.org](http://www.cardinalstritch.org).

## **LEARNING MATERIALS**

Textbooks used by Cardinal Stritch Catholic High School & Academy students for all classes (except Religion & Theology) are owned by the Oregon Board of Education and are loaned to students or parents for use during the school year. Students are expected to treat their books as learning tools. **The student is responsible** for keeping the books clean, covered, and in good condition. A fine may be assessed if books are lost, damaged, written-in or destroyed.

The school provides many materials needed for learning; however, the students must provide their own personal supplies. Supply Lists are available on the school website: [www.cardinalstritch.org](http://www.cardinalstritch.org).

## **HOMEWORK**

Homework may be expected on any day of the week. Homework is intended as an extension of the learning

begun at school. Parents should oversee their student's study time at home. While it may be written work, it could also consist of practice, drill, oral/silent reading, or time spent studying. Having a time and place for study is advisable. **All questions and concerns about home study policies should be directed to the teacher.** Until the teacher responds to those questions or concerns, parents uphold the teacher's policies and requests.

## **STUDENT ACADEMIC PROGRESS**

Report cards are sent electronically (not mailed) each semester for the high school and each trimester for all students in grades 1-8. Pre-Kindergarten and Kindergarten students receive a paper copy at the end of each quarter. Elementary students receive midterm reports if necessary. Parents and students are encouraged to use PowerSchool to keep track of their grades and assignments on a regular basis. Parents may be notified of below average or failing work via email or phone. Parents who have concerns about their student's academic progress should contact the teacher of the course. Credit in the high school is earned based on the semester grades. Information to access PowerSchool is provided to the parent at the beginning of the school year.

Communication with teachers is extremely important to the child's progress. Parents who would like to meet with a teacher should call the school to arrange an appointment. **Please do not interrupt classrooms during school hours, or just "show up" before or after school to confer with your child's teacher.** Conferencing can be very beneficial to your child's education when teachers have adequate time to prepare. The school schedules conferences during the year. Please refer to the school calendar for specific dates or contact the teacher to set an appointment.

## **SCHEDULING AND SCHEDULE CHANGES**

Scheduling begins for the following school year in approximately January. Students request courses to fit graduation requirements as well as choosing courses as electives. Courses are listed in the Program of Studies. It is not always possible to fit all the student's choices into a usable schedule, so alternative courses may be assigned.

Study halls are sometimes provided to students who are taking College Credit Plus classes or the online Health class, or for other circumstances approved by the School Counselor or Dean of Academics.

It is sometimes difficult to make changes after the high school schedule is completed. Because of this, the school urges 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. 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.

### 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
N	Needs Improvement
WP	Withdrawn/Passing
WF	Withdrawn/Failing

### GRADING SCALE

The grading scale is used for all core curriculum, specials, electives, and conduct in grades 1-12. Different combinations of percentages, letter grades, and alternative markings are used depending on the grade level.

### HIGH SCHOOL SEMESTER EXAMS

Semester exams or projects are given in all high school classes. Students do not earn credit

for courses if exams are not taken. The courses are considered incomplete.

### HIGH SCHOOL 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.

### HIGH SCHOOL GRADE POINT AVERAGE (GPA)

Grade Point Average in the high school 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.

### HONORS COURSE GRADE WEIGHT

High School students in Honors level, AP, or College Credit Plus 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.

### HIGH SCHOOL GRADE LEVEL CLASSIFICATION

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

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

The Principal must approve any exceptions to these guidelines.

### **HONOR ROLL GUIDELINES**

The school's Honor Rolls are based on the grades earned by the student each trimester. Grades from the core curriculum, specials classes and Conduct are included in the Honor Roll determination.

**FIRST HONORS** are awarded to students who earn all A's or S's Including Conduct.

**SECOND HONORS** are awarded to students who earn all A's, B's and/or S's including Conduct.

**THIRD HONORS** are awarded to students who earn all B's or S's including Conduct.

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

### **ACADEMY PROMOTION, PLACEMENT, & RETENTION**

The goals and objectives for each subject at each grade level in the Academy are contained in the Courses of Study of the Diocese of Toledo. These objectives are used in evaluating each student's progress and are the basis for determining either promotion or retention. The judgment, as to whether the child is ready to progress to the next grade, rests with the classroom teacher in conference with the parents, principal and intervention specialist. Parents are notified within a reasonable time if retention or placement is evident for their child. The decision to retain a child in a certain grade does not require parental consent; it is a school judgment based on pupil performance and the ability to achieve at grade level.

