

I. INTRODUCTION AND OVERVIEW

MISSION STATEMENT

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

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

SCHOOL PRAYER

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

PHILOSOPHY

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

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

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

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

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

HISTORY OF SPRINGFIELD CATHOLIC HIGH SCHOOL

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

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

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

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

SCHOOL / STAFF CREDENTIALS

SCHS is accredited by the Committee on Accredited Schools -- Non-Public and the University of Missouri-Columbia. Consequently, credits earned at this school are accepted by all institutions that accept credits from schools accredited by the Missouri State Department of Elementary and Secondary Education.

SCHS is also accredited and is a member of the North Central Association of Colleges and Schools. Accreditation demands a constant reevaluation of our school's strengths and those areas needing improvement as well as of the on-going process of development.

SCHS is a member of the Secondary Department of the National Catholic Educational Association, North Central Association of Colleges and Schools, the Missouri State High School Activities Association, and the Missouri Council on American Private Education.

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

II. ADMISSIONS

POLICY

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

In recognition of the important role that the parish has in fostering the full development of our youth, our admissions procedures require that our Catholic parents obtain written approval by the Pastor to complete the registration process.

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

Guidelines for Students with Special Needs

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

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

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

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

RESIDENCE

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

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

RANDOM DRUG TESTING

Springfield Catholic High School recognizes that drug use is one of the most serious problems confronting our community. In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School adopts policy 1.38 ó Student Drug Testing. Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

TUITION AND FEES

Families registering or re-registering Springfield Catholic Schools are entering into an agreement with the school system to pay the fees and tuition amounts as set forth in the tuition schedule for that school year. Reduced tuition, scholarships and any other special arrangements that adjust the amount of tuition owed from the approved tuition schedule will be determined before admittance. Special circumstances may occur during the school year that could require a change in the tuition agreement between the school and family, but such adjustments must be discussed with the Accounts Manager of the school system before a change is made.

All families will be required to provide the school with the completed application for the FACTS Tuition Management Plan in order to complete the registration process, regardless of the choice of payment option made. Those families who choose to prepay tuition will not have their FACTS application processed unless they fail to prepay by the dates set forth in the tuition plan. Failure to pay tuition consistent with the agreed upon tuition plan will constitute a breach of the registration agreement and could result in exclusion of the family from the school system.

TEXTBOOKS

Textbooks are furnished by the school for student use. The fee, which is charged, is a loan payment for the use of the books. The student to whom the textbooks are issued is responsible for returning them to the school. If books are lost, stolen, damaged, etc., the student must pay replacement cost.

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

Additional fees are assessed for graduation, transcripts (one is free), and field trips/retreats.

Students must also provide their own consumables and personal materials, i.e., paper, notebooks, pens, etc.

GUIDELINES FOR TUITION COLLECTION

Springfield Catholic Schools provides three options for tuition payment for pre-school, elementary and high school students.

1. Prepayment of all tuition and student fees by June 15th will result in a \$50 discount to the family. No discounts for prepayment with a credit card.
2. The two-payment option allows families to pay half the tuition and student fees by June 15th with the balance due by December 1st. Families choosing this option will receive a \$20 discount with each payment. No discounts for prepayment with a credit card.
3. The Tuition Management Company (FACTS) will automatically make eleven monthly withdrawals for elementary and high school students and/or nine monthly withdrawals for pre-school students from the family's bank account for tuition and student fees. The family can choose to have the withdrawals made on the 5th or 20th of each month. FACTS will charge a yearly fee for this service, which will be paid through a separate automatic withdrawal. If funds are not in the family's bank account, FACTS charges a Missed Payment Fee and the bank may charge an Insufficient Funds Fee. FACTS will continue to make attempts to process tuition payments.

The Springfield Catholic Schools Central Office will review with the family any account overdue 60 days.

At the end of each semester, family accounts will be reviewed and any family who has not fulfilled its existing tuition agreement may not be permitted to enroll for the following semester.

Prorated Tuition

Students who enroll in Springfield Catholic Schools after the start of the academic year will be charged tuition on a per diem basis, determined by the number of school days left at the end of the enrollment and the total number of days in the school calendar. Student fees will be charged at the full amount regardless of the enrollment date.

Refund of Tuition and Student Fees

The FACTS fee is non-refundable.

