St. Catherine of Siena Academy
Student-Parent Handbook

2022-2023 ACADEMIC YEAR
REVISED: 8/10/2022
REFERENCES

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

Main Office: (248) 946-4848
Attendance Line: (248) 946-4848 (Press “2” to report Absences)
Fax: (248) 438-1679

www.saintcatherineacademy.org
School Code: 233-789

ADMINISTRATIVE TEAM

President  Mrs. Lia Johnston
Principal   Ms. Judith Hehs
Dean of Students  Mr. Daniel Bumpus

DIRECTORS

Director of Admissions  Mrs. Tiffany Tatman
Director of Athletics  Mr. Carlos Calderon
Director of Campus Ministry  Sr. Mary Ann Foggin
Director of Communications  Mrs. Amy Beers
Director of Counseling  Mrs. Claudia Sitto (Last Names H-G)
                      Mrs. Hutham Tankersley (Last Names I-Z)
Director of Facilities  Mr. Robert Green
Director of Culinary Services  Mrs. Jackie Green
Director of Resource Specialist Program  Mrs. Julie Rzepka
Mission Advancement  Mrs. Diahann Sproule
Business Manager/Director of Human Resources  Mrs. Kathleen Isgro
PowerSchool Manager/Registrar  Mrs. Jamie Bohl

HANDBOOK CHANGES

Each fall the Student-Parent Handbook is provided to students and parents on the SCA website. The Administration reserves the right to amend this handbook at any time. Parents will be notified of any amendment via the school webpage and written communication. Students will be notified of any amendment via email and a school-wide announcement.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Team</td>
<td>3</td>
</tr>
<tr>
<td>Directors</td>
<td>3</td>
</tr>
<tr>
<td>Handbook Changes</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>7</td>
</tr>
<tr>
<td>School History</td>
<td>7</td>
</tr>
<tr>
<td>Feminine Genius</td>
<td>7</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>8</td>
</tr>
<tr>
<td>Philosophy</td>
<td>8</td>
</tr>
<tr>
<td>Fight Song – <em>Shining SCA</em></td>
<td>8</td>
</tr>
<tr>
<td>Novena to St. Catherine of Siena</td>
<td>9</td>
</tr>
<tr>
<td>St. Catherine of Siena Academy Education</td>
<td>9</td>
</tr>
<tr>
<td>Personal Integrity</td>
<td>9</td>
</tr>
<tr>
<td>ACADEMIC INFORMATION</td>
<td>11</td>
</tr>
<tr>
<td>Accreditation</td>
<td>11</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>11</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>11</td>
</tr>
<tr>
<td>Homework and Formal Assignments</td>
<td>11</td>
</tr>
<tr>
<td>Tests</td>
<td>11</td>
</tr>
<tr>
<td>Consequences</td>
<td>12</td>
</tr>
<tr>
<td>Academic Permanent Record Policy</td>
<td>12</td>
</tr>
<tr>
<td>Release of Records: Transcript Request</td>
<td>12</td>
</tr>
<tr>
<td>Academic Planning and Course Scheduling</td>
<td>12</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>13</td>
</tr>
<tr>
<td>Add/Drop Policy</td>
<td>13</td>
</tr>
<tr>
<td>Advanced Placement (AP) Courses</td>
<td>13</td>
</tr>
<tr>
<td>Curriculum</td>
<td>14</td>
</tr>
<tr>
<td>Grades / Grading Scale</td>
<td>14</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Homework</td>
<td>15</td>
</tr>
<tr>
<td>Missing or Late Work</td>
<td>15</td>
</tr>
<tr>
<td>Honors Courses</td>
<td>16</td>
</tr>
<tr>
<td>Honors Night</td>
<td>16</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>16</td>
</tr>
<tr>
<td>Incomplete Work</td>
<td>16</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>17</td>
</tr>
<tr>
<td>PARCHMENT</td>
<td>18</td>
</tr>
<tr>
<td>PowerSchool</td>
<td>18</td>
</tr>
<tr>
<td>Selection of the Valedictorian and Salutatorist</td>
<td>18</td>
</tr>
<tr>
<td>Student Review</td>
<td>18</td>
</tr>
</tbody>
</table>
Summer Homework.................................................................................................................................................. 18
Testing Information: SAT and ACT .......................................................................................................................... 19
  School Code .......................................................................................................................................................... 19
Transcripts................................................................................................................................................................. 19
Withholding of the Diploma.................................................................................................................................. 19
Withholding of the Transcript ................................................................................................................................ 19
NON-ACADEMIC INFORMATION .......................................................................................................................... 20
Attendance Policy ..................................................................................................................................................... 20
  Missing School Time .............................................................................................................................................. 20
  Make-up Work when Absent ................................................................................................................................. 20
  Pre-arranged Absences .......................................................................................................................................... 21
Tardiness ................................................................................................................................................................... 21
Arriving Late or Leaving School Early .................................................................................................................... 22
Closed Campus ........................................................................................................................................................ 22
Visit to the Office for Illness ................................................................................................................................... 22
Bullying Prevention .................................................................................................................................................. 23
Bus Behavior ............................................................................................................................................................. 24
Christian Service ....................................................................................................................................................... 24
  MobileServe ......................................................................................................................................................... 25
Daily Mass .................................................................................................................................................................. 25
Dance Guidelines ........................................................................................................................................................ 25
Demerits .................................................................................................................................................................... 26
Detention and Discipline Referrals .......................................................................................................................... 26
Dining Hall and Lunch Expectations ....................................................................................................................... 26
Discriminatory Harassment of Students and Staff ................................................................................................. 26
Driving and Parking ................................................................................................................................................ 26
End of School Day Behavior .................................................................................................................................... 27
End of School Year Behavior ..................................................................................................................................... 27
Epoch Week ............................................................................................................................................................... 27
Extra-Curricular Activities ....................................................................................................................................... 27
False Fire Alarms ...................................................................................................................................................... 27
Food / Beverages ....................................................................................................................................................... 27
Fraudulent Representations ..................................................................................................................................... 27
Harmful Substances .................................................................................................................................................. 28
  Drinking/Drugs ...................................................................................................................................................... 28
  Smoking/Vaping ..................................................................................................................................................... 28
Initiations and Inductions ......................................................................................................................................... 28
Investigations and Searches by School Officials ..................................................................................................... 28
Lawn Treatments / Pesticides ................................................................................................................................... 29
Lockers ....................................................................................................................................................................... 29
Medication at School ................................................................................................................................................ 29
GENERAL INFORMATION

SCHOOL HISTORY

By the Grace of God. This is the phrase heard frequently during those months of planning and preparation. The idea for a new girls’ Catholic high school began in 2004 with the need for Catholic secondary education in the northwestern corridor of the Archdiocese of Detroit. Through the efforts of a local leading businessperson, inspired by the Holy Spirit, a committee was created in 2006 to begin the planning and development of what was to become St. Catherine of Siena Academy, an educational institution with an authentically Catholic foundation, both academically rigorous and theologically rich.