At the end of each school year, promotions, placements and retentions are determined as follows:

- PROMOTED - passed on to the next grade.
- PLACED - student may need to complete summer enrichment or other program and/or an academic contract may be imposed on the student for the following year.
- RETAINED - student needs to repeat the grade.

A student may be placed or retained for the following reasons:

- working below grade level;
- continued lack of responsibility in completing assignments;
- excessive unexcused absences or accumulation of fifteen (15) absences without a doctor's slip;
- failure of any core subject (Religion, Language Arts, Mathematics, Science and Social Studies) in two or more trimesters;
- earning D's and/or F's in any two core subjects in two or more trimesters; or
- determination that placement or retention is in the student's best academic interest.

It is the duty and responsibility of the teachers and school to notify parents through midterm reports, conferences and report cards if any or all of the above conditions are present. Parents and teachers work together in planning

possible remedies to the problem. If the deficiency continues, placement or retention should be expected.

### **TESTING PROGRAM**

Standardized tests are administered to students. Tests are selected based on State requirements, Diocesan recommendation, and/or a school decision. The testing program prepares students for future standardized tests as well as providing families and the school with data about the students.

### **COLLEGE CREDIT PLUS (CCP)**

Any College Credit Plus class that is offered on the Cardinal Stritch campus **MUST BE** taken here. Any CCP class only offered at the college or university must be taken online or must be taken without interruption to the student's schedule at Cardinal Stritch.

### **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 31<sup>st</sup>. **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.** \*Alternative recovery credit methods must be approved by the school administration.

### **PHYSICAL EDUCATION POLICIES**

High school 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.

### **ACADEMIC PROBATION**

Students in the high school who earn a GPA less than 2.0 during a grading term (Quarter) may be ineligible or put on restricted eligibility for the next grading term. *An example of this would be: John Doe has no F's, but has a GPA of 1.80. This student may be put on restricted academic probation for the next term (quarter).* Students who earn failing grades in two (2) or more courses during a grading term **may be** ineligible during the next grading term and placed on Academic Probation. *An example of this would be: Jill*

*Doe has a GPA of 2.5, but has two (2) F's. She may be ineligible for the next term (quarter). The student needs to actively work to improve his/her academics through the next grading term. During the term of the Academic Probation, **an ineligible student is unable to participate in school activities, athletics, and/or extra-curricular activities at the discretion of the school administration.** Students on Restricted eligibility may continue to participate in school activities, athletics, and/or extracurricular activities, while being monitored by school administration. Failure to meet the requirements of restricted eligibility may cause the student to become ineligible. *An example of this would be: John Doe who is on restricted eligibility turns up several F's on the weekly grade update during this probation period. His teachers say he is not completing any work, so John Doe may be moved**

*from restricted eligibility to ineligible.*

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.

## UNACCEPTABLE CHOICES

### ACADEMIC DISHONESTY

Cardinal Stritch Catholic High School & Academy wish 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, academic dishonesty including 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 that 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 Cardinal Stritch.
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 (Students who earn credit for a high school level math class before Grade 9 MUST still take 4 years of mathematics while attending Cardinal Stritch.)
    - 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 2018 and beyond MUST follow and complete the current State of Ohio testing program.
6. Senior Career Project – students must complete the Senior Career Project.

## Graduation With Honors

### **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 1280 SAT.

### **DEPARTMENTAL HONORS**

The following departments at Cardinal Stritch 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 4 credits 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 and/or Physics. 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.

### **EARLY GRADUATION**

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

### **BISHOP'S CROSS**

The Bishop's Cross is awarded each year to two high school 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.

### **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. Students must have been in attendance for five (5) consecutive semesters in order to be eligible for the top ten, valedictorian or salutatorian.** The valedictorian and salutatorian must not only represent outstanding academic achievement, but also witness to the community the philosophy of Cardinal Stritch 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, the Principal, in consultation with the President, would name the next highest ranking student(s) to receive the honor.

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

### **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 & Academy are complete, i.e., tuition paid, books returned, and fines paid.

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## **ATTENDANCE**

*Good attendance and punctuality demonstrate that students **believe** that every minute counts. Students who **strive** to be both present and on time show consideration to other students and the school. The administration, faculty and staff of Cardinal Stritch Catholic High School & Academy enforce our attendance policy keeping in mind that each student must learn these habits.*

*“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/trimester to students who have not missed any school and have no tardies to school or to class.