If a student withdraws from the Springfield Catholic Schools before the start of the academic year, a complete refund of students fees and tuition will be made.

Once the academic year has begun, tuition refunds will be made on a per diem basis, determined by the number of days the student has been enrolled with the Springfield Catholic Schools and the total number of days in the school calendar. Student fees will not be refunded after the start of the academic year, and the amount of any unpaid student fees will be deducted from the final refund.

PROCEDURE: NEW / TRANSFER STUDENTS

- All students 9-12 will be admitted on a probationary basis. Students who are currently enrolled in one of the Springfield Catholic Schools are not considered transfer students. Transfer students will be admitted on a probationary status for 90 attendance days starting with the first day of attendance. Anytime during the probationary period the administrator may:
 - a) remove the probationary status of the student
 - b) extend the probationary status of the student
 - c) dismiss the student from school
- The Transfer Student form will be completed prior to registration.
- An evaluation form must be completed by the school last attended.
- Parents/Guardian must sign a "Permission to Release Records" form requesting records from the previous school.
- The administrator will conduct an interview with parent(s)/guardian(s) and student.
- The administrator, coordinator of special services, guidance counselor and other appropriate personnel may contact the former school(s) regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
- All medical records required by the state and federal government must be in place and on file with the school nurse prior to enrollment and attendance.
- The student's most recent grades will be reviewed during the personal interview. Other records and grades, which are requested, must be made available within a reasonable period of time.
- A student who is accepted is expected to keep pace with normal class work. The student and the parents/guardian share in the responsibility of keeping the student progressing at an acceptable class level.
- The administrator makes the decision regarding enrollment and placement.
- Non-English speaking students will be treated as transfer students.

REINSTATEMENT OF STUDENTS

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

III. ACADEMICS

PROGRAM OF STUDIES

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

GRADUATION REQUIREMENTS

	Class of:	Required			Recommended		
		2007	2008	2009	2007	2008	2009
Theology (4 yrs. + retreats)		4	4	4	4	4	4
English		4	4	4	4	4	4
Social Studies		3	4	4	3 or 4	4	4
Mathematics		2	2	2	3 - 4*	4*	4*
					*Algebra I or higher		
Science		3	3	3	3 or 4	4	4
Foreign Language		0	0	0	2+	2+	2+
Speech		½	½	½	½	½	½
Physical Education		1	1	1	1	1	1
Health		½	½	½	½	½	½
Fine Arts		1	1	1	1	1	1
Practical Arts		1	1	1	1	1	1
Electives		8	9	11	4-7	6	6
	Total	28	30	32	30	32	32

GRADING SCALE

11 Point Scale

<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>
11 = A	94-100	7 = B-	85	3 = D+	76
10 = A-	93	6 = C+	84	2 = D	71-75
9 = B+	92	5 = C	78-83	1 = D-	70
8 = B	86-91	4 = C-	77	0 = F	Below 70

Grades are reported quarterly. Progress reports and Grade Cards are given to the student to take home. At the end of first quarter formal parent/teacher conferences are held to discuss student progress.

CONTINUANCE OF ENROLLMENT AT SCHS

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

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

HONOR ROLL

SCHS has two honor rolls which are published at the end of each academic semester. The "A" Honor Roll consists of students who have earned at least an A-. The "B" Honor Roll consists of students who have received all A's and B's.

INCOMPLETE GRADES

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

ADDING and DROPPING COURSES

- Classes may be added or dropped from a student's schedule by the completion of a Change of Schedule form in the counselor's office. The completed form must be signed by both instructors, the one added and the one dropped) and approved by the counselor and the principal.
- **All changes in the student's class schedule must be approved during the first five class days of a new semester.** Students may not change a course after the first five school days of a semester. Only in rare circumstances is a student granted a change after the first five days of a new semester.

ACADEMIC RECORDS

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

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

RECORD RELEASE

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

VALEDICTORIAN and SALUTATORIAN

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

SUPERVISED STUDY GUIDELINES

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

SEMESTER EXAMS

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

ACADEMIC INCENTIVE

Students meeting the following requirements will have the option of opting out of a maximum of one semester final exam:

GPA of 5.0 or higher from previous quarter

Written teacher and parental approval

Students may not opt out of AP finals

Students may not opt out of any class with a D+ or lower grade at time of finals

HOMEWORK

The completion of homework is considered an essential component of a student's academic success. As a result, students are expected to turn in all homework on time. Students who do not complete homework assignments will receive a H.O.T. (Homework on Time) sheet from their teacher. After a student receives three H.O.T.s, he/she will fill out a form for improvement. Upon the student receiving five, seven, and/or nine H.O.T.s, he/she will be required to attend a mandatory two-hour study hall on a designated Saturday morning. After ten H.O.T.s, there will be a conference between the students, parents, counselors, administration, and teachers.

