

**St. Catherine of Siena Academy  
School Community Handbook  
2019-2020**



***“If you are what you should be, you will  
set the world ablaze!”***

***~ St. Catherine of Siena***

**St. Catherine of Siena Academy  
28200 Napier Road  
Wixom, MI 48393**

**Phone: 248-946-4848**

**AUGUST 2019**

8<sup>th</sup> Fall Sports Tryouts  
 12-16<sup>th</sup> All Staff Report Back  
 13<sup>th</sup> **ALL PARENTS MANDATORY MEETING – 6:30-8:30pm**  
 15<sup>th</sup> New Student Orientation  
 19<sup>th</sup> First Day of School: All day  
 all students in uniform  
 20<sup>th</sup> Senior Pictures with Lifetouch  
 25<sup>th</sup> Welcome Back Family Mass and Social  
 29<sup>th</sup> Picture Day for 9-11<sup>th</sup> graders

**SEPTEMBER**

Aug 30– Sep 2 **NO SCHOOL - Labor Day Wkend**  
 3<sup>rd</sup> **STUDENTS REPORT BACK**  
 4<sup>th</sup> **Meet the Teacher Night**  
**7:00pm – 8:30pm**  
 10<sup>th</sup> All Day Adoration  
 11<sup>th</sup> Grandparents Day Mass  
 21<sup>st</sup> Parent Club Fall Social  
 27<sup>th</sup> **Professional Dev. No School**  
 30<sup>th</sup> Beginning of Spirit Week

**OCTOBER**

30-4<sup>th</sup> Spirit Week  
 4<sup>th</sup> Homecoming Volleyball Game  
 5<sup>th</sup> Homecoming Dance  
 5<sup>th</sup> First Saturday Mass, 9am SCA Chapel  
 8<sup>th</sup> All Day Adoration  
 15<sup>th</sup> Picture Retake Day  
 16<sup>th</sup> **PSAT: Half Day/Prof. Dev't**  
 18<sup>th</sup> 1<sup>st</sup> Cardmarking  
 20<sup>th</sup> Open House  
 24<sup>th</sup> **Parent Teacher Conferences**  
**1-4pm and 5-7pm**  
**½ Day for students, 12:05pm dismissal**  
 26<sup>th</sup> Prep Bowl at Ford Field for Catholic Schools

**NOVEMBER**

1-3<sup>rd</sup> Fall Play Production  
 2<sup>nd</sup> First Saturday Mass, 9am  
 HSPT Prep Course (High School Placement Test)  
 8<sup>th</sup> **Half Day for GALA set up**  
 9<sup>th</sup> **GALA: "A Night in Siena"**  
 12<sup>th</sup> All Day Adoration  
 23<sup>rd</sup> HSPT (H. School Placement Test)

27<sup>th</sup> – Dec 2<sup>nd</sup> **NO SCHOOL – Thanksgiving Break**

**DECEMBER**

Dec. 2<sup>nd</sup> **Professional Dev. No School**  
 2-4<sup>th</sup> Senior Retreat  
 7<sup>th</sup> First Saturday Mass, 9am  
 HSPT (High School Placement Test at SCA)  
 10<sup>th</sup> Advent Adoration and Reconciliation  
 12<sup>th</sup> Ring Day, Mass at 8am, Our Lady of Guadalupe  
 13<sup>th</sup> Christmas Evening of the Arts, 7:00pm  
 17<sup>th</sup> -20<sup>th</sup> Final Exams  
 21<sup>st</sup> -Jan 5<sup>th</sup> **NO SCHOOL - Christmas break**

**JANUARY 2019**

6<sup>th</sup> **STUDENTS REPORT BACK TO SCHOOL**  
**Beginning of 2<sup>nd</sup> Semester**  
 Application Deadline for 8<sup>th</sup> Graders  
 9<sup>th</sup>  
 17<sup>th</sup> – 25<sup>th</sup> Italy Pilgrimage  
 20<sup>th</sup> -24<sup>th</sup> EPOCH WEEK  
 20<sup>th</sup> Martin Luther King Day: No School  
 23-25<sup>th</sup> March for Life  
 Jan 26<sup>th</sup> – Feb 2 Catholic Schools Week  
 Jan 31<sup>st</sup> Winter Dance

**FEBRUARY**

Jan 26<sup>th</sup> – Feb 2 Catholic Schools Week  
 Student Fundraiser  
 1<sup>st</sup> First Saturday Mass, 9am  
 HSPT High School Placement Test  
 Open House  
 2<sup>nd</sup> **Junior Parent Night**  
 5<sup>th</sup>  
 11<sup>th</sup> All Day Adoration  
 17<sup>th</sup> **President's Day, NO SCHOOL**  
 19<sup>th</sup> Incoming Families Curriculum Night  
 26<sup>th</sup> Ash Wednesday  
 29<sup>th</sup> 2020-2021 REGISTRATION DEADLINE

**MARCH**

6<sup>th</sup> – 8<sup>th</sup> Mission Retreat for 9-12<sup>th</sup> graders at SCA  
 9<sup>th</sup> Delayed Start  
 10<sup>th</sup> Lenten Day of Reflection, Adoration all day  
 13<sup>th</sup> 3<sup>rd</sup> Cardmarking  
 19<sup>th</sup> **Parent Teacher Conferences 1-4pm and 5-7pm**  
**½ Day for Students, 12:05pm dismissal**  
 21<sup>st</sup> **Parent Trivia Night**  
 25<sup>th</sup> Class of 2024, Freshmen Welcome Party  
 27-29<sup>th</sup> Spring Production

**APRIL**

1<sup>st</sup> SAT pre-ID for juniors during school day  
 4<sup>th</sup> First Saturday Mass  
 5<sup>th</sup> Art Showcase and Coffee House, 1pm  
 7<sup>th</sup> All Day Adoration  
 9<sup>th</sup> - 19<sup>th</sup> Spring Break  
 14-16<sup>th</sup> Junior SAT, Work Keys and M Step State Testing  
 28-30<sup>th</sup> SAT Make-up Testing  
 20<sup>th</sup> First Day Back from Spring Break  
 24<sup>th</sup> **Professional Dev. No School**  
 27<sup>th</sup>- May 1<sup>st</sup> St. Catherine of Siena Week!

**MAY**

1<sup>st</sup> Prom  
 2<sup>nd</sup> First Saturday Mass, 9am  
 4<sup>th</sup> – 15<sup>th</sup> AP Testing  
 12<sup>th</sup> Adoration of the Blessed Sacrament  
 6<sup>th</sup> **Honor's Night at 7:00pm**  
 8<sup>th</sup> May Crowning and Seniors Last Day  
 11-13<sup>th</sup> Senior Exams  
 14<sup>th</sup> Senior Breakfast (7am) and Graduation Rehearsal  
 15<sup>th</sup> **Baccalaureate Mass at 6pm**  
 16<sup>th</sup> **Graduation at 11am and Senior All-Night Party**  
 25<sup>th</sup> **NO SCHOOL** – Memorial Day  
 29<sup>th</sup> End of 4<sup>th</sup> Quarter

**JUNE**

June 1<sup>st</sup> – 4<sup>th</sup> Final Exams, 9-11<sup>th</sup> grade  
 June 4 Last Day of School  
 7<sup>th</sup> End of the Year Family Mass and BBQ  
 22<sup>nd</sup> Golf Outing

# Bell Schedule 2019-2020

## Regular Schedule (50 minute periods)

1 <sup>st</sup> Hour	7:44 – 8:34
2 <sup>nd</sup> Hour	8:37 – 9:27
3 <sup>rd</sup> Hour	9:30 – 10:20
Mass	10:24 – 10:58
Lunch	10:58 – 11:26
4 <sup>th</sup> Hour	11:30 – 12:20
5 <sup>th</sup> Hour	12:23 – 1:13
6 <sup>th</sup> Hour	1:16 – 2:06
7 <sup>th</sup> Hour	2:09 – 3:00 (announcements)

## Wednesday Homeroom Schedule (47 min)

1 <sup>st</sup> hour	7:44 – 8:31
2 <sup>nd</sup> Hour	8:34 – 9:21
3 <sup>rd</sup> Hour	9:24 – 10:11
Mass	10:15 – 10:50
LUNCH	10:50 – 11:16
Homeroom	11:20 – 11:40 (in 4 <sup>th</sup> Hour)
4 <sup>th</sup> Hour	11:40 – 12:27
5 <sup>th</sup> Hour	12:30 – 1:17
6 <sup>th</sup> Hour	1:20 – 2:07
7 <sup>th</sup> Hour	2:10 – 3:00 (Announcements)