- Vomiting or diarrhea are present- Symptoms should be gone for 24 hours from the last episode before returning to school
- A symptom could be considered contagious to others (pink eye, strep throat, etc.)

### **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.

If a student is to be absent from school **for any reason**, the parents or guardians are required to notify the school with a call to the office before 9:00 a.m.(419.693.0465), to be in compliance with the **Missing Child Act of the State of Ohio**. If a child's absence is known ahead of time, parents are to contact the office. If a child misses more than three (3) consecutive days due to illness, he or she must have a doctor's slip to return to school. Please note that Academy students who accumulate fifteen (15) absences during the school year may be retained. Failure to notify the school may result in the absence being considered unexcused.

A student should be kept home when:

- A temperature is over 100 degrees- Keep student home until the fever is less than 100 degrees for 24 hours without fever reducer being used

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.

**In addition to the phone call**, students who receive 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.

### **PLANNED ABSENCES**

Planned absences must be cleared through the Main Office **one (1) week** in advance. Parents or legal guardians are expected to accompany the student for the planned absence. The procedure for completion of the Planned Absence is:

- Turn in a note from a parent/guardian to the Main Office. The note indicates the dates and reasons for the absence.
- A planned absence form is signed by the teachers (who may indicate the student's current academic status) and reviewed by the school administration. The completed form is kept on file in the Main Office.

**Please note:** Family vacations on school time are **NOT** encouraged. If the family does go on vacation, the student is to complete the Planned Absence Form. Teacher(s) are not expected to make long-range assignments nor to release needed textbooks or school materials for the convenience of a student vacationing. **Days missed for vacations are considered absences.** Students who are taken out of classes because of family trips or vacations are given their missing assignments when they return to school. Failure to follow the procedures for planned absences may result in the absence being considered unexcused.

Completing a Planned Absence form does not automatically excuse the student's absence. The school considers the student's academic and attendance record before excusing absences, especially for students on Academic or Attendance Probation. Students and/or parents are notified if the planned absence is considered unexcused by the school.

### **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 & Academy.

### **ABSENT WORK POLICY**

Students who are absent from school make up assignments when they return to school for classes. When students are absent for longer periods of time, parents may request the assignments. The school attempts to have the work available after school in the Main Office, but a reasonable amount of time to collect it is needed. **Students are allowed one day to makeup work for each day absent.** Parents should not interrupt teachers during class time or before classes to obtain assignments for the student. Students who miss school because of hospitalization or chronic illness are considered on an individual basis and provisions are made as the need arises.

### **COLLEGE VISITS**

Students in the high school 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 Career and College Advisor or Counselor must approve additional visits. Students should make an appointment ahead of time with the advisor or 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. Students are responsible for all work that they miss and must follow the absent work policy.

### **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 shall not be held responsible for the transportation of any student whose parent/guardian gives permission

over the phone for an ill high school student to drive himself or herself home. Students going home from school ill are not permitted to participate in school extracurricular activities on that day unless excused by school administration.

### **EXTRACURRICULAR PARTICIPATION**

Students must be in school by 10:47 am on the date of an activity, event, practice, or athletic contest. Students who are absent for appointments should follow the policy for returning from appointments. Other exceptions are made at the discretion of the administration.

### **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 in the middle school and high school 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.

Students in the middle school and high school who receive three unexcused tardies receive a detention.

Students in grades K-5 who accumulate three unexcused tardies will follow the classroom rules and guidelines.

### **CHRONIC TARDINESS**

In the middle school and high school, accumulation of three (3) tardies to a class results in a detention. Accumulation of nine (9) tardies in one semester results in Saturday detention.

### **EXCESSIVE ABSENCES**

In the high school, 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.

### **APPOINTMENTS/EARLY DISMISSALS**

If possible, appointments with a doctor or dentist should be scheduled outside of regular school hours. A parent must call the school if a student is late, because of an appointment. If a student must leave for an appointment during school hours, written notice should be provided to the Main Office on the morning of the day of the appointment. Students in the Academy must be picked up in the office for all early dismissals from school. High School students 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. Appointments count as absences from school. Parents should be aware that requests for early dismissals are rare exceptions rather than the rule. Students who are taken out of classes for appointments make up the work when they return the next day, unless otherwise directed by the teacher. **Upon return to school, students must present written confirmation from the medical office of the appointment to the Main Office for accurate attendance keeping. Failure to do so may result in the absence being recorded as unexcused.**

### **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 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.

## SCHOOL CLOSINGS & DELAYS

School closings or delays are announced on television, radio, and with the school's alert system. 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.