Each student attending the Saturday study hall is required to pay \$10 to cover the costs. The money must be paid on the day of the study hall or in advance. The students must work during study hall. The study hall will be used to help students complete the assignments they have been unable to finish on their own time.

If the student does not attend the scheduled Saturday study hall, he/she will be suspended for a length of time determined by the administration. If, for some reason, there are extenuating circumstances, administration must be contacted before Saturday study hall.

TIPS FOR SUCCESS AT SPRINGFIELD CATHOLIC

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

PARENTS:

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

STUDENTS:

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

recommended that you contact classmates who have taken thorough notes during class to get copies of those notes.

11. Working too many hours at a job will negatively affect your grades and your learning. Research says grades begin to slip when teens put in 20 hours a week, or more, on their job.

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

COLLEGE VISITS

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

GUIDANCE, COUNSELING and TESTING

SCHS has counselors who are able to help students plan their academic programs as well as counsel those who have problems of a nonacademic nature. The counselor also administers standardized tests, entertains requests for schedule changes, assists students with scholarship applications and college financial aid forms, administers the vo-tech program, schedules college presentations and distributes information regarding career education. With the assistance of administration, the department coordinates the following testing program:

9th grade

- EXPLORE (9th grade level ACT)

10th grade

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

11th grade

- ASVAB (Armed Service Vocational Aptitude Test Battery)
- PSAT/NMSQT
- ACT (American College Test)
- SAT (Scholastic Aptitude Test)
- ACRE Assessment Test (National Catholic Educational Association)

12th grade

- ACT /SAT

IV. SCHOOL LIFE

RELIGIOUS FOUNDATION and WORSHIP SERVICES

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

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

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

CHRISTIAN SERVICE RECOGNITION

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

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

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

COMMUNICATIONS

- The school system's website address is www.springfieldcatholicschools.org. The school reserves the right to use student pictures and or names in publications and on the school's website. Any parent who does not wish his or her child's picture and or name used must notify the school principal in writing.
- Each month, a letter from the principal, a monthly calendar, a listing of activities and sporting events are published on the high school web page. (www.springfieldcatholicschools.org/schs1) Parents and students are encouraged to check the school website for announcements, coming events and special activities.

- It is presumed that students are aware of any announcement presented on the P.A. system. Any posted signs are to be respected. Graffiti and marring of signs are not tolerated. Nothing may be posted on the bulletin board or in the hallways without permission from administration.
- Students and/or parents discuss any concerns regarding grades, disciplinary action, class curriculum, etc., directly with the course instructors. If a concern remains unresolved, the student/parent may speak with the counselor/administrator. Administration should be the final stage of student-teacher concerns. The counselor or principal may suggest a joint meeting between student/parent and teacher to resolve concerns.
- In the area of athletics, the starting point to discuss a student difficulty is with the coach. If the difficulty persists, the athletic director may be contacted. Administration is again the final person to see regarding such difficulties.
- A respectful attitude and a private place are required for such conversations. With these two givens, most situations can be resolved in a calm, just way in a spirit of Christian charity, where all parties learn and grow. Teachers and coaches are not obligated to explain every decision, grade, rule, etc.

CITIZENSHIP STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES

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

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

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

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

COCURRICULAR ELIGIBILITY

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

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

ATTENDANCE REQUIREMENTS

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

TRANSFER STUDENT'S ELIGIBILITY

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

ATHLETIC ELIGIBILITY

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

Students who wish to participate in sports at SCHS are required to read and agree to observe specific team rules. Each set of rules is written and must be signed by both the athlete and the parent/guardian before the student is allowed to participate in any interscholastic game.

INTERSCHOLASTIC ACTIVITIES

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

PHYSICALS

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

RECOGNITION: SCHOOL LETTERS

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

To receive an academic letter, a student must

- Maintain a G.P.A. of 10.5 or above for the year.
- Have all "A"s and "B"s, no "C"s for all four quarters-and for the two semester examinations of the year.