## Friday Schedule (44 minute periods)

1 <sup>st</sup> Hour	7:44 – 8:28
2 <sup>nd</sup> Hour	8:31 – 9:15
3 <sup>rd</sup> Hour	9:18 – 10:02
4 <sup>th</sup> Hour	10:05 – 10:49
MASS	10:53 – 11:23
LUNCH	11:23 – 11:48
Small Group	11:50 – 12:38
5 <sup>th</sup> Hour	12:42 – 1:26
6 <sup>th</sup> Hour	1:29 – 2:13
7 <sup>th</sup> Hour	2:16 – 3:00

## Delayed Start (42 min periods)

1 <sup>st</sup> Hour:	9:15 – 9:57
2 <sup>nd</sup> hour:	10:00 – 10:42
3 <sup>rd</sup> hour:	10:45 – 11:27
Lunch:	11:30 – 11:58
4 <sup>th</sup> Hour:	12:02 – 12:44
5 <sup>th</sup> Hour:	12:47 – 1:29
6 <sup>th</sup> hour:	1:32 – 2:14
7 <sup>th</sup> Hour:	2:17 – 3:00

## Pep Rally Schedule (44 minute periods)

1 <sup>st</sup> Hour	7:44 – 8:28
2 <sup>nd</sup> Hour	8:31 – 9:15
3 <sup>rd</sup> Hour	9:18 – 10:02
4 <sup>th</sup> Hour	10:05 – 10:49
MASS	10:53 – 11:23
LUNCH	11:23 – 11:50
5 <sup>th</sup> Hour	11:54 – 12:38
6 <sup>th</sup> Hour	12:41 – 1:24
7 <sup>th</sup> Hour	1:27 – 2:11
Pep Rally	2:14 – 3:00

## Half Day Schedule (35 minute periods)

1 <sup>st</sup> Hour	7:44 – 8:19
2 <sup>nd</sup> Hour	8:21 – 8:56
3 <sup>rd</sup> Hour	8:59 – 9:34
4 <sup>th</sup> Hour	9:37 – 10:12
5 <sup>th</sup> Hour	10:15 – 10:50
6 <sup>th</sup> Hour	10:53 – 11:28
7 <sup>th</sup> Hour	11:31 – 12:06

## Assembly Schedule (44 minute periods)

1 <sup>st</sup> Hour	7:44 – 8:28
2 <sup>nd</sup> Hour	8:31 – 9:15
3 <sup>rd</sup> Hour	9:18 – 10:02
4 <sup>th</sup> Hour	10:05 – 10:49
MASS	10:53 – 11:23
LUNCH	11:23 – 11:50
5 <sup>th</sup> Hour	11:54 – 12:38
Assembly	12:41 – 1:26
6 <sup>th</sup> Hour	1:29 – 2:13
7 <sup>th</sup> Hour	2:16 – 3:00

## Early Dismissal (42 minute periods)

1 <sup>st</sup> Hour	7:44 – 8:27
2 <sup>nd</sup> Hour	8:30 – 9:12
3 <sup>rd</sup> Hour	9:15 – 9:57
4 <sup>th</sup> Hour	10:00 – 10:42
Mass	10:46 – 11:20
Lunch	11:20 – 11:45
5 <sup>th</sup> Hour	11:49 – 12:31
6 <sup>th</sup> Hour	12:34 – 1:16
7 <sup>th</sup> Hour	1:19 – 2:01

## ***Our Mission and Philosophy***

**Mission:** To educate young women to develop their feminine genius—their unique dignity, identity and gifts as women created in the image of God.

**Philosophy:** To integrate faith and reason with a rigorous academic curriculum and the richness of Catholic teaching and tradition.

### **Our Expectations of Every Student**

#### **I. Excellence in Academics:**

We will...

- Take advantage of academic opportunities to build on areas of strength and grow in areas of weakness.
- Challenge ourselves to think critically and apply what we have learned to the world around us.

#### **II. Excellence in Faith Formation:**

We will...

- Grow in our understanding of the faith and a personal relationship with Jesus Christ.
- Advance in virtue and be a member of a faith community.

#### **III. Excellence in Student Life**

We will...

- Develop and share our talents, gaining confidence in our abilities.
- Be attentive to the ways we can serve each other.

## **School Community Code of Virtue**

We will be a community which lives out the teachings of Christ by growing in virtue, showing charity, patience and mercy with one another. This means whether we are a student, staff member or parent we will remember our dignity in Christ and responsibility to live out the Gospel, growing as a family in faith. As a student body, we believe in a Sisterhood where we become a family, valuing mercy and charity.

## **Our Core Virtues**

### **Integrity:**

Each person understands and accepts the consequences for their decisions and works to grow, learning from mistakes and moving forward. This means that we carry out our responsibilities with honesty, never claiming credit for someone else's work, taking ownership for our own work, and are willing to acknowledge wrongdoing. We are a school where the focus is on being redeemed and the sinner can be a saint. We will practice self-discipline by learning how to make good choices and grow in virtue. We will seek to assist each with the spirit of compassionate correction.

### **Wonder:**

Each person has a sense of intellectual curiosity and learning for learning's sake rather than for grades. This means that we accept our areas of weakness and learn to pose questions first, explore ideas and seek answers rather than be handed them. We are encouraged to overcome fear and are willing to try new things which will reveal more about us. As a school, we want to recognize true beauty and allow opportunities to show it.

### **Unity:**

Each person responds to one another's differences with patience and forgiveness. We will watch our words and actions to see if we are spreading rumors, judging others or contributing to gossip. We do not favor or disregard certain people for differences or perceptions based on their grades or activities. We see others with the eyes of Christ and treat one another with love and respect, making sure everyone feels included and validated. We become advocates for all members of the community, cheering them on to do their best, celebrating failures as opportunities for growth and successes as the work of God's grace.

### **Compassion:**

Each person is focused on others and their needs and not just on themselves. We look for Christ in the other and comfort, teach and reach out to those in need. In this way, we serve one another in the community by treating others as we would like to be treated, being Christ-like. We are humble in not boasting of our abilities and instead honor the strengths and weaknesses of others. This means we do not unfairly judge others or ourselves, realizing that struggles are necessary for growth and recognizing the need to support one another.

### **Faith:**

Each person has an openness to grow in faith, learn about Catholic teaching and Jesus. We understand that a lived faith is a relationship and an encounter with Jesus and not just an event. The traditions we participate in are to grow in this relationship with God.

## CURRICULUM

St. Catherine of Siena Academy's academic curriculum consists of a full range of credits and electives that have focused emphasis on integrating the Catholic faith with reason through a classical education, rooted in Latin and philosophy. Electives are added to the curriculum each year as we expand our student population and respond to student needs.

## GRADUATION REQUIREMENTS

Students failing in an academic required course, will need to retake the course to be awarded credit. Courses may be retaken online or through an accredited summer school program. See counselor for credit recovery options. Once a course is retaken, the new grade will replace the failing mark.

### **Catholic Theology** – 4 credits required

Grade 9	Faith and Reason/Person of Jesus
Grade 10	Old and New Testament
Grade 11	The History of the Church
Grade 12	Our Moral Life in Christ

### **English** – 4 credits required

Grade 9	Foundations English 9
Grade 10	American Literature
Grade 11	British Literature
Grade 12	World Literature

### **History** – 3 credits required

Grade 9	World History
Grade 10	U.S. History
Grade 11	Civics and Economics

### **Mathematics** – 4 credits required (or equivalent)

Grade 9	Algebra I or Geometry
Grade 10	Geometry or Algebra II
Grade 11	Algebra II or Pre-Calculus
Grade 12	Pre-Calculus or AP Calculus

### **Science** – 3 credits required

Grade 9	Biology
Grade 10	Chemistry
Grade 11	Physics or other Science with Lab

### **World Languages** – 2 credits required

Latin I and Latin II

### **Philosophy** – 1 credit required

Grades 11-12 Introduction to Philosophy

### **Physical Education** – 1 credit required

Grade 9 Physical Education I and Health

**SERVICE HOUR REQUIREMENTS to Graduate:** To create a school culture which prizes the missionary work of the Gospel and introduces our young women to the world around them, students of St. Catherine's will understand that what we do in service to others is as important as what we do in the classroom.