Inspired by the words of St. Catherine of Siena, Saint John Paul II proclaimed at World Youth Day 2000, “If you are what you should be, you will set the world ablaze!” These words have become the Academy’s theme and inspiration.

The Foundation Board and their consultants adopted Saint John Paul II’s philosophy and understanding of the feminine genius as laid out in his Apostolic Letter Mulieris Dignitatem. Translating John Paul II’s profound message into the practical language of a School Mission was a challenging and rewarding endeavor. In the words of Archbishop Allen Vigneron of Detroit, “St. Catherine of Siena Academy is groundbreaking in what it hopes to achieve: educating young women according to the mind of John Paul II.”

St. Catherine of Siena Academy opened its doors to a small freshman class in a temporary facility on September 7, 2010, the same day that construction began on the new facility. By the Grace of God, the journey of the school started with its first year of classes in 2010. The facility in which students are educated today opened its doors in September 2011.

FEMININE GENIUS

Saint Pope John Paul II wrote an Apostolic Letter titled, Mulieris Dignitatem, On the Dignity and Vocation of Women. In it he proclaimed the dignity of every member of the human race based on the truth of God’s creation of humanity in His image. Women and men are equal in their dignity as persons, but different in their gifts from God. John Paul II’s term for the special gifts of women is the “Feminine Genius”, and he says of it that women have the unique capacity to uphold the primacy of love in human life. Written into the women’s psyche is the innate sensitivity to the goodness of the human person. Women, therefore, have a great call of service to humanity as custodians of the human person and of the family ~ some women as human mothers and all women as spiritual mothers. They are called to make a difference in the Church and Society, in family, neighborhood, workplace, and parish. In the words of the Second Vatican Council, “The hour is coming, in fact has come, when the vocation of women is being acknowledged in its fullness, the hour in which women acquire in the world an influence, an effect and a power never hitherto achieved. That is why, at this moment when the human race is undergoing so deep a transformation, women imbued with a spirit of the Gospel can do so much to aid humanity in not falling.”

“Upon Knowledge Follows Love”

St. Catherine of Siena’s motto follows upon a deep-seated understanding of the Truth who is Jesus. It is impossible to love what we do not know or understand, which is why St. Catherine of Siena Academy strives to help students arrive to a faith-based understanding of herself, Christ, and the world around her. In this exercise, each student will become who she should be as a daughter of God and steward of the Catholic faith. Thus is the challenge of St. Catherine and John Paul II brought to life: “If you are what you should be, you will set the world ablaze!”
MISSION STATEMENT

“To educate young women to develop their feminine genius – their unique dignity, identity, and gifts as women created in the image of God.”

The Mission of St. Catherine of Siena Academy is to form young women centered on the redemptive act of Christ by offering an educational experience that will inspire their hearts and minds to always seek the Truth that is Jesus. The Academy’s rigorous college-preparatory curriculum and Christian student-life experience are rooted in the theology and philosophy of Blessed John Paul II, and his understanding of the “Feminine Genius.” This curriculum will cultivate within students an ardent desire to know God and to seek His will in choosing their vocation as women. Women of St. Catherine Academy will follow the model of St. Catherine of Siena, becoming stewards of the Catholic faith and sharing with the world their knowledge of God’s love for all.

PHILOSOPHY

“To integrate faith and reason with a rigorous curriculum and the richness of Catholic teaching and tradition.”

The educational philosophy of St. Catherine of Siena Academy is rooted in the teachings of the Roman Catholic Church. The integral formation of the human person in light of the Truth that is Jesus Christ, is the core principle of the St. Catherine of Siena Academy pedagogy of education.

St. Catherine of Siena Academy will teach students to understand and embrace the Truth through the integral formation of each student by educating her intellect; teaching her the Catholic faith and her identity as a daughter of God; providing daily opportunities for her to grow in her love of God and others to form her conscience and train her will; and by teaching her to be a woman of faith, a woman of grace, a woman of charity, and a woman of hope.

FIGHT SONG – SHINING SCA

Oh, St. Catherine we praise you,  
We will stand and never yield.  
We will fight on, forever,  
Seize our vict’ry on the field.

Shout the glory of our sisters,  
Sing the triumph, win the day!  
We will always stand united,  
To our shining S-C-A!

GO, STARS, GO!  
FIGHT, STARS, FIGHT!  
GO!  
FIGHT!  
WIN, STARS, WIN!

Oh, St. Catherine we praise you,  
We will stand and never yield.  
We will fight on, forever,  
Seize our vict’ry on the field.

Shout the glory of our sisters,  
Sing the triumph, win the day!  
We will always stand united,  
To our shining S-C-A!

Note: The SCA Fight Song is sung to the tune of the University of Oregon Fight Song! “Mighty Oregon”
NOVENA TO ST. CATHERINE OF SIENA
Heavenly Father, your glory is your saints. We praise your glory in the life of the admirable St. Catherine of Siena, virgin, and doctor of your Church. Her whole life was a noble sacrifice inspired by an ardent love of your Son, Jesus. She strenuously upheld the teachings of your Church and promoted the education of your young people. Please, Father, hear our prayers for the success of St. Catherine of Siena Academy.

May our School become steps on your stairway to Heaven; steps for her staff, students, and her families, and for her friends and benefactors.

ST. CATHERINE OF SIENA ACADEMY EDUCATION
St. Catherine of Siena, in whose likeness St. Catherine of Siena Academy was founded, believed deeply that, “Upon knowledge follows love.” This motto follows upon a deep-seated understanding of the “Truth” that is Jesus. The Mission of St. Catherine of Siena Academy is to educate young women to develop their feminine genius – their unique dignity, identity and gifts as women created in the image of God. St. Catherine of Siena Academy is an all-girls independent Catholic school within the Archdiocese of Detroit committed to providing young women the opportunity to integrate reason and faith together.