To receive a letter for music, debate or athletics, a student must:

- Meet MSHSAA requirements.
- Follow all rules for practice and competition promulgated by the sponsor/coach.
- Have the recommendation of the sponsor/coach and the approval of administration.
- Maintain a GPA of 4.0 or higher with no "F"s beyond probation period for the academic period of that activity/sport.

DANCES

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

- A student must attend a full school day on the day of the dance or, if it falls on Saturday, must attend the previous full school day.
- Students who receive Saturday school detention or suspension will not be allowed to attend the next school dance.
- Students are to come into the dance promptly, and not loiter in the parking lot.
- Food and drink may not be brought into the dance.
- Students must wear appropriate attire.
- Smoking or use of any tobacco product is never permitted on campus (including at dances).
- School policy on controlled substances is in effect at all times including at dances.
- When a student leaves a dance, he/she may not return.
- Inappropriate displays of affection are not allowed at dances.
- All dances end by 11:00 pm. Except Junior-Senior prom which will end at midnight
- Lent is a time of sacrifice and an inappropriate time for a dance.
- School sponsored dances (STUCO)
 - 1st quarter: mixer after first home football game and Homecoming (football)
 - 2nd quarter: Christmas dance
 - 3rd quarter: LPA (basketball homecoming)
 - 4th quarter: Junior/Senior Prom

FACILITIES

The school building receives a great deal of wear and tear with over 350 students using it every day. Each student can help keep the wear and tear to a minimum by properly disposing of trash; keeping shoes clean; putting lunch trays, silverware, milk cartons, etc., in their proper location. Students are held responsible for any damage they cause. Malicious vandalism is handled by administration. Any damage should immediately be reported to the main office, administration and/or the maintenance department. **Food or drink is not allowed in the classrooms, chapel, auditorium, library, offices, or computer labs at any time. (The only exception is water).**

Auditorium

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

Chapel

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

Gymnasium

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

Library Media Center

The media center/lab is open from 7:30 a.m. until 4:00 p.m., Monday through Thursday and 7:30 a.m. until 3:30 p.m. Friday. (The LMC is not open on early release days.) Upon receipt of the signed Acceptable Use Policy, each student is given computer privileges and allowed to check out library materials and use the computer network in the school. (See Electronic Information Resources Guidelines)

Students may check out books for 3-week periods. Two renewals are allowed unless another person reserves the book. In certain instances, teachers may place materials on reserve within the library. These materials will not circulate during high demand. Reference materials and audiovisual materials are for in-house use by students except in special circumstances. Students are responsible for returning materials in a timely manner and in good condition.

Fines will be assessed on overdue materials and **replacement/repair cost will be assessed for damaged items**. All materials should be returned and fines paid before the last day of classes.

Offices

Students are welcome in school offices at any time, especially when they need to conduct school business. Most business, except emergencies, should be handled before school, at lunch or after school, not during class. Students may use the pay telephones in the east entry lobby for any necessary calls. The office phone and telephone book are not for student use.

Staff - Faculty Rooms

Only student aides having an authorized pass are permitted in the faculty workroom. Equipment located in faculty workrooms is for **faculty/staff use only**. This includes but is not limited to photocopiers, computers, vending machines, and telephones.

V. GENERAL REGULATIONS

ATTENDANCE POLICY

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

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

- On the day of the absence, a parent/guardian must telephone an excuse to the school office by 8:00 a.m. otherwise; office personnel will contact the parent to certify that the absence is legitimate.
- On the day the student returns to school, he/she must bring a written excuse signed by a parent guardian. The note should include the student's full name, date of absence, reason for the absence and a signature of the parent/guardian. (Any absence not confirmed through the administrative offices is considered truancy and may result in disciplinary action.)
- The absent student is responsible for contacting his/her teachers to determine what assignments must be made up. The student has the total responsibility for making up work missed.
- A student who becomes ill during the day must report to office personnel so a parent/guardian can be notified. Students are not allowed to leave school without first checking out through the office.
- **A student must attend a full school day in order to practice or participate in any of the day's co-curricular activities unless he/she has been excused by the building administration.**

EXCESSIVE ABSENCES

Students are permitted a maximum of ten absences per class per semester. **A SCHS student who accrues eleven absences automatically forfeits his credit for that class.**

If a student has accrued five absences in a class during a quarter, the principal contacts the student and parents/guardian and holds a conference with them to discuss the excessive absence; impending loss of credit; the impact upon continued enrollment and methods to prevent such loss. Excessive absenteeism may result in dismissal from school.