### **Hours to be Earned Per Year**

Freshmen:	25 hours	Sophomores:	30 hours
Juniors:	35 hours	Seniors:	40 hours

### **Opportunities at SCA which Provide Hours**

March for Life = 10 hours (if attending with SCA group, 5 otherwise)      Domestic Mission Trip = 15 hours  
Dominican Republic Trip = 20 hours      Rome Pilgrimage = 0 hours  
EPOCH Week: each full work day of service counts for a total of 5 hours, totaling 15 hours for the full week. **Hours for EPOCH Week may only be earned if the student is in attendance full days, ALL days that week, not only the work days.**  
Mission Retreat: Seniors who are group leaders for the full weekend = 10 hours  
Juniors who work the retreat = # of hours worked = # of hours earned.

**Summer Hours:** Students must participate in service throughout the year and not only during the summer months. As such, students may not earn more than 1/3<sup>rd</sup> of their hours over the summer.

# ACADEMICS

## **A. ACADEMIC PROBATION**

1. Grades are monitored in 5 week increments throughout the year. Students are placed on academic probation if they are earning a 70% or lower in any course at the 5<sup>th</sup> week check.
2. Students are notified of academic probation status and meet with their counselor.
3. Students on probation develop an Academic Success Plan including, but not limited to, after-school peer tutoring, review with the teacher, outside tutoring. (If necessary, tutoring takes precedence over extra-curricular activities.)
4. At the semester, any student failing one (1) or more classes:
  - Must arrange for additional help at least once a week from the teacher/and or NHS tutors
  - Cannot have any SCHOOL RELATED absences until the 5<sup>th</sup> week grade check to assess progress.
  - Cannot participate in athletics/activities until the 5<sup>th</sup> week grade check and her grade is at 75% or above.
  - Must retake the course in summer school/online if it is a required credit to graduate.

*A student who fails to maintain a 70% average for the year and has shown a lack of effort or interest in raising her grades is putting herself at risk for dismissal from the Academy.*

\*\*\*See the Athletic Handbook for additional information on academic requirements for athletes. \*\*\*

## **B. ADVANCED PLACEMENT COURSES**

The faculty members of each department determine a student's eligibility for admission to an "Advanced Placement" course. AP lab courses **may** require a lab fee. All students taking the AP exam will need to pay for testing prior to the national test date in May. Test prices are set by CollegeBoard. Registration and payment for the exams must be completed in March. Students taking AP exams will still have a course assessment to complete the SCA credit for the course.

## **C. HONORS COURSES**

Enrollment in an honors course requires the recommendation of the student's previous teacher in that subject area. A student must have previously exhibited strong academic ability in the subject chosen, as well as continue to exhibit the ability to perform well with challenging material. At the end of a semester, teachers may recommend for students to drop or add into an honor's course based on academic performance.

## **D. HONOR ROLL**

Honor Roll status is determined by a student's academic record and her commitment to excellence. For membership on the Honor Roll, a student needs to earn a 3.50, or higher, Grade Point Average (GPA) within one semester without any C or lower marks. GPA's are calculated on an unweighted 4.0 scale and will not be rounded. Students will be honored at graduation for the following cumulative GPA's. The Honor Roll will be posted outside the counseling office at the end of each semester.



<b>Cum Laude:</b>	3.50 – 3.69
<b>Magna Cum Laude:</b>	3.70 – 3.94
<b>Summa Cum Laude:</b>	3.95 – 4.0

**E. GRADING SYSTEM**

Students may select a maximum of seven full-year courses each academic year. Since we are on a semester grading system, each one-semester course will be worth one half (½) credit toward graduation. The following grading scale is used to calculate each course grade. This grade is configured into the overall GPA for each semester. Report cards are generated through Power School and made available each semester. Students will also have a transcript with their overall academic record for the four years in high school.

**Grading Scale**

% Score	Letter Grade	Grade Point	First Semester Grade Calculation	
93-100	A	4.0	40%	Quarter 1
90-92	A-	3.7	40%	Quarter 2
87-89	B+	3.3	20%	Midterm Exam
83-86	B	3.0		
80-82	B-	2.7	Second Semester Grade Calculation	
77-79	C+	2.3	40%	Quarter 3
73-76	C	2.0	40%	Quarter 4
70-72	C-	1.7	20%	Final Exam
67-69	D+	1.3		
63-66	D	1.0		
60-62	D-	0.7		
<60	F	0		

**F. FINAL EXAMINATIONS**

All exam periods will be one hour and thirty minutes in length. All students are required to attend school on examination days and to participate in the exam.

- ABSENCES will result in an "F" for the exam unless a parent calls the day of the exam to verify the absence as an emergency, i.e. illness or family. Students with a verified excused absence have two weeks to make up the exam. Exams not completed in this window will be marked with a failing grade and configured into the final semester grade.

All students may see the corrected copy of their exams as follows:

- First semester arrangements are to be made with the individual teacher during the first two weeks of the second semester.
- The second semester final examination will be available to students in the Principal's office until two-weeks after the school year concludes.

**G. FIELD TRIPS**

It is a privilege to attend field trips. As such it is expected that all students attending field trips be in good standing academically and in their behavior. **Students need to be earning a C or above in their**

**classes to attend field trips and cannot be over the attendance limit (10) in any class.** In addition, student behavior in the school may remove them from eligibility to attend field trips.

#### **H. NATIONAL HONOR SOCIETY**

Induction into the National Honor Society is selective and based on a cumulative record of a student's progress in these four areas: academics, character, leadership and service. Further criteria for candidates include:

- a. Candidates eligible for election to this chapter must be members of the Junior or Senior Class.
- b. To be considered for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at St. Catherine of Siena Academy.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative 3.60 GPA.
- d. Once meeting the above criteria, candidates shall then be considered for admission to NHS based upon these pillars: academics, service, leadership, and character.

#### **Selection Process into National Honor Society:**

All SCA staff complete a recommendation form for each candidate based on student performance in the four NHS pillars: academics, service, leadership, and character. Candidates are then selected by a staff committee based on teacher recommendations. The selection committee is comprised of teachers, counselors, and/or school administrator. The principal and the moderator of NHS are not voting members of the selection committee. The principal monitors the selection and appeal process.

#### **I. PLAGIARISM**

Plagiarism is defined as the act of presenting another's work or ideas, whether print, digital, or any other format, as one's own. When a student plagiarizes, the action lacks academic integrity and can result in dismissal from the Academy. (This policy holds true throughout college as well.) It is better to fail than to present someone else's work as one's own.

#### **Some examples of plagiarism are:**

1. Submitting a paper that you have not written on your own.
2. Copying answers from another classmate and submitting it as your own.
3. Quoting or paraphrasing from another paper without crediting the original author.
4. Citing data without crediting the original source.
5. Proposing another writer's ideas as if they were your own.
6. Altering someone else's presentation or work with few changes and considering it your own.

Due to the seriousness of the offense, students who plagiarize will receive a "0" for the assignment and multiple detentions or suspension. Repeat offenses may cause the student to risk losing credit for the course. Students who commit the same offense multiple times in multiple classes may be removed from the Academy.

#### **J. VALEDICTORIAN**

The Valedictorian for a graduating class is decided solely based on academic merit. The award is given to the senior with the highest GPA and most rigorous academic program. AP and honors classes will be re-configured into the GPA to determine the senior valedictorian. The student must have been enrolled as an SCA student for three years by the time of graduation.

# ATTENDANCE

## **ATTENDANCE POLICY**

Attendance is directly related to success, fostering community and instilling a sense of responsibility. Due to the nature of the school calendar with periodic days off, additional absences in a semester, whether excused or unexcused, negatively impacts your education and makes it more challenging for you to keep up with your studies. If a student will be absent, for any reason, a parent/guardian is required to report the absence to the school via the attendance line no later than 9am.

### **A. ABSENCE LIMIT AND CONSEQUENCES IN THE CLASSROOM**

By State law, **10** absences is viewed as excessive within a semester and we agree.

To encourage consistent participation in her education, a student will lose 1% point off her final grade for the semester with each absence over 10. This requirement is on a per class basis at the high school level. **In the overall absence limit there is no difference between an excused or unexcused absence.**

Example: Student final grade at semester is 93%

At 11 absences her overall grade will be a 92%

At 12 absences her overall grade will be a 91%

At 13 absences her overall grade will be a 90%, etc...

At 8 overall absences, the student and parents will be notified; an attendance contract may be signed at that time.