St. Catherine of Siena Academy promotes and cultivates an environment that upholds the teachings of the Catholic Church in an authentically Catholic culture, protecting and promoting the inherent and inviolable dignity in all persons, created in the image and likeness of God. All members of the SCA community, administration, faculty, staff, and community members must ensure that all curriculum, activities, advocacy, and training align with the teachings of the Catholic Church. By using a rigorous college preparatory curriculum and infusing the richness of Catholic teaching and tradition, St. Catherine creates a solid foundation for young women to build upon their feminine genius, their God-given gifts and talents, to set the world ablaze during and beyond high school.

The following information and policies are written to guide the student. We hope that each STAR will make the school’s mission her own and become more responsible for herself, her work, and her world. These values are expected to be lived, learned, and loved, every day, in and out of school.

St. Catherine of Siena Academy is a community, and as such, the atmosphere of the school depends on the sense of responsibility and the self-discipline of each member. The school community depends on trust and the wise use of personal freedom. Students and their families who desire to enroll in SCA understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded on the morals, teachings, and practices of the Catholic Church. A student may not be admitted to SCA if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the SCA community.

St. Catherine of Siena Academy, mindful of its mission to be bold witness to the love of Christ for all, admits female* students of any race, color, and national or ethnic origin in the administration of our educational policies, scholarships, and financial aid programs, athletic, or other school administered programs.

*Female according to her God-given sex

PERSONAL INTEGRITY
The basis for any caring and productive community is respect and trust among its members. At St. Catherine of Siena Academy, we place the highest value on personal and academic integrity. Honesty is a primary value of the SCA community and personal integrity extends to every aspect of a student’s life at the school – the classroom, the playing field, co-curricular activities, off-campus experiences, relationships with friends and classmates, interactions with faculty and staff, and communicating information between home and school. Though a simple commitment to telling the truth is a central component of personal integrity within the community, the concept goes well beyond that.
The community agrees to be honest and forthright in their dealings with one another and with the school; to obey the guidelines of the school; to be open, honest, and direct; to be always guided by our Mission, and by the spirit of God’s teaching in treating others the way they would choose to be treated. The school community commits itself to developing and upholding policies and practices that promote self-discipline, responsible decision-making, and accountability. The dismissal of a student or family from SCA may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the SCA community or compromises the school’s ability to educate and form young women according to our mission. In all contexts, Catholic charity will be demonstrated.
ACADEMIC INFORMATION

ACCRREDITATION
St. Catherine of Siena Academy is a member of the Archdiocese of Detroit and is fully accredited by the Michigan Association of Non-public Schools (MANS). There is a five-year cycle in the accreditation process.

ACADEMIC INTEGRITY
In an educational environment of honesty and integrity, the work students submit should be unquestionably their own. St. Catherine of Siena Academy expects that students embrace rigor and challenge as essential to their education. SCA expects students to be independent in producing their own work and to rightfully acknowledge when the work of others has contributed to their own. We believe that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly.

SCA encourages the free exchange of ideas from discussions, assignments, and other resources among classmates and teachers; however, the final work must come from the student. Students should carefully follow the teacher’s instructions for homework and formal assignments and if they ever have a question about the parameters of an assignment or what sources have been permitted for them to use, they should always ask the teacher for clarification before the assignment is due.

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation without giving proper credit to the source. It goes beyond plagiarism, to include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as stealing or falsifying documents. Dishonesty is not merely a private matter between the teacher and student but is a concern to the entire school community.

Academic dishonesty includes, but is not limited to:

PLAGIARISM
Plagiarism is representing as your own words, ideas, or images of someone else; it is also the following:

- Passing off the work of others as your own.
- Using any scholarly sources which you have consulted and used without explicit and complete documentation and acknowledgement (in text notation and works cited).
- Sharing or copying answers from another student or source.
- Altering the words of a source and submitting the paraphrased ideas as your own.

SCA uses Turnitin.com, an online service that helps students and teachers detect the percentage of written work improperly cited or plagiarized. All students may be required to submit papers through Turnitin’s website. Students must use their SCA-issued email account when using Turnitin.com.

HOMEWORK AND FORMAL ASSIGNMENTS
It is unethical to share questions or answers via text, group chats, air-dropping, or other technological sharing. If you are not clear about whether collaboration on any assignment is acceptable, or if you have concerns about receiving any help from other sources, such as parents, friends, tutors, etc., you must discuss these concerns with your teacher. Assignments that are copied are considered plagiarized work and are subject to the consequences listed below.

TESTS
It is unethical to give or receive the details of a test, quiz, or assessment before, during, or after the assessment.
CONSEQUENCES
Violations of the Academic Integrity Policy are serious offences. Violations are cumulative from class to class and from year to year. A student who violates the rules of academic integrity by cheating or plagiarizing is subject to the following consequences:

1. The teacher will notify the parents of the incident by phone or in writing.
2. The student will receive an F on the assignment, test, or quiz, which will be noted in the Gradebook in PowerSchool.
3. All violations of academic integrity will be referred to the Dean of Students for appropriate disciplinary action.

Repeated violations of the Academic Integrity Policy will be brought before the Principal and may result in suspension or expulsion.

ACADEMIC PERMANENT RECORD POLICY
The policy at SCA is in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which protects the privacy of student education records. The administration, faculty, and staff are committed to the safeguarding and respecting the individual’s rights to privacy regardless of the age of the individual

RELEASE OF RECORDS: TRANSCRIPT REQUEST
SCA utilizes Parchment, an electronic service, to send transcripts to camps, employers, colleges/universities, and scholarship applications. Students have access to their transcript at any time. Parents can access the student’s transcript through their daughter's Parchment account login.

1. Go to www.parchment.com
2. Click on Sign-Up and complete registration information.
3. Provide and email address and password (Parchment will send a confirmation email)
4. Click on My Transcripts
5. Search for and select transcript destination
   a. Free for student self-view or to send to colleges, scholarships, summer programs, et al
   b. Fee of $2.50 for alumn
6. Confirm destination and delivery
7. A confirmation email will be sent to you upon delivery of the transcript.*
8. Please allow five (5) business days for the processing of an official transcript.