ABSENCE POLICY EXCEPTIONS

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

ABSENCE POLICY APPEAL PROCESS

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

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

ANTICIPATED ABSENCE: Caused by Family Vacation or Parent Travel

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

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

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

TARDIES

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

- Students are responsible for knowing and complying with class and school tardy regulations/consequences. Tardies are recorded in the office and by the teacher and posted daily. Students who are tardy should report directly to the attendance office. Students who are more than 30 minutes late are considered absent for the entire period.
- Chronic tardiness adversely affects a student's learning and possibly his/her academic grade. Tardies will count toward detention time on a quarterly basis.
 - 1st Offense (3 tardies) 1 hour of detention from 7:00 to 8:00 a.m.
 - 2nd Offense (6 tardies) 2 hours Saturday school detention from 8:00-10:00 a.m. and \$10.00 fine **(Not allowed to attend next school dance)**
 - 3rd Offense (9 tardies) 3 hours Saturday school detention from 8:00-11:00 a.m. and \$15.00 fine. **(Not allowed to attend next school dance)**
Automatic probationary status and **a mandatory conference between administration and parent/guardian regarding student's future at Springfield Catholic High School**

OFF-CAMPUS PERMITS

Students are not permitted to leave the school grounds during the school day without the approval of custodial parent(s) or guardian(s) and school officials. **In no circumstance is a student permitted to leave school with another student.** Normally, parental permission must be in writing except in cases of emergency. Any oral parental permission accepted must later be confirmed in writing. Students must obtain off-campus permits prior to leaving school. These permits are issued following this procedure:

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

SUPERVISION

The SCHS office is normally open from 7:30 a.m. - 3:30 p.m. each school day. Classes begin at 8 a.m. and dismissed at 3:00 p.m. on Monday through Friday. There is a 2:00 p.m. dismissal on the first Friday of each month. (See the school calendar for additional early dismissal days). Students should not arrive before 7:45 a.m. or stay after 3:30 p.m. unless under the direct supervision of a teacher/coach. Students arriving earlier or staying later should remain outside the building or, during inclement weather are seated in the cafeteria or in the main corridor. The school is not responsible for students who arrive before 7:45 a.m. - or stay after 3:30 p.m., unless they are being supervised by a teacher/coach.

Information services and features contained on the network are intended for the private use of its patrons, and any commercial or unauthorized use of those materials, in any form, is expressly forbidden.

STUDENT DRESS CODE

Rationale:

The purpose of the dress code is to project a better Catholic school image, create a more distinctive dress appearance and to establish an atmosphere conducive to learning. Dressing appropriately for specific occasions is a life long lesson that we try to instill in the students of Springfield Catholic High School. Proper school attire is not the same as eveningwear, party wear, recreational, or play wear. At the same time, we wish to allow individual expression within the boundaries of appropriateness, good taste, and affordability. Students are to appear at school well groomed and dressed in a neat, clean, and modest manner. **It is the student's and parents' responsibility to insure proper attire before arrival at school. If in doubt about acceptability, do not wear it.**

All students are to be completely dressed and in dress code upon entering the building in the morning, and continue to remain in dress code until 3:00 p.m. (A.M. weight training and first block physical education are the only exceptions.) Students must have a visible school issued id and lanyard at all times. *The school administration reserves the right to deem clothing inappropriate or immodest at its discretion.*

Pants: Solid-colored khaki-style pants, capris, or shorts may be worn. No low rise, hip-hugger, jeans, or sweatpants may be worn. No pants or shorts of any kind can have patch or cargo pockets. Shorts must be knee length. Belts must be worn with pants, capris, or shorts that have belt loops. Waistlines of pants or shorts must be worn at the waist.

Shirts: Shirts may be worn in a variety of solid colors. Shirts are limited to short or long sleeve polo shirts, v-neck sweaters with exposed collar, and crew neck sweatshirts with exposed collar. All shirts must bear the Springfield Catholic logo or sports/activity insignia. **All shirts must be purchased from the school vendor.**

Skirts: Solid-colored skirts may be worn in knee to ankle length. A belt must be worn, if the skirt has belt loops.