**Note:** Exemptions to this policy will be given to students with documentation of in-patient hospitalization. Documentation of hospitalization must be submitted to the Assistant Principal **within 5 business days**. Requests for exemptions for chronic medical conditions or extraordinary circumstances, must be submitted to the Assistant Principal, in writing, before the start of the semester, and will be considered on a case-by-case basis.

### **B. ATTENDANCE AND AFTER SCHOOL ACTIVITIES**

Students absent for more than 50% of a school day (meaning absent for 4 or more classes) may not participate in athletic or extra-curricular activities for the day.

### **C. ATTENDANCE AND FIELD TRIPS**

Students who are over the absence limit of 10 in a class or any grades below a 70% may not participate in field trips which would result in them missing class time.

### **D. ATTENDANCE AT MASS**

Students are required to attend Mass daily. Students found skipping will be suspended. Students struggling with Mass attendance need to speak with the Campus Minister or Assistant Principal.

## **E. PARENT MONITORING OF ATTENDANCE AND GRADES**

Parents may check a student's attendance with the online access available to all parents anytime during the day (or night) to see if the student was in class. Parents can access the PowerSchool portal through a link on our website or download the PowerSchool app. We are expecting students to make up work for teachers when absent by following make up work guidelines and working with their teachers. Even if a student is absent due to a suspension, the student will be expected to make up the work.

## **F. MAKE-UP WORK WHEN ABSENT**

The responsibility for make-up work is with the student. The length of time a student has to complete make-up work due to an absence, in most cases, will be as many days as they were absent if the absences occur on consecutive days. Suspensions are treated the same as an absence. Students with a school related absence will be allowed to make up, without penalty, any work missed as a result of this absence according to school policy.

An absence does not automatically extend a due date for a class assignment. In general, daily assignments can be turned in upon the student's return to school/class. **Obligations such as papers, projects and classroom assignments which were assigned at least two days in advance will still be expected to be submitted on (or before) the pre-established due date unless otherwise designated by the teacher. Students will need to submit these via email, Google classroom or by having them delivered to the teacher on the day they are due.**

**Note: if a student arrives late in the morning having missed a test, quiz, assignment, or project during the time before arriving, they will have to complete or hand in what was missed before leaving school that same day or lose credit on it.**

## **G. PROCEDURE FOR A PREARRANGED ABSENCE:**

If an absence for reasons other than illness is necessary, a request for prearranged student absence must be made through the Main Office. Where it is determined to be detrimental for the student to be absent, the Administrator will advise the student and the student's parents or guardians.

1. Student obtains an "Advanced Absence" form from her Counselor.
2. When student presents this form to his/her instructors, each classroom teacher will record the number of absences to date, make comments where necessary, and sign the form. The teacher's signature does not imply approval for the proposed absence.
3. Parents or guardians read information on form and sign. Absence must be approved by the Assistant Principal. Student returns the completed form to the Main Office.
4. Family vacations of three days or more that extend into scheduled school time require an Advanced Absence form.
5. Days missed because of prearranged absences will count toward the total absences allowed for the semester.
6. Parents must still report absences to the SCA attendance line **for every day of the absence.**  
(continued on next page)

**SPECIAL NOTE: Completed homework assignments for a prearranged absence must be submitted on the day in which the student returns to school. Failure to do so will result in an "F" for those assignments which have not been completed. It is the student's responsibility to make arrangements with the teacher for test make-up.**

#### **H. ARRIVING LATE OR LEAVING SCHOOL EARLY**

When it becomes necessary to leave the immediate school property during the school day, students are required to "check out" in the Main Office. If a student leaves without permission at any time, for any reason during the school day, she will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work assigned, done, or due during the time you were absent from class).

Those who repeat this beyond the first offense will be disciplined for additional days for each subsequent offense. Ask before you go! This means even a trip to the parking lot. Students need to check in at the Main Office when they arrive late to school or are returning from a check-out.

#### **CHECK- IN PROCEDURE**

Students arriving to school after the start of the school day are required to sign in at the Main Office they will also be given a pass in order to be admitted into class.

#### **CHECK-OUT PROCEDURE**

1. Any student leaving school, other than at their scheduled time, must check out through the Main Office.
2. If a parent needs to check their student out during the day, you can do so through the Main Office. You can call or come in to check your student out.

#### **I. TARDINESS TO CLASS**

Arriving tardy to class is always discouraged because it is disruptive to the learning environment. A doctor's note must accompany a student arriving late from a doctor's appointment. The student arriving after 7:44AM must secure a late slip from the school secretary in the Main Office to present to a teacher for admission to class. Students are expected to be in class and be on time. If a student is late to class beyond 15 minutes, or misses more than 15 minutes of a class, it will be considered an absence.

1<sup>st</sup> Tardy: Warning

2<sup>nd</sup> Tardy: Warning

3<sup>rd</sup> Tardy: Warning

4<sup>th</sup> Tardy: Warning, parents notified

5<sup>th</sup> Tardy: Detention and conversation with Assistant Principal and Student, parents notified

6<sup>th</sup> Every: Every Tardy will now result in 1% point, per tardy, lowering of the final grade

Tardy and absence percentage point deductions happen at the end of each semester. For first period, the first several tardies allowed take into account traffic accidents and other unexpected commuter delays. In cases of severe weather the school will excuse all late arrivals as SCA deems acceptable. Daily commuter traffic and construction are not acceptable excuses for repeated tardiness.

## J. CLOSED CAMPUS

We are a closed campus and students are not to leave during lunch time. It will be considered skipping if a student leaves for lunch. Discipline for skipping is suspension, with number of days suspended depending upon the offense and frequency.

# DRESS AND UNIFORM CODE

Uniforms display a commitment to learning and provide an atmosphere of respect and equality for the girls. The following guidelines must be adhered to during the school day unless otherwise directed.

**Students out of uniform will be given 2 demerits.** If a student is found to be out of uniform after serving 2 detentions for dress code violations, she will serve an in-school suspension. (Note: suspension rules apply.)

The uniform consists of:

- Short- or long-sleeved, banded, white polo with SCA crest\*
- V-neck, purple pull-over sweater vest with SCA crest\*
- Long-sleeved, purple sweater with SCA crest\*
- Long-sleeve SCA crest fleece\*
- Seniors: Long sleeve black cardigan sweater with SCA crest\*
- Grey kilt skirt with SCA monogram\* – **must be HEMMED (not rolled) to no shorter than two inches above the knee in length**
- White or black socks – NO ankle socks
- White or black opaque tights – no patterns
- White or black leggings may be worn in winter (Please note: joggers are not acceptable, leggings with mesh cut-outs are not allowed, and there should be no gap between socks and leggings)
- Shoes should be all black, closed-toe, closed-back, with less than 1-inch heel and with no white or other colored sole, no fur or faux-fur lining, no white or other colored logo/decorations (e.g. Nike “swoosh” and the like must be BLACK). Note: athletic shoes can be worn but only if they are **ALL BLACK**. No exceptions will be allowed for any reason.

Gym Uniform:

- Purple SCA gym t-shirt\* (SCA gym sweatshirt optional)
- Black SCA gym shorts\* (SCA gym sweats or SCA charity pink shorts are optional)

\* These items must be purchased from Educational Outfitters.  
(<http://www.educationaloutfitters.com/detroit>)

## Special Notes:

- Jackets, sweatshirts, fleeces, boots, moccasins, slippers, crocs and other outer wear **ARE NOT** to be worn during instructional hours.
- During dress down/themed days/spirit days, the following are **NEVER permitted**:
  - leggings without a dress, or skirt, or shorts worn over the leggings

- ripped or torn jeans (continued on next page)
- For shorts to be worn without leggings, they must be Bermuda length or longer.
- For dress-up days, masses, and school events: Skirts and dresses should not be shorter than 2 inches above the knee.
- The **Dance Attire policy** will be made available to students and parents each school year.
- Hair color, garish make-up, piercings, and gauges: Students must have a natural hair color and non-garish make-up, if any is worn. Piercings other than earlobe are NOT allowed. Gauges and tattoos are not allowed.
- Blankets, stuffed animals, and pillows: these items MAY NOT be carried or worn in school.