*The transcript is delivered immediately. A delay in the transcript appearing as “missing” from your application is because the transcript has not been opened by the institution.

Note: Use the following tabs to direct your transcript to the appropriate destination:

- Common Application schools use the “Academic Destinations” tab
- Scholarships use the “Select Other Destinations” tab
- NCAA uses the “NCAA” tab

ACADEMIC PLANNING AND COURSE SCHEDULING
Entering the ninth grade, a student’s schedule is planned by the assigned counselor after consideration of her high school placement test scores, profile reports from her middle school, placement testing, input from middle school teachers, and discussion with parents and the student.

Students in grades 9-11 schedule for the next academic year beginning in February/March of the current year. All students complete an Educational Development Plan (EDP) which outlines and updates their 4-year academic program. Students will meet with their counselor to finalize the next year’s classes to complete their course requests. Parents are then asked to sign-off on a student’s EDP.

Due to scheduling conflicts or canceled classes, students may not be enrolled in their pre-selected courses. Should this occur, the student will be notified of options within the schedule to replace the course.
ACADEMIC PROBATION

Any student who has ceased successfully progressing through the curriculum (as defined as a cumulative 70% or lower, C-, for the marking period) will be placed on academic probation. As a means to prevent students from being placed on Academic Probation, grades will be monitored in roughly five (5) week increments. A student on academic probation may become ineligible to participate in co-curricular or extra-curricular activities such as athletics, drama, HOSA, or robotics, or to attend school functions, such as dances and athletic events, for example. See the Athletic Handbook for additional information on academic requirements for athletes. Students placed on academic probation will have their grades reviewed each week. The conditions of academic probation are as follows:

1. The student will be informed by the Dean of Students immediately.
2. The student and the Dean of Students or her counselor will establish a strategy for success and will develop an Academic Success Plan including, but not limited to, after-school tutoring, review with the teacher, outside tutoring. If necessary, tutoring will take precedence over extra-curricular activities.
3. The specific conditions of the student’s probation regarding strategies to improve the student’s academic standing will be discussed during the meeting and finalized by the administration.
4. If the student’s overall grade point average remains below a 70% (C-) and/or if she continues to have failing grades in two required courses at the end of the marking period following her placement on academic probation, another meeting will be held, at which time the principal will make a recommendation/decision about her continued enrollment at SCA.
5. The student and her parents will receive a letter from the principal explaining the conditions of the student’s academic probation. A student placed on academic probation will be monitored closely by the counselors, Dean of Students and the Principal. Sincere attempts will be made to help the student become academically successful.

ADD/DROP POLICY

Classes should not be dropped or added except in the circumstances where a mistake has been made in terms of courses needed for timely graduation progression or where a mistake has been made in class placement.

To drop or change courses after the start of the school year (all changes to the schedule must be made at the start of the school year), a student must first meet with their counselor, then complete a Schedule Change Request Form to be reviewed and signed by the student’s parents. Seniors will not be allowed to change academic courses during the second semester, as their senior year courses will have been reported to their college choices during the application process.

All schedule changes involving an Add/Drop must be completed by the second full week of school.

ADVANCED PLACEMENT (AP) COURSES

Courses offered at the Advanced Placement level at St. Catherine of Siena Academy allow students to explore the journey through college-level academic challenges. Students will develop skills and study habits that are vital in college. There is a considerable volume of work required for these courses, and because of this, students are asked to discern very carefully their enrollment in these courses.

Students interested in pursuing Advanced Placement courses must demonstrate their intent through successful completion of prerequisite courses, as noted in the Program of Studies. The SCA student enrolled in an AP course is expected to work to her potential, which will not only prepare her to take the AP Exam but also to be successful in college as she continues her studies.

Since an AP course noted on a student’s transcript shows that they have challenged themselves with the most rigorous courses available to them and are then ready for college-level coursework, it is mandatory that students take the corresponding AP Exam in May.
CURRICULUM
The St. Catherine of Siena Academy curriculum provides the flexibility which allows the full development of individual interests without sacrificing what is essential in empowering young women with broad knowledge and transferable skills, as well as a strong sense of values, ethics, and character development, and providing exposure to a variety of disciplines and learning strategies. A well-designed college preparatory curriculum reflects both the interests and the needs of the student.

Every SCA student receives intensive training in the basic academic skills of art/music, English, mathematics, history, physical education/health, science, social studies, technology, and theology. This full range of credits and electives has focused emphasis on integrating Catholic faith with reason through a classical education, rooted in Latin and philosophy.

St. Catherine of Siena Academy is a member of the Archdiocese of Detroit and is accredited by the Michigan Association of Non-public Schools (MANS).

GRADES / GRADING SCALE
Letter grades are awarded each semester. The semester grade is determined by the grades for assignments, quizzes, participation, projects, and assessments during the semester. The composition of the semester grade is determined by each instructor, who will notify students of their policy in their course syllabus and objectives. The grades of record (the semester grades) are recorded on the transcript. As a minimum, students must receive a passing grade of D- for the semester to receive credit for any course. If a student does not pass a core academic course or a course required for graduation, she must retake the course (summer school options are available). The grade for the completed course will be averaged into the grade point average and will not replace the failed grade.

Grades and student progress are reported through our student information system, PowerSchool. Parents and students have access throughout the school year to this information through password protected accounts. At the end of each marking period, PowerSchool access is suspended to allow instructors uninterrupted time to prepare term grade information.

A letter grading system is used to indicate levels of achievement. SCA uses an unweighted grading system.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Letter Grade</th>
<th>Point Value*</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.71 – 4.00</td>
<td>93.00 – 100.00</td>
<td></td>
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<tr>
<td>A-</td>
<td>3.31 – 3.70</td>
<td>90.00 – 92.99</td>
<td></td>
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<tr>
<td>B+</td>
<td>3.01 – 3.30</td>
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<td>D</td>
<td>0.71 – 1.00</td>
<td>63.00 – 66.99</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.01 – 0.70</td>
<td>60.00 – 62.99</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Below 60.00</td>
<td></td>
</tr>
</tbody>
</table>

A grade of “Incomplete” may be used in the case of illness or other such extenuating circumstances, and by prior arrangement with the principal. A timeline for completion of the coursework must be submitted by the faculty member to the principal.