Jacket: Solid-colored fleece jackets with the SCHS logo and purchased from the school vendor may be worn.

Footwear: Must be worn at all times.

Hair: Hair must be neat and well groomed. Facial hair is prohibited. No hairstyle can cause undue attention.

Dress Down Days: Students will be provided with a variety of opportunities to dress down. Attire for dress down days must be neat, clean, and modest.

General:

Long-sleeved shirts may not be worn under short-sleeved shirts.

No coats, hooded sweatshirts, warm ups, and or team uniforms will be worn in the classroom

No headwear is permitted in the building.

Only ears may be pierced, with modest earrings. Exposed tattoos are prohibited

Wallet chains and such paraphernalia will not be permitted.

Duffle bags and back packs are to be placed in lockers or locker room upon arrival. Students are not to carry duffle bags or back packs to class.

Adherence to the dress code is a condition of attendance at SCHS. It is assumed that students and their parents are aware of its provision, so excuses for nonconformity will not be considered except in the most extraordinary circumstances. Violation of the dress code or the spirit thereof subjects a student to disciplinary action. **Students must conform to the dress code to attend class. (Noncompliance with the SCHS dress code is addressed in *Student Behavior in VI. Disciplinary Policies.*)**

Electronic Information Resources Guidelines

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

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

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

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

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

SAFETY

Emergency Drills

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

Vehicles/Parking Lot

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

Bus Safety

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

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

Fireworks

Due to the danger of fire or injury, fireworks are prohibited on campus.

EMPLOYMENT

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

FIELD TRIPS

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

FUND-RAISING

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

HALL PERMITS

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

LOCKERS

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

LOST and FOUND

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

LUNCH and CAFETERIA PROGRAM

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

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

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

VISITORS

Visitors are permitted on campus only with permission of office personnel. All visitors must stop by the office before and after the visit. Visitors must also have the permission of the individual teacher to visit a particular class. This permission should be requested in advance. Students are responsible for conduct of visiting friends. Visitors are expected to abide by all SCHS rules. Visitors are asked to leave the campus if school rules are violated. If a visitor refuses to leave promptly when asked, the Springfield Police Department will be contacted.

MARRIAGE / PREGNANCY

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

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

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

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

VI. DISCIPLINARY POLICIES

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

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

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

STUDENT BEHAVIOR

Merit/Demerit System

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

3 demerits	1 hour detention to be served from 7:00 ó 8:00 a.m.
6 demerits	2 hours Saturday school detention to be served from 8:00 ó 10:00 a.m. with a \$10.00 fine (not allowed to attend next school dance)
9 demerits	3 hours Saturday school detention to be served from 8:00 ó 11:00 a.m. with a \$15.00 fine (not allowed to attend next school dance) Automatic probationary status with a mandatory conference between administration and parent/guardian regarding student's future at Springfield Catholic High School.

Arrangements to attend detention are scheduled through the principal's office. Detention takes precedence over any other school activity and fines are due at the time of serving. The following behaviors **may** result in demerit points being issued, but will ultimately require stronger punishment depending on the severity and frequency of the action:

Cheating and Plagiarism

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

Fighting

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

Harassment

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

Obscene/Vulgar Language/Behavior

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

Scandal

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

Sexual Misconduct / Public Displays of Affection

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

Stealing / Theft

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

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

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

First Offense

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

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

Second Offense

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

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

Third Offense

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

RETEST AFTER SERVICE OF SUSPENSION

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

REFUSAL TO SUBMIT OR ALTERATION TO DRUG USE TEST

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

APPEAL PROCEDURE

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

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

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

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

Substance Abuse

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

The use of mind/mood-altering chemicals (i.e., all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, cocaine, marijuana and/ or any other drugs, prescription or otherwise, which impair a student's ability to perform in an academic setting) is not conducive to the health and welfare of students. Hence, under the influence, the use, possession, sale and/or transfer of alcohol, drugs and/or drug paraphernalia (or knowingly associating with those so involved, while on the school campus, in the school neighborhood, at any school-related function) are forbidden and result in referral to the administration and may cause immediate suspension and/or expulsion from school. A portable Breathalyzer and surveillance by the police "drug dog" are methods, which may be used to insure a drug-free environment.