# DISCIPLINARY PROCEDURES FOR STUDENT BEHAVIOR

It is our philosophy that we are responsible for the decisions we make and learning from mistakes to advance for the good as God intends. We seek to raise this community up in virtue, recognizing that we are all on a journey of formation. As such, students are expected to behave with virtue, displaying honesty, integrity, respect, mercy and charity in every situation. Students are expected to demonstrate these virtues in their relationships with fellow students, staff members, other school employees, and members of the community. We will help support this formation with the consequences implemented and by providing time for student reflection on their behaviors. The following are expectations and behaviors we will work to address with students so they can become mature, respectful and responsible adults.

## **A. BULLYING PREVENTION**

St. Catherine's believes that a safe and virtuous environment in school is necessary for students to learn and achieve high academic standards. It is the policy to provide a safe educational environment for all students. All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors, or volunteers, is strictly prohibited. This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the school, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored, school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to conduct using a telecommunications device. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Disciplinary actions range from detention to suspension to expulsion given the nature and severity of the offense.

"Bullying" is any written, verbal, psychological, physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with education opportunities, benefits, or programs of one or more students
- b. Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
- c. Having an actual and substantial detrimental effect on a student's physical or mental health
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

"Cyberbullying" is any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with education opportunities, benefits, or programs of one or more students
- b. Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
- c. Having an actual and substantial detrimental effect on a student's physical or mental health
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Bullying includes a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Bullying can be physical, verbal, psychological, written or a combination of all four. Some examples of bullying are:

- a. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
- d. Written - graphic or electronically transmitted

Any student, whether victim or not, who believes she has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the Principal or Designee. Complaints against the Principal should be filed with the Academy President or Designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

The Principal or Designee shall investigate, as promptly as the circumstances permit, and document all complaints about bullying (as defined in this policy) and other behavior which may violate this policy. If the investigation finds an instance of bullying has occurred, it will result in appropriate consequences.

The individual responsible for conducting the investigation shall notify the parents/legal guardians of the victim, as well as of the perpetrator, of the verified incident(s) of bullying as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of this contact, or attempt to notify, shall be noted. The individual responsible for conducting the investigation shall document all reported incidents which are prohibited and report all verified incidents of bullying or



other behavior which violates this policy, as well as any remedial action taken, to the Principal or Designee.

Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### **CONFIDENTIALITY in cases of bullying**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. To the extent permitted by law, documents comprising the investigation will be maintained in a secure manner, will not be co-mingled with other documents, and will be disclosed only in accordance with law or on a “need to know” basis.

#### **B. BUS BEHAVIOR**

This school may provide many of our students with bus transportation to after school activities or for field trips. This privilege carries with it responsibilities on the part of the student. The safety of all riders requires good conduct on the part of all passengers, and those students who cannot behave on the buses will be prohibited from riding them.

#### **C. DEMERIT CARDS**

Every student is issued a demerit card which they must keep with them **at all times** (in their pencil bag, backpack, notebook pocket, clipped to their handbook, etc.) in school and at school-sponsored events such as field trips. The demerit card tracks minor policy infractions (such as phone use, dress code infractions, non-water beverages or food in class, minor disruptions); all other disciplinary matters will be handled directly by the Assistant Principal.

As explained on the card, certain infractions automatically earn two demerits. Once a student has 4 demerits, she will be assigned a detention by the Assistant Principal and will be issued a new demerit card. If a student is asked for her demerit card by a teacher or staff member and cannot immediately produce the card, she will automatically be assigned a detention and issued a new card. If a student self-reports a lost card before any infraction occurs, a new card can be issued without a detention, but no more than once per school year. If students have questions about the demerit card system, they may see the Assistant Principal.

#### **D. DETENTION AND DISCIPLINE REFERRALS**

Students may be assigned an after-school detention for various disciplinary issues, such as: a full demerit card, insubordination, causing a distraction, cheating, etc. If a student receives a discipline referral from a staff member, they will meet with the Assistant Principal. Students have one week to complete an after-school detention. If a student fails to show up for detention, it will turn into 2 detentions automatically. If this happens a second time, it will turn into an in-school suspension.

#### **E. DISCRIMINATORY HARASSMENT OF STUDENTS AND STAFF**

St. Catherine's will not tolerate the harassment of students or staff. No sexual, racial, religious, or ethnic harassment of a student or staff member is allowed. Sexual harassment means any sexual references or contacts which make a person uncomfortable and are said to "make fun of" or to embarrass or abuse another person. Racial, religious, and ethnic harassment are references which "make fun of," embarrass, or abuse a person based on his/her race, religion, or nationality. Any of the above-mentioned "harassment" is regarded as a serious offense which is punishable by consequences ranging from detention to expulsion.

Any student who believes that he or she has suffered harassment shall report the incident(s) to a counselor or administrator.

#### **F. END OF SCHOOL YEAR BEHAVIOR**

Students are reminded that all school policies will be enforced during the closing weeks of the school year. All students will be expected to demonstrate acceptable standards of behavior. Any behavior which is disruptive to the school or threatens the safety and well-being of others will not be tolerated. Seniors who do not follow school rules and regulations will jeopardize their right to participate in the prom and commencement exercises. Suspensions would apply to all school-sponsored events and activities both on and off campus.

#### **G. FALSE FIRE ALARMS**

Pulling false fire alarms will bring an automatic suspension, and the name of the offender will be turned over to the fire marshal. Misuse of fire extinguishers is a felony!

#### **H. FIGHTING**

Students involved in a fight will be suspended for a minimum of five days and law enforcement will be contacted. They have the right to arrest high school students in such circumstances for disorderly conduct. Mediation and/or a parent meeting may also be required before the student will be allowed to resume attending classes.

#### **I. FOOD/BEVERAGES:**

Glass beverage containers are not to be brought into the school. Students can bring unopened cans or plastic bottles as part of their lunch to be consumed in the dining room area only. Only ordinary water (no coffee or other flavored beverages) can be consumed in the hallways during the school day. Students may be permitted to drink ordinary water in class at the teacher's discretion. Students are prohibited from eating in the classrooms unless it is part of an approved class activity. Any food must be consumed during the student's lunch time. A student will not be allowed to consume food in the classroom.

#### **J. FORGERY**

Forging any school staff's signature or parent's/guardian's signature is regarded as a serious offense resulting in disciplinary actions, ranging from detention to suspension.

#### **K. FRAUDULENT REPRESENTATIONS**

Any false or misleading statements or actions are detrimental to the good order and functioning of the school and will result in disciplinary action, ranging from detention to suspension. This is particularly applicable to false calls received in the Main Office.

#### **L. HARMFUL SUBSTANCES**

A student shall not manufacture, sell, possess, use or deliver any drugs, narcotic drugs or synthetic drugs nor be under the influence of any of those substances. Consequences for a violation of this policy

include a minimum of a ten-day suspension up to expulsion. A parent/guardian conference will be required before the student returns to school. The school will also notify the police department as is appropriate.

**Drinking/Drugs:** Anyone who has consumed alcoholic beverages or is in possession of intoxicating beverages in school or at a school function will be immediately suspended for a minimum of eight days with the possibility of expulsion. A parent/guardian conference will be required. Students under the influence of drugs or students with drugs in their possession will be suspended from school for a minimum of ten days with the possibility of expulsion. Students found in possession of drug paraphernalia (including vape paraphernalia) will face disciplinary action. A parent/guardian conference will be required. Law enforcement will be notified/involved in all above-mentioned cases.

**Smoking/VAPING:** The state law prohibits students from smoking or chewing tobacco on or in the vicinity of any school property or on the way to and from school. This applies to all school activities and any other functions held on school property or in school buildings. Students cannot carry matches or lighters to school. A student shall not have tobacco in any form, including an electronic cigarette or in liquid or vapor form in his/her possession or under his/her control inside any school building or on the school grounds or off school grounds at a school activity, function, or event. Such conduct will result in suspension.

**Smoking/Vaping/Possession of Tobacco/Possession of Vape paraphernalia**

1st offense	2-day suspension
2nd offense	5-day suspension
3rd offense	10-day suspension
Additional offense	expulsion

(in cases where a student has committed multiple criminal actions, the student will serve an additional 2 days suspension for each additional crime-- eg., selling in addition to using).

**M. INITIATIONS AND INDUCTIONS**

The SCA administration believes that initiations have the potential to embarrass, harm, demean, or jeopardize the safety of the individuals involved and thus are considered a form of hazing. Therefore, no form of initiation, voluntary or involuntary, will be permitted in connection with any club, athletic team, or activity associated with St. Catherine of Siena Academy. Any induction into a school-sponsored organization must be authorized by the administration. In addition, sororities and secret societies are unlawful in school, and students are not permitted to have an affiliation with these groups. The State statute provides that students violating this law will not be granted credit for subject pursued and that the school will be unable to graduate any person who shall knowingly violate the provisions of this act.