*Note: The GPA is a fixed number to the second decimal place (no rounding).
GRADUATION REQUIREMENTS

To earn a diploma from St. Catherine of Siena Academy, a student must satisfactorily complete the following program of studies. Students must be in attendance for four (4) years (consideration will be made for transfer students). Students may enroll in a maximum of seven full-credit courses each academic year. SCA is on a semester grading scale, with each one-semester course worth 0.5 credit toward graduation. Report cards are generated through PowerSchool and made available each semester. Students can access a transcript with their cumulative academic record at the end of each semester through Parchment.

The following represents the minimum graduation requirements.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Latin</td>
<td>2 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits (including ½ credit each of Civics/Government and Economics)</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits (including 1 credit of biology and one other lab science)</td>
</tr>
<tr>
<td>Theology</td>
<td>4 credits</td>
</tr>
<tr>
<td>Philosophy</td>
<td>1 credit</td>
</tr>
<tr>
<td>Fine and/or Performing Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Physical Education / Health</td>
<td>1 credit</td>
</tr>
<tr>
<td>Community Service</td>
<td>Requirements vary by grade</td>
</tr>
</tbody>
</table>

A curriculum recommended for highly selective colleges should include four (4) credits of English, Mathematics, Science, Latin, and Social Studies, as well as two credits from the “arts”.

Students are strongly encouraged to take a minimum of five core academic courses each academic year.

Students failing a required course will need to retake the course to be awarded credit. Core academic courses may be retaken online or through an accredited summer school program. The student’s counselor will have credit recovery options. Once a course is taken, the new grade will appear on the student’s transcript and be averaged into her overall grade point average.

HOMEWORK

The expectations of a college preparatory curriculum necessitate nightly homework. Although instruction time in the classroom is invaluable, the continuation of the learning process with homework completes the task, giving the student a sense of personal independence and accomplishment.

The time requirement to complete homework will vary, depending on the student’s course load, the number of Honors/AP courses she has, and her level of motivation. SCA students are expected to assume responsibility for this aspect of the learning process. The challenge presented by homework is a critical learning experience and an invaluable preparation for the demands of college and life beyond. Our hope is to nurture and guide the student through this critical issue, instilling in her a sense of pride and purpose and the understanding that it is an integral part of her high school education at SCA.

MISSING OR LATE WORK

Daily assignments, long-term assignments, and projects are a key-components to understanding academic concepts. Assignments should be completed and submitted on time, with particular attention being given to long-term due dates. Assignments that are submitted after the relevant material has been assessed will not be accepted. Individual teacher policies may vary.

As outlined in the Attendance Policy, long-term assignment due dates are upheld, even if a student is absent on the day the work is due. “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.”
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 (or her counselor) may recommend for students to drop or add into an honor’s level course based on academic performance.

HONORS NIGHT
Honors Night is the SCA community celebration of year-end academic and departmental awards. Customarily held during early May (cognizant of the AP Exam schedule), Honors Night is by invitation and serves to recognize seniors on the Cum Laude Honor Roll, among other honors. Students have traditionally been recognized for special honors in athletics, drama, leadership, robotics, and service.

AP Scholar Awards
The College Board offers a variety of recognition awards for taking and passing a certain number, or combination, or courses. AP Scholar Award recognition comes in different levels and types:

- **AP Scholar** – Granted to students who receive scores of 3 or higher on three or more AP Exams.
- **AP Scholar with Honor** – Granted to students who receive an average score of at least 3.25 on all AP exams taken, and scores of 3 or higher on four or more of these exams.
- **AP Scholar with Distinction** – Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.

Students are notified of their AP Scholar Standing in late July/early August of each testing year.

Book and other College/University Awards
Book awards are presented by colleges and universities to recognize exceptional high school students who may ultimately choose to further their studies at that institution. In addition to a book, recipients often quality for application fee waivers and scholarships.

Cum Laude Honors
Cum Laude Honors are awarded to seniors at graduation based on their cumulative grade point average through the end of the first semester of their senior year (7th semester grades). Students are recognized for their academic achievement base on both GPA and academic integrity. Students with academic integrity infractions will not be recognized regardless of GPA.

- Summa Cum Laude 3.95- 4.00 = Highest Praise
- Magna Cum Laude 3.70 – 3.94 = High Praise
- Cum Laude 3.50 – 3.69 = Praise

HONOR ROLL
Students will be recognized at the end of each semester for their work during that marking period. For recognition on the Honor Roll, a student must earn a semester Grade Point Average (GPA) of 3.50 or higher, with grades of a B- or higher in all courses (and no incomplete in any course.). GPAs are calculated on an unweighted 4.00 scale and will not be rounded. The Honor Roll will be posted at the end of each semester.

INCOMPLETE WORK
An Incomplete is earned for work that is not completed by the end of the semester because of extenuating circumstances as determined by the Principal, in conjunction with the school counselors, the Dean of Students, and teacher. Students must make up missing work according to the timeline established by the teacher and the Principal. If a student misses their deadline, the Incomplete will become an “F”.
NATIONAL HONOR SOCIETY

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students at St. Catherine of Siena Academy. SCA belongs to the national organization of the National Honor Society. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service.

Once selected, members have the responsibility to continue to demonstrate these qualities. Selection to the NHS is a privilege, not a right and not automatic. Membership is granted only to those students identified by the Faculty Council. This chapter has established the following criteria for membership:

- The candidate must be a junior or a senior
- The candidate must have a minimum cumulative grade point average of 3.85 at the end of the first semester of her junior year. The GPA is not rounded.
- Candidacy will be considered for seniors who have attained the 3.85 grade point average by the end of her junior year.
- The candidate must have been a student at SCA for at least two (2) semesters, so that she has adequately established her successful academic reputation and history of leadership, scholarship, character, and service. This period of time is necessary for students to establish themselves and for the faculty to get to know them.
- A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the SCA NHS advisor shall be accepted automatically as a member of the NHS. Transfer members must meet SCA’s standards within one semester to retain membership.
- The selection of each member to the chapter shall be by majority vote of the Faculty Council, which shall consist of five (5) voting faculty members appointed annually by the Principal. The chapter moderator shall be an ex-officio, non-voting, sixth member of the Faculty Council. Neither the Principal nor the Dean of Students may be included on the Faculty Council.