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

The consequences for mind/mood-altering chemical violations are:

1st Offense

4-10 day suspension followed by a period of 28 calendar days of exemption from all extra-curricular activities. Student must obtain a chemical-dependency assessment at an authorized licensed chemical assessment institution.

Automatic probationary status and **a mandatory conference between administration and parent/guardian regarding student's future at Springfield Catholic High School.**

2nd Offense

Immediate expulsion from Springfield Catholic High School.

In accordance with the Missouri Safe Schools Act, a student involved in the selling and/or dispensing of any mind/mood-altering chemical (including alcohol) receives an immediate suspension pending expulsion while additional internal and external investigative efforts are being made.

Tobacco

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

Vandalism

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

Weapons

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

DISCIPLINARY PROCEDURES AND ACTION

Student-Teacher Conference

When a student's behavior becomes problematic in school, the teacher and/or supervisor points out the behavioral concern, the change which is expected of the student and the

procedures/consequences which follow if the student's conduct does not improve. Close communication between parent and teachers, regarding problems, is strongly urged. Often, misbehavior is a clue to a deeper problem. The teachers work closely with the counselor and with community agencies as needed.

Disciplinary Probation

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

Suspension

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

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

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

Expulsion

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

Possible causes for expulsion include but are not limited to:

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

Disciplinary Appeal

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

Student Usage of Electronic Devices

Springfield Catholic Schools prohibits students from using and/or having cell phones or other electronic communication devices turned on during the school day, unless otherwise directed by a teacher, administrator, coach or other authorized adult. This includes the lunch periods and passing periods, as well as on school sponsored trips. "Using" refers to not only the making and receiving of calls, but also refers to using the electronic communication devices for any other purpose. Electronic items which are misused during the school day or school activity will be confiscated by school personnel.

Corporal Punishment

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

VII. ORGANIZATIONS

STUDENT ORGANIZATIONS

Students are invited and urged to get involved in the many student organizations available at Catholic High. The school sponsors a myriad of student organizations (listed below) as well as activities for each of our four classes: freshman, sophomore, junior and senior.

All organizations have a faculty sponsor/advisor, appointed by administration. The sponsor(s) is in charge of the particular class or organization. All class/organization officers are accountable to their sponsor(s). Meetings, agenda items, action, fund-raising, expenditures, etc. must be approved by the faculty sponsor(s) in advance. The sponsor(s) and club/class officers must obtain final approval from administration.

Each class and organization elects officers based on guidelines set forth in their by-laws. These dates for these elections are set by the sponsor/advisor/coach in consultation with the administration.

Academic Team

The Academic Team is open to all students who enjoy participating in academic competition.

Chorus

Chorus is an academic classes for which a grade is given. Students perform at various school and community events and present concerts throughout the year,

Cheerleading

Cheerleading squads for freshman, junior varsity and varsity teams are formed when interest is sufficient. Cheerleading is regulated by MSHSAA guidelines and tryouts are held in the spring for the coming school year.

CIA (Catholic Intelligence Agency)

Open to all students who are interested in forming friendships rooted in serving the school community. Meetings are approximately once a quarter, depending on the activity.

Contact: Mrs. Derryberry

Dance Team

Dance Team is formed when interest is sufficient. It is regulated by MSHSAA guidelines and tryouts are held in the spring or summer for the upcoming school year.

Debate Club

Open to all students interested in interscholastic competition in debate. Students should attend debate tournaments in the area, hold regular meetings to discuss and debate current issues, and prepare performances for individual events at speech tournaments. All tournament performances are governed by the rules of the Missouri State High School Activities Association. Students do not have to be enrolled in debate class, to participate in debate club.

Drama Club and Irish Players

Present two major productions annually. All students are welcome to audition for performances or to apply for technical positions backstage. The Drama Club also helps with drama department with various fundraising activities throughout the school year. The Irish Players help with box office, publicity, program and concession sales during each of the productions. Time commitment for each organization varies according to activity. Students should expect most of the time commitment to fall the weekend before Thanksgiving and the second weekend in March. Membership is also available in the International Thespian Society which is an honorary drama society for high school students. Contact: Mr. Johnson

Emerald Wave Band

Is a performance-based organization for students 9-12. The group performs at home football games, as well as school and community function. The band performs a Christmas concert, a spring concert, and at graduation. The concert band also participates in the annual State Music Contest held in the spring. Students receive one credit for band class. Fundraisers are held throughout the school year to help finance the purchase of instruments, equipment, and supplies. Contact: Band Director