**N. INSUBORDINATION**

The authority of a staff member should be respected at all times. When there are differences of opinion between a staff member and student, appropriate procedures to follow are: (1) It is appropriate for the student to follow the directions of the staff member and to appropriately address the differences at a later time; (2) If the student feels this is not possible, she should report directly to their counselor, and the parents or assigned guardian should be notified. Consequences for insubordination will range from detention to suspension.

**O. INVESTIGATIONS AND SEARCHES BY SCHOOL OFFICIALS**

Administrators, teachers, and other employees who have reasonable suspicion shall have the right to detain and question students when, in their judgment, it is necessary to do so. Here are the guidelines regarding what can be searched:

1. A student's person may be searched by the Principal or his or her designee based upon a reasonable suspicion that a prohibited act, as set forth in the Student Handbook, has occurred.
2. A student locker is the property of the school, and a Principal or his or her designee may enter the locker from time to time and inspect the contents contained therein without reasonable suspicion and without notice to or approval by the student.
3. A student's automobile parked on school property may be searched without notice to or approval by the student.

Here are the guidelines regarding investigations.

1. In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy.
2. Illegal drugs, alcohol, weapons and other dangerous instruments, unauthorized items, items in violation of these policies or rules, and other items reasonably determined to be a potential threat to the safety or security of others which are found during a search, shall be seized by school personnel and may be used as evidence in a suspension or expulsion hearing; and, in addition, these items may be turned over to the proper police authority.

#### **P. REMOVAL FROM EXTRACURRICULAR ACTIVITIES**

The suspension or expulsion of a student from an extracurricular activity is solely within the discretion of the Principal or Assistant Principal. The student activities held after school are extracurricular by their nature. There are other special activities such as Homecoming, Prom, Commencement, which are also extracurricular. A student may be denied participation in these activities by exhibiting behavior which is inappropriate including failing grades.

#### **Q. SUSPENSION FROM SCHOOL**

When students engage in unacceptable behavior or violate school regulations, they may be subject to suspension from school. When this becomes necessary, the school administrator will provide oral or written notice of the charges against the student, and if the student denies the charges, an explanation will be afforded of the evidence which supports the suspension. The student will be given an opportunity to present his/her side of the story. Discussion may occur within minutes after the misconduct has occurred and parents contacted.

In the case where the presence of the student poses a continuing danger to persons or property or an ongoing threat disrupting the academic process, that person or persons may be immediately removed from school. In such cases a notice of charges and a hearing will follow as soon as is reasonable. Suspensions of long duration or expulsion for the remainder of the school term will be reserved for students significantly disrupting the learning environment. Parents will meet with school staff regarding the situation and consequences.

A student with a suspension related absence, in school or out of school, will not receive credit for the classroom activities missed; however, a student will be able to make up 50% of the credit on class assignments and 75% of credit on tests. By doing so, the student will be afforded the opportunity to still pass the course. The responsibility for such makeup is with the student at the convenience of the teacher. While on suspension, the student will not be permitted on any school property, in any school building, or admitted to any school function. During any suspension, the student will not be allowed to

participate in any extracurricular activities or athletics. These activities are not required and as such will not be available to students on suspension.

Days missed resulting from suspension from school will be included in the total number of days absent which may result in a student being placed on the excessive absence grade reduction policy.

### **Out-of-School Suspension and In School Suspensions**

If a student receives an out of school suspension, she may not be on the school campus or attend any school function for any reason, including attendance at a school dance or participation in any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of and/or during an OSS.

If a student receives an in-school suspension, she may be on the school campus but may not attend or participate in, any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of the in-school suspension.

#### **R. THEFT**

Any student found in possession of stolen property will be suspended from school, parents contacted, and the police department notified as required by law.

#### **S. VANDALISM/DESTRUCTION OF PROPERTY**

Malicious destruction of school property will result in the replacement or repair of property or payment for the damages by the student or by the parents of the student, as well as disciplinary action

#### **T. WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT**

The school has enacted the following regulation in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, requiring a school to expel a student who commits certain prohibited acts:

1. The school's code of conduct shall be administered and enforced in compliance with the Gun-Free Schools Act and Act 328 of the Public Acts of 1994.
2. As provided in the Gun-Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building, or on school grounds, or committed criminal sexual conduct in a school building, or on school grounds.

**NOTE:** As prescribed by Public Act 328, a student in violation of this Act by having a Dangerous Weapon, committing Arson, or engaging in Criminal Sexual Conduct, expulsion is mandatory. Also during that time, a student cannot attend any other public school in the State of Michigan. As required by law, the police will be contacted in all issues related to Weapons, Arson, or Criminal Sexual Conduct.

#### **U. APPEAL PROCEDURES for Disciplinary AND Academic Issues:**

Efforts are made at St. Catherine's to assure parents and students of "due process" in the handling of disciplinary infractions and, at the same time to retain effective decision-making processes. Every reasonable effort will be made to ensure that the rights of those involved are fully protected. Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjust and not in the best interest of their daughter. If appropriate, the student should advocate for herself first by communicating with her teacher. If the issue still has not

been resolved, the following is the appropriate sequence of contacts to be followed when appealing a decision.

**First level:** Teacher      **Second level:** Assistant Principal      **Third level:** Principal

#### V. **DISCIPLINE RELATED COMMUNITY COMMUNICATION**

SCA understands that parents and students desire transparency and communication about disciplinary issues. We understand the frustration that often results when the community wonders about a particular outcome or whether or not anyone was disciplined for various activities that may be widely reported within the community. The school has a legal obligation to every student to maintain confidentiality regarding disciplinary processes and results. Most families appreciate this confidentiality when it involves their own child. We believe in disciplining with dignity which includes allowing school officials to maintain this confidentiality. We ask the community to help us maintain this dignity by refraining from gossip or spreading rumors about activities involving other families or students.

# TECHNOLOGY

## A. **COMPUTER USE**

Students may use personal laptops in school, and computers may be used in class at the teacher's discretion. Laptop use must follow the same policies and guidelines as found in St. Catherine of Siena Academy's *Acceptable Use Policy* (see below). Uses for anything other than educational purposes will subject the laptop's use to being limited to home, not school. If a student uses a laptop in school for anything other than school related purposes, they will not be allowed to use their laptop.

## B. **COMPUTER LABS AND ACCEPTABLE USE POLICY**

Students must have permission to go to the Computer Labs and follow the lab rules. NO FOOD OR DRINK is to be brought into the labs at any time. Respectful and considerate behavior is expected of students at all times. Students not using the Computer Labs in accordance with the policy and accepted modes of behavior will have their lab privileges cancelled.

### Acceptable Use Policy

We want students to be able to access the internet as a resource for information including libraries, databases, museums, and other repositories of information. With access to computers comes availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to our school's mission. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for her actions in accessing and utilizing the school's computer resources.

Staff and students should be aware of what they stand for, both on and off the school's campus. When using the Internet, whether in a classroom or at home, they represent St. Catherine of Siena Academy. They are responsible for ensuring that the Internet is used in a Christ-like, effective, ethical, and lawful manner. Students are not to use technology to bully, abuse or be inappropriate in communication with students or staff.

All messages, images, documents, and files created, sent, or retrieved over the Internet at school are the property of the school and may be regarded as public information. Network storage areas may be reviewed at any time in order to maintain system integrity and ensure that students are using the network responsibly.

Violations of any guideline may result in disciplinary action in accordance with regular school policy. The administration reserves the right to terminate IT privileges for any abuses.

### **C. ELECTRONIC DEVICES AND MEDIA USE**

Students are not allowed to use cell phones during the school day and bring the devices to school at their own risk. The school is not liable for any lost, damaged, or stolen property. The administration recognizes that cell phones are a desirable and convenient means of communication between parents and their children. If it is an emergency, please contact the Main Office to reach your daughter.

1. From 7:44am to 3:00pm cell phones should NEVER be visible or used by students. The only exception is if a faculty or staff members grants temporary permission for a school assignment.
2. Using a cell phone or other electronic device to take a photograph, a video recording and/or transmit data electronically of other people without that party's permission is illegal and strictly prohibited in school. **Violators will face suspension in school and possible criminal charges.**
3. There are certain behaviors related to electronic devices use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, photos, sexting, plagiarism, cheating, copy-write violation, etc. can all result in disciplinary consequences as well as potential legal charges. This includes use of the cell phone and social media at home.
4. During fire drills, emergency situations or when adults are addressing them, students are expected to refrain from use.
5. The classroom teacher, substitute teacher, and any SCA staff member may confiscate a cell phone at their discretion if it is being used during the school day.
6. It is not appropriate to use cell phones during such events as plays and concerts.