Students and parents are notified of weather-related closings or delays through Alert Solutions, 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**

**Cardinal Stritch Catholic High School & Academy 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**

When school is closed due to inclement weather conditions, the Director of Athletics makes the final decision by 2:00 p.m. whether afternoon and evening practices and games will take place that day based on the continuing weather conditions and forecast. 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

## STUDENT LIFE

*Because of our mission to form disciples, Cardinal Stritch 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. Throughout their lives, students must **respect** appropriate social guidelines and expectations. The Cardinal Stritch Catholic High School & Academy administration, faculty and staff are committed to encouraging students to develop this sense of community.*

*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*

### **ARRIVAL**

The academic hallways and classrooms are open to High School students at 7:00 a.m. and Academy students (K-8) at 7:50 a.m. Academy students arriving to school before this time report to the Extended Day Program. For safety and security purposes parents/ guardians are not permitted to escort their students to the classrooms. Students should arrive early enough to have time to prepare for the day. Students should be dropped off only at the gym entrance for high school students and the east wing doors for Academy students, **not** the front drive of the building.

### **DISMISSAL**

**Elementary dismissal is 2:45 p.m. Middle school and High School dismissal is 2:55 p.m.**

### **Bus Riders**

All students will board busses at the main entrance of the school. Academy students who ride a bus are escorted to the main entrance by an adult supervisor. Students are supervised until all students have boarded the busses and the busses have departed.

### **Bus Information**

Cardinal Stritch Catholic High School & Academy provides 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.

### **Pickup in Parking Lot**

Students in the high school being picked up by a parent/guardian should meet at the gym entrance. Students in the Academy (K-8) being picked up are supervised at the east wing doors, not the front drive. Students in the Academy who are not picked up by 3:05 p.m. go to the Extended Day Program.

### **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.

### ***PRE-KINDERGARTEN ARRIVAL AND DISMISSAL***

***PreK students are received and dismissed by the teachers. PreK arrival and dismissal times and procedures are outlined in the PreK Handbook.***

### ***ACADEMY EXTENDED DAY PROGRAM***

The Extended Day Program (EDP) exists as a service to parents who have children in our school. It is our goal to provide a safe and happy environment for the children who use the program. EDP follows the same calendar as the school. There is a fee for both morning and afternoon EDP. Families are charged EDP fees upon the first use of services. The morning session begins at 7:00 a.m. daily. The afternoon session begins at school dismissal and ends at 6:00 p.m. Students in EDP should be dropped off and picked up at the southeast wing doors. All students must be signed out of EDP daily.

### ***GUIDANCE OFFICE***

Guidance services are available for every student in the school. The School Counselors and College and Career Advisor provide a complete, developmental school-counseling program addressing the academic, career, and personal/social development of all students. The counselors and/or advisor address prevention, intervention and student development in addition to academic and college preparation.

### ***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 places and wiping the tables clean after eating. Any student in the middle school and high school throwing away cafeteria trays or other reusable materials or equipment is fined the cost of the item (even if recovered) and given a detention. Academy students (K-5) receive consequences according to classroom policies. 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.

### ***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.cardinalstritch.org](http://www.cardinalstritch.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 Cardinal Stritch experience.

### **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. High School 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 high school 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.

### **SISTER ROSE ANGELA EDUCATION CENTER**

The Sister Rose Angela Education Center is home to the Cardinal Stritch Catholic High School & Academy Performing and Visual Arts programs.

- Elementary Students (K-5) A teacher, aide, or other supervisor escorts students from the Main building to the SRAEC. Once students are in the facility they may not return to the main building without supervision. School rules and policies are enforced in the SRAEC and while traveling to and from the building.
- Middle School and High School Students (6-12) When Art and Music are part of the student's schedule, the student exits and enters the main building and the SRAEC by a route determined by school administration. School rules and policies are enforced in the SRAEC and while traveling to and from the building.

### **RESTROOMS**

restrooms are located in the main academic hallways. 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.

### **LOCKERS**

#### **Elementary School (1-5)**

Students have locker space assigned by teachers to keep book bags, lunches, coats, toys and other personal items. Students may share this space with other students. Student books and school supplies are kept in the student desks in the classrooms.