Discipline, Dismissal, and Resignation of NHS members

Members of the SCA National Honor Society may be disciplined for falling below standards for selections (scholarship, leadership, service, and character). If a member falls below the standards for selection, the moderator will inform the member, in writing, of the nature of the violation and expected improvement(s) to be made within a specified period. The moderator will also meet with the member to clarify the violation and the expectations for improvement. Should the member not meet the expectations in the specified time, the member will be referred to the Faculty Council for a hearing. The Faculty Council may grant additional time for the completion of improvements, require additional improvements, or vote for dismissal of the member from the NHS.

Flagrant violations of school policies and rules, civil laws, or criminal laws will require a hearing by the Faculty Council, with a probable outcome of dismissal from the NHS. The NHS Constitution, Article X, guarantees the member “due process” as described in the 14th Amendment of the US Constitution. The moderator will notify the member, in writing, why the action is deemed necessary, and when and where the hearing will be held. The member has the right to respond either in writing or orally to the Faculty Council. If the member is dismissed, written notice will be sent to the member and her parents, as well as the Principal and the President. The member will surrender her membership pin and identification card.

If a member chooses to resign, she must submit her resignation in writing. It must be dated and signed by the member and by her parent or guardian. Once a member has resigned or been dismissed from the NHS, she will never be eligible for membership again.
PARCHMENT
See Academic Permanent Record Policy

POWERSCHOOL
Parents and students have access to grades, attendance, and daily schedule through our Student Information System (SIS) PowerSchool. This system allows for instant notification of student progress and attendance. It is our expectation that parents will check on their student’s academic progress and attendance on a regular basis.

At the end of each marking period, PowerSchool access is suspended to allow instructors uninterrupted time to prepare term grade information.

SELECTION OF THE VALEDICTORIAN AND SALUTATORIAN
The Valedictorian for a graduating class will be selected as the student with the highest cumulative GPA from her SCA grades, who meets the criteria below. The Salutatorian will be the student whose GPA is the second highest in the class, who meets the same criteria.

- Course selection may be a contributing factor in the final decision.
- A student must be in attendance at SCA for three years.
- If a student has not been at SCA for all four years, her freshman year and/or freshman and sophomore year grades will be calculated into her SCA GPA on her SCA transcript.
- Candidates must uphold the standards set forth by the school’s Mission, participate in the life of the community, and may not have in her record any major infractions of school policy. Major infractions are those subject to a decision by the Principal.
- The selection of the Valedictorian and Salutatorian will be confirmed at the completion of the third quarter of the senior year, based on her grades through the first seven semesters of high school.
- The Valedictorian and Salutatorian will be recognized at Honors Night.
- In some years, more than one exemplary student could be recognized as Valedictorian or Salutatorian.

Elastic Clause: The Administration reserves the right to make any and all judgments and interpretations in the selection of the Valedictorian and Salutatorian.

STUDENT REVIEW
When a student is having academic or social difficulty, or in general seems to be having difficulty adjusting to her life at SCA, the Principal, Dean of Students, Counselor(s), Learning Specialist, or a member of the faculty may call for a Student Review.

A Student Review is called with the student, her parents/guardians, and possibly her teachers to exchange information, to achieve clarity about the nature of the difficulties, and with the consensus of those present, outline a plan of action to help the student toward positive progress.

SUMMER HOMEWORK
Reading and reviewing have a place of prime importance in a student’s overall achievement in school. For this reason, required summer assignments are posted on the school website at the end of the school year in June. Students are expected to complete the assignments and be ready to report on them when they begin class.
TESTING INFORMATION: SAT AND ACT

Students can expect to take at least one standardized test in preparation for the college application process. College entrance exams are used by colleges and universities (though test-optional schools do exist) to measure math, verbal, analytical, and writing skills. Standardized achievement tests are given throughout the year. St. Catherine Academy primarily uses the College Board’s series of testing, administered on the National Test date, to help students prepare to ultimately take the actual test.

The test preparation schedule is as follows:

- 9th grade: PSAT 8/9
- 10th grade: Pre-ACT, PSAT 10
- 11th grade: PSAT (National Merit Qualifier exam)

Both the SAT and the ACT are college reportable tests and can be used in college admissions criteria. Juniors should plan on taking one (or both) of the exams beginning as early as December of their junior year. Test strategies are available through a variety of resources. It is recommended that students take the test more than once in their junior year. Additional information about the testing process and sequence can be found on the website [https://saintcatherineacademy.org/my-sca/standardized-tests/](https://saintcatherineacademy.org/my-sca/standardized-tests/)

Test dates and locations for the SAT and ACT can be found online at:
- [https://www.act.org/](https://www.act.org/) (for ACT)

SCHOOL CODE
St. Catherine of Siena Academy’s school code is **233-789**. 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.

TRANSCRIPTS
See Academic Permanent Record Policy

WITHHOLDING OF THE DIPLOMA
Seniors who have completed and passed their required coursework will be awarded a diploma. A diploma will not be awarded to a student who does not complete the required number of credits for graduation, if the family’s financial obligation to the school has not been met, or if any school-related material (athletic uniforms, school issued books, etc.) have not been returned. A diploma may also be withheld from any student who has engaged in academic dishonesty or other actions that are inconsistent with the school’s policies, code of conduct, and mission.

WITHHOLDING OF THE TRANSCRIPT
A transcript will be withheld if the family’s financial responsibilities to the school have not been met or if any school-related material (athletic uniforms, school issued books, etc.) have not been returned.
NON-ACADEMIC INFORMATION

Key elements of community building at St. Catherine of Siena Academy are mutual respect for others and demonstrated responsibility of self. Students are expected to be polite and courteous, and to respect themselves, peers, adults, and their surroundings. In kind, adults in the community take on the responsibility to assist with the instruction of and the maintenance of personal responsibility, respect, and conduct.

ATTENDANCE POLICY

Students are required to be in their seats (in the classroom) by 7:45 am, in uniform, prepared for class, and ready to begin the day. 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 impact the educational experience and makes it more challenging for the student to keep up with her studies. School absences should be kept to a minimum, while also recognizing that students who are ill should not be in school. All absences from school, including illness, appointments, and school activities, become a part of a student’s official record.