If students have a habitual problem with cell phone use or are disrespectful to staff, consequences will range from detention to suspension for violations. Students who are first time offenders may be asked to turn in their cell phone to the office at the beginning of each day, for a set period of time (e.g. 2 weeks), for the violation.

### **D. Other Electronic Devices**

Portable radios, I-pods, MP3 players, audio/video recorders, headphones, and the like are only to be used before or after school. They are not to be used in class, unless they are needed for a particular class assignment or otherwise authorized by the administration. Any device that can record needs to have tape covering the camera. NOTE: Students bring electronic devices to school at their own risk. The school is not liable for any lost, damaged, or stolen property. If a student uses an electronic device without express prior permission, it will be taken from the student and turned in to the Assistant Principal.

## **E. TECHNOLOGY MISUSE**

Each student will be required to have a Student and Parent/Guardian Technology Access Release Form, signed and turned in to the office before they will be allowed to access any school computers. It is everyone's responsibility to ensure that equipment is not used for illegal, inappropriate, or obscene purposes, or in the support of such activities. Inappropriate use shall be defined as a violation of the intended use of the hardware and wireless network and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly operated computer network.

In addition,

1. Students may not bring to school any applications or programs. Students may not transfer or copy any SCA approved programs.
2. Students must not change any default settings. Only the technology director is authorized to change default settings.
3. Students are not to use computer printers as copying machines.
4. Computers are for school work. Computer use not associated with school work is inappropriate and prohibited.
5. It is unethical to access or copy files that are the private property of another user unless you have permission from the technology facilitator and file creator to do so.
6. All food, candy, and drinks are to be kept out of the labs and away from hardware located in classrooms.
7. Treat all equipment with care. If you experience a hardware problem, please notify your technology facilitator immediately. Don't attempt to make adjustments on your own.
8. Ask for help before using a piece of hardware or software if you are unfamiliar with its operation.
9. Hardware and books are to remain in the labs or classrooms unless you have approval from the technology facilitator to borrow them.
10. Only the technology director will install or modify software.
11. Technology misuse will be dealt with on a case by case basis. Disciplinary action could range from detentions, loss of computer privileges, suspension from school, and/or removal from class.

# **OTHER PROCEDURES**

## **A. IDENTIFICATION CARDS (Student ID'S)**

Students are required to identify themselves upon request of the school staff. The I.D. card helps identify those individuals who are students of the school. I.D. cards are to be carried at all times during the school day and at afterschool activities. Students must have ID's to purchase food from the dining hall. Students may be required to show their school I.D. for admission to some school activities. School I.D. should be picked up during scheduled pick-up in September. Lost I.D. cards can be replaced for \$10.00. Please contact the Business Office to submit a request for a replacement ID.

## **B. EPOCH WEEK**

Epoch Week is designed to provide experiential learning for all students growing in awareness of the world around us and the needs of others. As such, students will participate in mission trips or



pilgrimages of school-sponsored community service. The week culminates in a research project on the week's experience. **Participation in Epoch Week is a required part of the educational experience at SCA, so please do not schedule trips, college visits, or appointments during this week.** See Service hour requirements on page 7 for EPOCH week hours.

#### C. HALL PASSES

To pass through the halls during a class hour, a student must have a written pass. Students should plan to obtain their material and to utilize the drinking fountains and lavatories during the three (3) minutes of passing time between classes.

#### D. LOCKERS

Each student will have the opportunity to be provided a lock, by the school, for her locker. Only school-issued locks may be used on the lockers. If a student opts not to use a school-issued lock, she must sign a waiver form. **If a student loses her lock, there is a \$25 replacement fee.** Lock combinations should be kept in strictest confidence; otherwise, security of the contents cannot be assured. **In all cases, the school is not responsible for any lost, damaged, or stolen property. This also pertains to athletic lockers in the locker rooms.** The student understands that any locker is the property of the school and school personnel may enter the locker at any time and inspect the contents contained therein without notice to or the approval of the student or her parents. The student also understands that illegal drugs, marijuana, alcohol, weapons and other items deemed to be inappropriate or dangerous contained in the locker may be seized by school personnel and used as evidence in the case of a suspension or an expulsion. Students may decorate their lockers using approved tape, which is available in the main office. **(Please note: Scotch tape and masking tape are NOT allowed.)** Students are responsible for removing any pictures, tape and/or locker organizers at the end of the school year. Lockers are not to be shared by students.

#### E. STUDENT PARKING AND PARKING LOT

Students are to park in the North lot. Students need to register their vehicles through the Main Office and gain a parking permit to park in the student lot. Students are responsible to display permit on rearview mirror and must make sure vehicles are secure at all times. The school is not responsible for any lost, stolen, or damaged items or vehicles parked on any part of campus. **There are NO reserved parking spaces in the student parking lot.** Any instances of bullying, harassment, or coercion regarding parking spaces should be immediately reported to the Assistant Principal.

#### F. PERSONAL PROPERTY

Students are responsible for their personal property at all times.

- Each student will be issued a lock for their locker. It is up to the student to keep their locker locked. **If a student loses their lock, there is a \$25 replacement fee.** If a student opts not to use a lock on their locker, the school is not responsible for any lost, damaged, or stolen property.
- Students MUST NOT leave personal property unattended. The school is not responsible for anyone's personal property.
- Students MUST NOT bring large sums of money to school.

#### G. LAWN TREATMENT/PESTICIDES

St. Catherine of Siena Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to

an acceptable level. Pest management techniques emphasize sanitation, pest exclusion and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However certain situations may require the need for pesticides to be utilized.

The State of Michigan requires schools to notify the parent/student community when pesticides will be used as a part of the lawn treatment. We will post notifications on the school doors to let students/guests know and notify parents and students via email.

#### **H. SCHEDULING FOR COURSES**

Students schedule for the next academic year beginning in February/March of the current year. All students will complete an Educational Development Planning which outlines their 4-year academic plan. Students will meet with their counselor to finalize the next year's classes and complete their course requests. Due to scheduling conflicts or canceled classes, students may not be enrolled in all the courses which they select. Parents will be asked to sign off on a student's Educational Development Plan.

At the beginning of each semester, students have two weeks to add or drop a course (the exception to this is that SENIORS WILL NOT BE ALLOWED TO CHANGE ACADEMIC COURSES DURING SECOND SEMESTER because they will have previously reported their senior course load to their colleges in the application process). After that time, they will not be removed from a course unless there are extenuating circumstances as dictated by an IEP, 504 Plan or similar conditions. Students should contact their counselor in case of any scheduling issues.

#### **I. SCHOOL LUNCHROOM**

Students are expected to eat lunch in the dining hall. Student lunch consists of food brought from home or purchased in the dining hall. **There will be no outside delivery of student lunches.** Any food must be eaten during the assigned lunch time. Students may be in the dining hall before and after school. The lunchroom can be a clean and comfortable place to eat only if everyone takes care of the area. For this reason, students are expected to clean up after themselves. Students will be assigned on a rotating basis to clean the dining hall after lunch. Students with cleaning duty are expected to complete their tasks and return to class in a timely manner.