#### **Middle School and High School (6-12)**

The school assigns lockers to students. Each student has his or her own locker. Students do not have an assigned desk in a classroom. The locker is the space for students to

keep book bags, lunches, coats, school supplies and other personal items.

- Lockers should be kept neat and clean. Decorations must be in good taste. Decorations must be applied using only masking tape and must be removed before the end of the school year. A maintenance fee is charged if a student fails to comply.
- Students are responsible for safeguarding their locker contents. Lockers should be locked at all times, and locker combinations should not be shared with others. Please review *Stealing or Vandalism* in the Student Code of Conduct section
- Lockers remain the property of Cardinal Stritch Catholic High School and Academy and are subject to inspection by authorized school personnel at any time.
- Inappropriate use of a locker can result in the loss of use of the locker and/or maintenance fees charged.
- Students requesting a locker change that is approved by the school are assessed a \$25.00 fee.

### **GYM LOCKERS**

Gym lockers are for student (6-12) 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.

### **RECESS & PLAYGROUND AREAS**

Elementary (K-5) students have recess daily. Recess is held outdoors when weather permits. Students should bring appropriate attire (jackets, hats, gloves, shoes, etc.) for recess. Recess supervisors determine when recess is moved indoors. Students are expected to follow instructions from the supervisors during recess.

### **IDENTIFICATION CARD**

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

### **LOST & FOUND**

A Lost and Found Department is maintained in the Health Care Provider's office. All lost or found articles should be turned in or claimed there.

### **DANCES**

High School students may bring guests to school dances. Guests must be a highschool student or older, but under 21. The Cardinal Stritch student and guest must complete a dance permission slip. Guests who have graduated from high school should also fill out the form. Cardinal Stritch 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 may 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.

### **FIELD TRIPS**

At the discretion of the teacher, field trips are planned in conjunction with some subject areas as an enrichment activity. Final plans are made with parental consent and involvement. For insurance purposes, younger siblings are not permitted to go on field trips. Transportation for all field trips is provided by Cardinal Stritch Catholic High School & Academy.

### **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, handheld 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 may 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 Academy wings to High School students and the High School wings to Academy students, unless scheduled for class or another supervised activity.
- Faculty/Staff offices, meeting rooms, workrooms, mailroom, lunchroom and restrooms.
- Custodial closets and maintenance areas.
- Gymnasium, stage, locker rooms, athletic hall restrooms, 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 & Academy 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.

**AS OF JULY 1, 2017 THE SCHOOL NAME IS CARDINAL STRITCH CATHOLIC HIGH SCHOOL & ACADEMY. THE SCHOOL DRESS CODE REFLECTS THIS CHANGE. THERE IS A THREE (3) YEAR WINDOW TO PHASE IN THE NEW DRESS CODE PIECES. ARTICLES WITH THE CARDINAL STRITCH CATHOLIC HIGH SCHOOL OR ST. KATERI CATHOLIC ACADEMY LOGO ARE PERMITTED THROUGH THE 2019-2020 SCHOOL YEAR.**

## PRE-KINDERGARTEN DRESS

PreK students wear comfortable clothing appropriate for the school setting. Guidelines for PreK attire can be found in the *PreK Handbook*.

### APPROPRIATE DRESS FOR GIRLS

- Blouses/Shirts - Polo shirts or banded polo shirts (white, red, or black) with Cardinal Stritch 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/Jumpers - 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. Jumpers are for girls in grades K-5.
- 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 Cardinal Stritch 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 Cardinal Stritch 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 Cardinal Stritch 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 Cardinal Stritch 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. Girls 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.

### PHYSICAL EDUCATION UNIFORM

All students are required to wear a PE uniform for PE classes. Uniforms must be purchased from Schoolbelles or Mr. Emblem.

- **Shirts** – Red or black physical education uniform t-shirts.
- **Shorts/Sweatpants** – Black physical education uniform shorts or sweatpants.
- **Shoes** – Athletic shoes are required.

### ADDITIONAL DRESS CODE REGULATIONS

- No undergarments are to be visible.
- No athletic style shoes; no boots (work, combat, or cowboy, etc style); 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.**

### RELAXED DRESS CODE

**Students in the Academy** may follow the relaxed dress code from the first day of school until September 30 and from May 1 until the end of the school year.