A student who anticipates a prolonged absence due to illness (over two days) is to notify her teachers by email for work which can be done at home. This will prevent the student from getting too far behind in her academic work while she is out sick.

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 8:00 a.m. indicating the reason for absence (248-946-4848, press “2” to report an absence). If the absence is not reported, the school will call the student’s parents. If the parent has not called the school by the end of the day, the student will be deemed “unexcused”.

Students must be present for four academic classes, including the final period of the day, to participate in athletic, social, dramatic, or other school-sponsored activities or events. Daily attendance will be shared with coaches and moderators. Excused absences or any deviation from this policy will be considered on a case-by-case basis.

MISSING SCHOOL TIME

As noted, class time is important. A student who misses class is expected to find out what work she may have missed. Students are permitted ten (10) absences per semester. The students and parents/guardians will be notified by the Dean of Students after five (5) absences. After ten (10) absences, a meeting will be required with the student, parents/guardians, and Dean of Students. Subsequent absences may result in the student losing credit for that semester.

Note: Exemptions to this policy will be given to students with appropriate documentation. Requests for exemptions for chronic medical conditions or extraordinary circumstances, must be submitted to the Counseling Department, in writing, before the start of the semester, and will be considered on a case-by-case basis.

MAKE-UP WORK WHEN ABSENT

It is the responsibility of the student to communicate with her teachers regarding make-up work and due dates. Alternate assignments may be given for some work such as science labs, group activities, etc. The length of time a student must complete make-up work due to an absence, in most cases, will be as many days as they were absent, if the absences occurred on consecutive days. In certain circumstances where a prolonged illness is involved, an extension of this limit may be arranged between the student and the teacher. Missed tests/quizzes must be made up within the make-up work period and must be scheduled by the student. 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 due to this absence, according to school policy. Students arriving to school late or leaving school early are required to submit work due that day.
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 of the absence 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.

**PRE-ARRANGED ABSENCES**

There are times when a student knows ahead of time that she will be absent from school. In such cases, a request for a pre-arranged absence is made through the Main Office. Where it is determined that the extended absence will be detrimental to the student, the Dean of Students will advise the student and the student’s parents/guardian.

1. Absences of three (3) days or more require a **Pre-Arranged Absence** form.
2. The parent/guardian of the student must send a written note explaining the absence.
3. Student obtains a Pre-Arranged Absence form from the Dean of Students.
4. When the student presents the form to her teachers, each classroom teacher will sign-off on the form, make comments if necessary, and offer assignments to be completed. The teacher’s signature does not imply approval for the absence.
5. The student returns the completed form to the Main Office.
6. Days missed because of pre-arranged absences will count toward the total absences allowed for the semester. An exemption to the allowed ten absences in a semester may be possible, depending on the circumstances.

**TARDINESS**

The school day begins at 7:45 a.m. Classes begin promptly at the second bell. It is the shared responsibility of the student and parent to ensure punctuality. Students are expected to be on time. Attendance is taken at the beginning of every class period. Any student arriving late to school, or returning to school from an appointment, must sign in at the Main Office where she will receive a pass for admission to class. If a student is arriving to school from a doctor’s appointment, a note from the office must accompany the student upon her return to school. If a student is late to class beyond 20 minutes, or misses more than 20 minutes of class, it will be considered an absence.

The Dean of Students will track the tardies and post them on a weekly basis. Detentions will be issued to students beginning with the 5th tardy to school. Four tardies per quarter are allowed for unforeseen circumstances (train blocking the tracks, garage door wouldn’t open, the line at Tim Horton’s was too long, the alarm didn’t go off, et al).

Each quarter, students will receive the following consequences for tardies (to school and to class):

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Warning
- 4th Tardy: Warning, parents notified
- 5th Tardy: Detention, parents notified
- 6th Tardy: Detention, parents notified
- 7th Tardy: Detention, parents notified
- 8th Tardy: Meeting between Dean of Students and parents to develop plan. Saturday Detention, Social Probation, or In-School Suspension are possible.
Tardy count resets at the Quarter.

There are no excused tardies. 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. Tardies for medical appointments as verified ONLY by a note from the physician’s office (parental notes will not be accepted) on the student’s arrival/return to school will be recorded in the student's attendance record but will not be counted in the allowed tardies prior to a detention.

ARRIVING LATE OR LEAVING SCHOOL EARLY
SCA is responsible to know where each student is at all times during the day. Whenever a student leaves campus during the school day (appointments, illness, games, internship, etc.), she must sign-out and when she returns, she must sign-in. Leaving campus without permission or failing to sign-out or sign-in properly are serious matters. Students may not sign-out or sign-in for anyone except themselves.

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 suspensions (consequences may also include not receiving credit for work assigned, done, or due during the time the student was absent from class).

Those who repeat this action beyond a 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 return from a check-out or when they arrive late to school.

- **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 be given a pass to be admitted into class.

- **Check-Out Procedure**
  - Any student leaving school other than at dismissal time, must check out through the Main Office. This includes students leaving for athletic events, field trips, internship, and other school-related activities.
  - If a student needs to leave during the day, she must check-out at the Main Office. A parent/guardian must contact the school office by 8:00 a.m.

CLOSED CAMPUS
SCA operates a closed campus. All students are restricted to the building, or to designated outdoor classroom and lunch spaces, at which time there is adult supervision outdoors. Entry doors for drop-off at the start of the day will be unlocked at 7:00 a.m. but locked at 8:00 a.m. Students are not to leave campus during the school day without pre-arranged consent, and only after properly signing out in the Main Office. A student must sign-in upon returning to school the same day.

The parking lot is not accessible during the day without official permission.

VISIT TO THE OFFICE FOR ILLNESS
If a student does not feel well, she should ask her teacher to be excused from class to go to the Main Office. The student should have a pass from the teacher. If it is deemed that the student is not sick, but suffering from cramps, a normal headache, or lightheadedness, she may remain in the Sick Room for no longer than 30 minutes. At the end of that time, an adult in the Main Office will decide whether the student should be sent home or return to class. If a student returns to class, she must obtain a pass to return to class.