#### **J. STUDENT EXPRESSION**

Regulations pertaining to oral and written expression and distribution of printed materials:

1. In accordance with the Bill of Rights, freedom of speech and expression will be protected at St. Catherine of Siena Academy within those limitations necessary to assure the orderly conduct of classes and school activities and the reasonable protection of the rights of others. Activities not acceptable are the following:
  - a. Activities which involve the use of expressions deemed obscene or prurient in nature by the Principal of the school;
  - b. Activities involving the use of false statements or innuendoes which may subject any person to hatred, ridicule, or injury to his/her reputation;
  - c. Advocating the violation of existing statutes, ordinances, or other established laws or official school policies, regulations, or rules;
  - d. Any expression, written or oral, advocating the use of any illegal substance or material which may reasonably be believed to constitute a direct and present danger to the

- health of students or providing information regarding the availability of such substances or materials;
- e. Activities which criticize or deride others by virtue of their race, creed, color, or place of origin.
2. Teachers are delegated the responsibility by the Principal for the enforcement of the above limitations in the case of any class activities.
  3. No printed material may be prepared, published, circulated, or distributed on school property for the purpose of personal financial gain, the soliciting of funds, or otherwise be offered for sale, unless previously approved by the president or principal.
  4. Before being circulated, distributed, or posted on school property, all written materials shall be **reviewed and marked as approved** by the Principal or Designee prior to such circulation, distribution, or posting.
  5. Distribution of written publications by students shall be limited to those hours of the school day and locations on the school property determined by the Principal.
  6. The use of printing or duplicating equipment of the school for preparing general publications shall be reserved to official school organizations. All students shall, on the other hand, have access to the use of official school publications in ways to be determined by the editorial board or committee of each publication.
  7. Any proven violation by a student of the above restrictions may subject the student to disciplinary action including suspension as in the case of violation of other school rules.
  8. The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. The petition must be free of obscenities, libelous statements, personal attacks, and be within the bounds of reasonable conduct. The collecting of signatures on petitions should be limited to time before and after school hours or between classes.

#### **K. TAKING MEDICATION AT SCHOOL**

It is recognized that certain medications may be necessary and may be prescribed at certain times of the day. In many instances, the administration of medication can be adjusted to avoid the necessity of administration during school hours; however, there may be instances when medication must be administered to your child during school hours.

When medication is necessary during school hours:

1. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the school office to make appropriate arrangements.
2. If school personnel will be administering medication, the Medication Authorization form must be completed by the student's parent or guardian and received by the school office before administering medication. **This authorization is valid for the current school year only.**
3. It will be the student's responsibility to coordinate with the Main Office about administering medication unless other arrangements have been agreed to by the Principal or Designee.
4. "As-needed" medication requires a physician or parent's statement specifying dosage limits.
5. All medications to be administered at school must be in an original, appropriately labeled container. (Must specify student name, medication name, frequency, and dosage to be given.)

6. Both prescription and non-prescription medications require a completed Medication Authorization form signed by parent/guardian.
7. All medications that are to be administered by school personnel must be brought to school and immediately turned in to the school office. Inhalers or medications for life-threatening situations may be maintained by the student or in other locations as approved the Principal or Designee.
8. Upon receipt, all controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Act) will be counted in the presence of the parent/guardian and recorded by school personnel.
9. Medication left over at the end of the school year, or after the student is no longer enrolled at the Academy, shall be picked up by the parent/guardian. If this is not done, by the end of 2 weeks after the school year, school personnel will appropriately dispose of the medication.
10. When medication is distributed to the student, it must be taken in the office.
11. If a Medication Authorization form is not on file and your child needs an over-the-counter medication, designated school personnel, can administer the medicine to the student with verbal permission given by the parent/guardian only one time during the entire school year.
12. With the exception of inhalers and/or medications for life-threatening situations students cannot keep medication in their lockers, on their person, etc.
13. The Medication Authorization Form is valid for current school year only.

#### **L. TESTING INFORMATION: SAT and ACT**

Preparation for standardized testing will be conducted according to the State of Michigan standardized testing program. Since the State of Michigan is now mandating the SAT as the State exam, St. Catherine of Siena Academy will administer the Prep Tests and use the National Test Date. Juniors may also want to take the ACT on their own. It is still considered a college reportable test and can be used in college admissions criteria. Juniors should plan on taking the exam more than once to achieve the best score. The test preparation schedule will be as follows.

9<sup>th</sup> grade: PSAT 8/9

10<sup>th</sup> grade: PSAT 10

11<sup>th</sup> grade: PSAT in Fall (National Merit Qualifier exam) and SAT in Spring (State exam)

Alternate testing dates and locations for the SAT and ACT can be found online at:

[www.actstudent.org/regist/dates.html](http://www.actstudent.org/regist/dates.html) (for ACT)

[www.sat.collegeboard.org/register/sat-dates](http://www.sat.collegeboard.org/register/sat-dates) (for SAT)

St. Catherine of Siena Academy's school code is **233789**. This is the code students use when signing up for the tests. This code ensures that a copy of the test scores is sent to St. Catherine of Siena Academy. Most colleges and universities will accept either the ACT or the SAT, but it is always best to verify testing requirements directly with the admissions department of the institution itself.

#### **M. TEXTBOOKS**

St. Catherine of Siena Academy uses an online company to host our bookstore called Follett. Students can choose to purchase new, used, or on-line books for their courses unless the teacher has restricted the type of book within the bookstore. Students may also rent books directly from Follett. The SCA homepage has a link to our Follett bookstore.

**N. WORK PERMITS**

The processing of paperwork necessary for minors to be employed in the State of Michigan is to be completed in the Main Office.

**O. SCHOOL TRIPS**

No exceptions to the school's printed itinerary and the school's transportation plan may be made for attendees on school-sponsored trips.

**P. BED BUGS, LICE, and INFECTIOUS ILLNESSES**

The school will follow guidelines as recommended by the State Department of Health. Please speak to the Assistant Principal or Principal if you have any questions or concerns, or any of these conditions occur in your home.

## Prayers

### **The Rosary**

The Rosary gives us the opportunity to thank and praise God for The Mystery of our salvation. The four sets of mysteries may be prayed on the following days: the Joyful Mysteries on Monday and Saturday, the Sorrowful Mysteries on Tuesday and Friday, the Glorious Mysteries on Wednesday and Sunday, and the Luminous Mysteries on Thursday.

#### **To Say the Rosary:**

1. Make the **Sign of the Cross** and say the "Apostles' Creed."
2. Say the "Our Father."
3. Say three "Hail Marys."
4. Say the "Glory be to the Father."
5. Announce the First Mystery; then say the "Our Father."
6. Say ten "Hail Marys," while meditating on the Mystery.
7. Say the "Glory be to the Father."
8. Announce the Second Mystery; then say the "Our Father." Repeat 6 and 7 and continue with Third, Fourth and Fifth Mysteries in the same manner.

### **The Joyful Mysteries**

1. **The Annunciation**  
Mary learns that she has been chosen to be the mother of Jesus.
2. **The Visitation**  
Mary visits Elizabeth, who tells her that she will always be remembered.
3. **The Nativity**  
Jesus is born in a stable in Bethlehem.
4. **The Presentation**  
Mary and Joseph take the infant Jesus to the Temple to present him to God.
5. **The Finding of Jesus in the Temple**  
Jesus is found in the Temple discussing his faith with the teachers.

### **The Mysteries of Light**

1. **The Baptism of Jesus in the River Jordan**  
God proclaims that Jesus is his beloved Son.
2. **The Wedding Feast at Cana**  
At Mary's request, Jesus performs his first miracle.
3. **The Proclamation of the Kingdom of God**  
Jesus calls all to conversion and service to the Kingdom.
4. **The Transfiguration of Jesus**  
Jesus is revealed in glory to Peter, James, and John.
5. **The Institution of the Eucharist**  
Jesus offers his Body and Blood at the Last Supper.

### **The Sorrowful Mysteries**

1. **The Agony in the Garden**  
Jesus prays in the Garden of Gethsemane on the night before he dies.
2. **The Scourging at the Pillar**  
Jesus is lashed with whips.

3. **The Crowning with Thorns**  
Jesus is mocked and crowned with thorns.
4. **The Carrying of the Cross**  
Jesus carries the cross that will be used to crucify him.
5. **The Crucifixion**  
Jesus is nailed to the cross and dies.

#### **The Glorious Mysteries**

1. **The Resurrection**  
God the Father raises Jesus from the dead.
2. **The Ascension**  
Jesus returns to his Father in heaven.
3. **The Coming of the Holy Spirit**  
The Holy Spirit comes to bring new life to the disciples.
4. **The Assumption of Mary**  
At the end of her life on earth, Mary is taken body and soul into heaven.
5. **The Coronation of Mary**  
Mary is crowned as Queen of Heaven and Earth.

#### **Hail Mary**

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. **Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.**

#### **Our Father**

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. **Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation; but deliver us from evil. Amen.**

#### **The Apostles' Creed**

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again from the dead. He ascended into heaven, and sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. **I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.**

#### **Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. **As it was in the beginning, is now, and ever shall be, world without end. Amen.**

#### **Prayers to the Angels**

##### **St. Michael**

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, cast into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls. **Amen.**

##### **Guardian Angels**

Angel of God, my guardian dear, to whom God's love commits me here. Ever this day, be at my side, to light, to guard, to rule, and guide. **Amen.**