- **Shirts** – Dress code shirt with Cardinal Stritch logo must be worn and tucked in at all times.
- **Dress Shorts** – Shorts must be khaki or black, but do not have to be purchased from Schoolbelles or Dickies brand. Shorts must be longer than the student's fingertips when the student's arms hang normally at his or her side.
- **Shoes** – Dress code or black, gray, red and/or white athletic shoes may be worn with appropriate socks. No sandals, flip-flops and/or beach footwear are permitted.

## **DRESS CODE INFRACTIONS**

Failure to follow dress code in the middle school and high school results in a detention. Grades K-5 are issued a Dress Code Citation for being out of dress code. Detentions and Citations need to be signed and returned to school. 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.

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## **Student Code of Conduct**

Cardinal Stritch Catholic High School & Academy 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 Cardinal Stritch 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**

*The Cardinal Stritch Catholic High School & Academy administration, faculty and staff know that each*

*student always has the capacity to make choices according to the values, policies, and procedures outlined in this Handbook. However, students sometimes do not make those choices. This section describes choices that are unacceptable and should be avoided and outlines the possible consequences of those choices.*

#### **CHRONIC MISBEHAVIOR**

Students in the high school and middle school that accumulate three (3) detentions for minor infractions results in a demerit. Students in grades K-5 receive citations.

#### **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.

Students who are removed from class must meet with the Dean of Students. 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.

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## 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, lockdown, or other emergency 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 USE & ACCEPTABLE USE POLICY**

Any student using the Internet or other technology provided by Cardinal Stritch Catholic High School & Academy 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, any member of the Board or any Board employee liable for injury, death, or loss of person or property when an employee of Cardinal Stritch 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 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 Cardinal Stritch.

### **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.

### **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 & Academy is committed to provide appropriate support and assistance to victims and perpetrators during an investigative process.

### **BULLYING, HARASSMENT & INTIMIDATION POLICY**

Cardinal Stritch Catholic High School & Academy strive 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.

3. Reconciliation between the victims and perpetrators is another goal.
4. The school is further committed to ensuring 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 individuals access to the building during locked hours either directly or by propping designated "locked" doors receive a detention.

### **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.

### **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 websites 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.

### **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

The Cardinal Stritch Catholic High School & Academy 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.

*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

### **DISCIPLINARY PROBATION & ATHLETIC and EXTRACURRICULAR ELIGIBILITY**

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 detention. The Dean of Students follows up with that teacher and makes a decision regarding the detention.

### **SATURDAY DETENTIONS**

Saturday 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 Detention. Saturday 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 period. Students may not bring food or drink, except a bottle of water. Students may not use cell phones or other electronic devices (iPods, mp3 players, etc.). Students who fail to serve Saturday 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	

Students on probation are not granted hall passes. They forfeit any appointed or elected office for a school club, group or organization during the term of their Probation. Reinstatement to these positions is at the discretion of the organization moderator after the probationary term ends. Students may be unable to participate in or attend other school events or activities (assemblies, pep rallies, dances, athletic events, etc.) during the term of the probation.

During probation, student-athletes are denied the privilege of participating on athletic teams for a minimum of twenty percent (20%) of the total contests in which the teams are allowed for an entire season per OHSAA regulations. Participation includes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. At the discretion of the head coach, the student may practice with the team and attend (out of uniform) all contests for which he or she is suspended. The student must request a meeting with the Dean of Students and Director of Athletics before being permitted to resume participation with the team. The student's athletic eligibility remains at the discretion of the school during probation.

The regular term for Disciplinary Probation is ten weeks. This term may be shortened on the basis of greatly improved behavior at the recommendation of the Disciplinary Board. Students may arrange this hearing with the Dean of Students after serving half of the probation term. The Board may recommend upholding the probation, adjustment or reduction of the disciplinary consequences, or concluding the probation. This recommendation is made to the Principal who makes the final decision.

### **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 extracurricular 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 recommend upholding the suspension, adjustment or reduction the disciplinary consequences, or dismissal of the suspension. This recommendation is made to the Principal who makes the final decision.

### **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, Assistant Principal, 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, Cardinal Stritch may require that the student participate in the program as a condition of remaining at Cardinal Stritch Catholic High School & Academy.