FCA (Fellowship of Christian Athletes)

FCA is open to all students interested in discussing faith issues. Meetings are approximately once a month. Contact: Coach Cornelison

Foreign Language Clubs

SCHS currently has a French and Spanish club(s), their purpose is to practice foreign language skills, have fun, and participate in one service project a year. The clubs meet approximately four times a year. Contact: Madame Richardson or Senora Van Slyke

Jazz Band

Jazz Band is a performance-based class/organization that is open to all students grade 9-12 who are enrolled in band. The group performs at basketball games and other school and community activities. Students receive 1 credit for the class. Contact: Band Director

Junior Engineering Technical Society (JETS)

Promotes an interest in engineering, mathematics and science. The team is comprised of physics and mathematics students. This team attends a competition in late January. The competition is centered around problem solving and real world engineering skills. Contact: Mrs. Eck

Liturgical Movement

Open to all students interested in liturgical ministry. Contact: Mrs. Derryberry

Liturgical Musicians

Open to all students who are interested in singing or playing a musical instrument during school masses. Contact: Mrs. Walmsley

National Honor Society

Students must have a minimum 10.5 GPA and pass a teacher evaluation to be eligible for NHS. NHS inductions take place in April. NHS members also participate in at least one service project during the school year as well as various social projects. Four NHS officers are elected each year, and share duties. NHS meetings are usually held before school.

Contact: Mr. Bosserman or Mrs. Morton

Publications

Prior approval required to take this class. Project is to produce a school yearbook.

Contact: Mr. Russo

Service Executive Board

Interested students from each grade level are elected to serve on this board. The SEB board seeks out needs of the community, and service opportunities for the student body to participate in. Meetings are approximately once a quarter, depending on the activity.

Contact: Mrs. Derryberry

STUCO (Student Council)

Open to all students who are interested in a leadership position at SCHS. Interested students must pass a teacher evaluation to be eligible to run. Eligible individuals are then elected from each class. Student Council members make decisions on social, service, and fundraising activities for the student body. Meetings are approximately once a week before school, depending upon the activity. Contact: Mrs. Tipton

Table Tennis Club

The SCHS Table Tennis Club (TTC) is open to anyone who shows interest. TTC has several meetings and tournaments during the school year. Everyone is encouraged to join and the only requirement is to have fun!

Contact: Mrs. Mary Eck

Theater / Speech / Debate

Drama, speech and debate are academic classes for which grades are given. The theater department presents productions annually. All students are welcome to audition for performances or to apply for technical positions backstage. In addition, the drama and speech/debate departments offer opportunities to participate in presentations for school assemblies, in drama and speech contests and in debate. Thespian membership is available, as is National Forensics League and Irish Players.

Contact: Mr. Johnson

Tri-M

Is an international Music Honor society for students who are enrolled in a music class, grades 9-12. To be eligible, students must have a GPA of 9.0 or higher, an A average in music class and a recommendation from the music department faculty. Students are then invited to become members. Dues for returning members are \$8.00. Dues for new members are \$15.00.

Contact: Mrs. Donham and Ms. Toler

PARENT/ADULT ORGANIZATIONS

Booster Clubs

The Booster Clubs consist of parents, alumni and friends of the school who are interested in supporting the school's academic and athletic programs through their presence at and involvement in fund-raising and support activities.

Home and School Association

The SCHS Home and School Association is made up of parents, teachers and administrators who work together to foster a quality Catholic school through knowledge, interest, support and the planning of school events. Fund-raising projects sponsored by the Home and School Association help support school programs and activities.

Project Graduation Committee

While this is not a school-sponsored event, the Project Graduation Committee is made up of senior parents who plan and orchestrate a drug-free celebration for graduates, following commencement exercises. The committee does extensive fund-raising and planning in preparation for this event.

VIII. ADMINISTRATIVE GUIDELINES

All local guidelines, policies and regulations contained in this student handbook are subject to the diocesan Catholic School Manual. During the year, SCHS administration may need to revise, update and/or add to guidelines, regulations and/or policies included in this student guide. Parents will be given prompt notification.

The *Missouri Safe Schools Act* is referenced throughout this handbook and a copy is available for reference in the administrative offices.

Revised 07/06