## **PARENTS & FAMILIES**

*A family provides the foundation of our faith life and is our first and primary source of learning and experience. The Cardinal Stritch Catholic High School & Academy administration, faculty and staff work with each family to help each student experience success during his or her time in school.*

*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.*

### **CARDINAL FAMILY 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 at Cardinal Stritch Catholic High School & Academy, PK-12, is required to perform at least 30 Cardinal Family service hours per school year. *\*\*Pre-Kindergarten families who are enrolled 3 days a week are responsible for 15 hours,*

### *Deuteronomy 4:9*

*provided the pre-kindergarten student is the oldest. Pre-Kindergarten families who are enrolled 5 days a week are responsible for 30 hours.* Cardinal Family service hours may be completed through Cardinal Stritch Catholic High School & 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 Cardinal Stritch Hours or S.O.S. Hours (service hours required for graduation), but not both.

**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 is 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 databases, 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 & Academy and at your church.
- Have a “Cardinal Family Service Hour” 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 “Cardinal Stritch” form to the school.

Stay tuned to the monthly *Cardinal Family News* or the [www.cardinalstritch.org](http://www.cardinalstritch.org) website for service opportunities.

#### **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**

Cardinal Stritch Catholic High School & Academy 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 Cardinal Stritch 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](http://www.katerischools.org).

Scholarships and grants are available to all Cardinal Stritch Catholic High School & Academy 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 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.

#### **PREFERENCE of Admission**

In certain cases it may be necessary to exclude students due to class size. In the event that situation should arise, students are admitted in the following order.

- Current students
- Deanery parishioners
- Non-deanery parishioner

Cardinal Stritch reserves the right to deny admission to anyone it deems unable to comply with school policies.

**AGE REQUIREMENT**

A child is accepted into Kindergarten if he or she reaches the age of five prior to August 1. A child is accepted into first grade if he or she reaches the age of six prior to August 1.

**INITIAL ENTRY**

At the time of a child's initial entry to school, the parent/guardian shall present to the school the child's original birth certificate, information for completion of health records, and written evidence that meets or exceeds the minimum immunization requirement.

The school requests that baptized Catholics also present a baptismal certificate.

No students, at the time of initial entry or at the beginning of each school year, shall be permitted to remain in school for more than two weeks or as provided by law without written evidence of immunization.

In lieu of this requirement, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to the student's health.

**NON-DISCRIMINATION POLICY**

Cardinal Stritch Catholic High School & Academy holds to the policy adopted by the Toledo Diocesan School Board: "Catholic Schools of the Toledo Diocese admit students of any race, creed, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to all students. We do not discriminate on the basis of race, creed, color, national or ethnic origin in the administration or our educational and admission policies, scholarships and loan programs, athletics programs and other school administered programs."

**STUDENT LEFT IN THE CARE OF ANOTHER ADULT**

If parents are away and leave the student in someone else's care or custody, parents must notify the Main Office, and provide the name and phone number of the adult, so the school can contact him or her in the event of an illness or emergency.

**CHANGE OF ADDRESS/TRANSFER OF AREA**

Please inform the school office and administration if your address or telephone numbers have changed, so emergencies may be handled more efficiently. Requests to keep unlisted numbers confidential are honored.

**TRANSFER STUDENTS**

Parents who wish to send their child to the school after the initial start date need to meet certain criteria:

- Parent and student meet with the Director of Admissions.
- The parent must present an academic record showing the child's ability and achievement (1-8).
- Parents are expected to provide the necessary permission for release of information.

Cardinal Stritch may contact the previous school to gain insight to the child's conduct and attendance. Registration is neither complete nor accepted until the interview is completed and all requested information has been received, including the birth certificate. Transfer students from another school are not accepted if there is tuition or other financial debt owed to the previous school. The principal of the previous school is contacted as a courtesy.

**WITHDRAWING FROM SCHOOL**

A student withdrawing from Cardinal Stritch Catholic High School & Academy, along with his or her parent(s), must complete an exit interview with the Admissions Office to discuss the reasons for the student's withdrawal. All other matters such as academic status, tuition, fees, books, locker, etc., must be taken care of with the appropriate persons. Failure to meet these requirements causes records to be held.

**REVIEW OF SCHOOL RECORDS**

Parents may be provided access to educational data. This includes the right to review, inspect, and obtain copies of records. Parents are required to make their request for access in writing.

"Parents," as used here, means the natural parent with whom the student permanently resides.

In the case of divorce, the "parent" is the one who has custody by court ruling or the parent with whom the student permanently resides. Parents who have divorced are asked to provide the school with a copy of custody papers.

In the case of separation, where no legal custody has been awarded, either parent has the right to access.

**RELEASE OF RECORDS**

In order for a student to progress without interruption, parents are asked to notify the school office of intent to transfer a student. Papers for release of records must be signed at the new school. No records are sent without this release. Records are sent from the school office directly to

the new school. **Records are not sent if there are outstanding fees or delinquent tuition.**

### **SCHOOL VISITORS**

All visitors to the school must report to the Main Office upon entrance to the building and sign in. Parents are not to drop off lunches, gym clothes, books or homework directly to the classrooms, but in the Main Office. If you need to see a teacher or staff member, or the principal, please call or stop by the office for an appointment. It is important that parents do not interrupt the classroom teachers throughout the day to insure an ongoing, safe and sound educational process.

### **SHADOWING FOR HIGH SCHOOL (Grade 8)**

We understand that some students may decide to visit the area Catholic High Schools. It is our policy to allow students two (2) visits. Prior to these visits, please follow the following procedure:

- Parents/Students contact the school to be visited to find out the school's procedure for student visitors:

proper dress code, lunch arrangements, beginning and end of the school day, etc.

- School visits should be scheduled for days in which Cardinal Stritch is not in session or parents follow the Cardinal Stritch procedure for a Planned Absence.
- Cardinal Stritch students receive a form from the Main Office that needs to be signed by the Principal or his or her designate of the school being visited. That form is returned to the Main Office upon the student's return to Cardinal Stritch. Students who fail to return the form are considered unexcused from Cardinal Stritch..

Students complete any assignments missed while they are out. Homework, quizzes, and tests that are not completed upon return are recorded as a zero.

Students who fail to follow the procedure may lose the privilege to visit other schools. In addition, the absence is considered unexcused and students may be considered truant. Truancy results in issuance of demerits. Any class work missed is a zero; students are not allowed to make-up work missed.

## **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 & Academy community. Cardinal Stritch 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 Cardinal Stritch 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. The Dean will collaborate with other administrators and staff including extracurricular staff about the violation and/or offense.*)
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.

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

The following consequences are imposed when students violate this agreement:

#### **First Offense**

- The student forfeits any leadership position in athletic or extracurricular activities for the remainder of the school year. Future leadership positions are at the discretion of the head coach or extracurricular 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 is allowed for an entire season per OHSAA regulations. 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 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 extracurricular 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 & 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 & Academy.
- The student is suspended from all participation in extracurricular activities and athletics for a calendar year (12 months) 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 extracurricular 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 & Academy.

#### Third Offense

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

## Acceptable Use Policy (AUP)

The following expectations, guidelines and procedures are utilized by staff, students and community members that are authorized to use the Cardinal Stritch Network or computers. Before a user is allowed access to the Cardinal Stritch 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.

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| <ol style="list-style-type: none"> <li>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 Cardinal Stritch Network only under their own account name and must keep all account names and passwords private. Students may only log on and use the Cardinal Stritch Network under the direct and immediate supervision of a staff member.</li> <li>2. The Cardinal Stritch Network shall be used only for purposes related to education or to the administration of Cardinal Stritch. 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.</li> <li>3. Users shall not attempt to interfere with other users'</li> </ol> | <ol style="list-style-type: none"> <li>ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' email.</li> <li>4. Users shall not attempt to defeat any security features of the Cardinal Stritch Network including, but not limited to, account restrictions, Proxy's (M86), VPN connections, bypass routes, and clone URL's. Cardinal Stritch reserves the right to monitor computer activity, files and on-line communications for improper use.</li> <li>5. Only equipment that is expressly approved by the Director of Technology after thorough testing is permitted to be connected to the Cardinal Stritch Private Network. This includes, but is not limited to, personally owned equipment such as gaming consoles, personal computers, handhelds, phones, etc. Cardinal Stritch holds no responsibility for personal devices that connect to the Cardinal Stritch Public Network. The public network is not an open network, but has the same filtering and restrictions.</li> <li>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</li> </ol> |
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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 Cardinal Stritch 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 Cardinal Stritch, 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 Cardinal Stritch computer equipment.
11. Students are permitted to have email accounts on the Cardinal Stritch 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 Cardinal Stritch. 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 Cardinal Stritch 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 & 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 Cardinal Stritch Network require that full access be available to designated Cardinal Stritch personnel at all times. Cardinal Stritch 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 email messages are subject to public records law and remain the property of the Cardinal Stritch Catholic High School & Academy. This also includes any information accessed/stored with on a school managed device whether it is personal or work (educational) related including data in specific applications.