If a student is not well enough to return to class, the adult in the Main Office will call the student’s parents to come and pick her up or notify them that she is returning home. Students may not leave campus before contact is made with the student’s parent/guardian.
BULLYING PREVENTION

St. Catherine of Siena Academy is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, harassment, and discrimination. We believe that a safe and virtuous environment in school is necessary for students to learn and achieve high academic goals. 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 the repeated use of, by one or more individuals, 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 educational 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 using the Internet, interactive and digital technologies, cellular mobile phones, or other mobile electronic devices or 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 educational 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, but is not limited to, 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, socioeconomic status, academic status, physical appearance, or a mental, physical, developmental or sensory disability or impairment, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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 belonging 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 SCA 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/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.

**Elastic Clause**
The Administration reserves the right to review each incident on a case-by-case basis. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the school's sole discretion.

**BUS BEHAVIOR**
SCA may provide students with bus transportation to and from 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.

**CHRISTIAN SERVICE**
At St. Catherine of Siena Academy, we strive to educate for service, justice, peace, and integrity for creation through our community service efforts. Classes and clubs are encouraged to create collaborative service projects in which the whole class, club, or school may participate. The service program at SCA fosters experiences that inspire young women with Catholic values of faith, community, inclusivity, service, justice, and peace to prepare students to meet the challenges facing them in a culturally diverse society. The program also encourages commitment, responsibility, and dedication to the Gospel value of service in all four yours at SCA. Community service is an extension of the overall program at SCA. All school policies will apply while participating in community service.
For the 2022-2023 academic year, the following service hours are required to be completed:

- Freshmen – 12 hours
- Sophomores – 15 hours
- Juniors – 18 hours
- Seniors – 20 hours

Students may complete hours at any time during the summer or school year. There are many opportunities to serve within the SCA community throughout the year. These opportunities will be announced by the Dean of Students. If there are questions related to whether a particular activity constitutes “service,” please speak to the Dean of Students. Many activities are good and honorable but do not count toward service hours.

**MOBILESERVE**

SCA uses the MobileServe app (free to download from the app store) to record and track service hours. The organization name is St. Catherine of Siena Academy. A student’s year in school determines her registration code. Those codes are listed below. All 0s are zeroes. When an act of service is performed, the student will need to obtain two (2) forms of verification (photo, signature of supervisor, email confirmation from supervisor, or geo-locator).

- Class of 2023: 310DD0
- Class of 2024: 50BDA2
- Class of 2025: 3B3928
- Class of 2026: 9FD4B9

Opportunities at SCA which provide service hours:

- March for Life – 10 hours if attending with SCA.
- Dominican Republic Mission Trip (in alternating years with the Italy Pilgrimage) – 20 hours
- EPOCH Week – some service hours may be available during EPOCH Week, depending on the project(s) selected.

**DAILY MASS**

Daily Mass is an integral part of our life at St. Catherine Academy. We try to help our students rest in who God says they are, His beloved daughter. Daily Mass provides the space for students to take a break from the hustle of everyday life, come together with their sisters, and allow God to fill them with His presence and His peace.

Regardless of faith background, we invite every young woman who attends SCA into a relationship with Jesus Christ. In discovering God’s personal love for her, she discovers the fulness of her identity. As a result, students who skip mass face consequences ranging from detention to suspension. Students struggling with mass attendance need to speak with the Campus Minister or Dean of Students.

**DANCE GUIDELINES**

SCA students can count on at least one student-sponsored dance each semester. Class councils in grades 10-12 are responsible for the planning of a specific event – Homecoming (senior class), Winter Formal (sophomore class), Prom (junior class).

At all dances, formal or informal, students and guests are expected to adhere to all rules and regulations set forth by the school. Violation of these policies may result in removal from the dance and subsequent disciplinary action. Formal dances are ticketed events and require all guests of an SCA student to complete a Dance Guest Form, which is submitted to the Dean of Students. Students must arrive by the time designated for doors to close and remain until the doors reopen.

There is an expectation for appropriate attire at all dances. For a formal dance, dresses, skirts, and rompers must fall at or below the student’s fingertips when her arms are down. Dresses should be modest, without...
plunging necklines, exposed cleavage, low-cut backs, and exposed midriffs. If there is a question about the appropriateness of a dress, students may bring a photo of her wearing the dress to the Principal or Designee for approval. In the case of a themed dance, the SCA casual dress code will be in effect.

**Elastic Clause**
The Administration is the final judge of student adherence to the rules stated above and reserves the right to refuse entry to or remove any student from the dance. In either case, the student’s parents will be notified.

**DEMIRTS**
Demerits track minor policy infractions (dress code, phones, minor disruptions, etc.) and can be issued by any faculty or staff member; all other disciplinary matters will be handled directly by the Dean of Students. Once a student has four (4) demerits, she will be assigned a detention by the Dean of Students.

**DETERMIN AND DISCIPLINE REFERRALS**
Students may be assigned an after-school detention for various disciplinary issues, such as: receiving four (4) demerits, insubordination, causing a distraction, cheating, etc. If a student receives a discipline referral from a staff member, they will meet with the Dean of Students. Students have one week to complete an after-school detention. If a student fails to show up for detention, it will turn into two (2) detentions automatically. If this happens a second time, it will turn into an in-school suspension.

Minor infractions and detentions will not be reported by the school to parents. These consequences are seen as growth experiences from which we expect our students to learn.

**DINING HALL AND LUNCH EXPECTATIONS**
Students are expected to eat lunch in the appropriate, designated areas. There is no outside delivery of student lunches. All food must be eaten during the lunch. Students may be in the dining hall before and after school. The dining hall can be a clean and comfortable place to eat 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.

**DISCRIMINATORY HARASSMENT OF STUDENTS AND STAFF**
St. Catherine of Siena Academy 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.

**DRIVING AND PARKING**
Driving to school is a privilege. Students (and parents) must observe all posted speed and direction signs. Students are expected to park in the North lot (Field House entrance). Any student who drives to school must register her car annually, at no cost, with the Dean of Students. Students are responsible to display the parking permit on rearview mirror and must make sure vehicles are always secure. 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 Dean of Students.
During school hours, the parking lot is considered off limits (except for coming and going). Students needing to retrieve items from their vehicles during school hours must obtain permission from the Dean of Students or the Main Office. Repeated requests to return to the parking lot by an individual will be reviewed, and the privilege restricted.

Safety is of ultimate importance. Any student who is observed (by any faculty/staff member or parent) driving recklessly or speeding on school grounds will lose the privilege of driving to school and may be suspended for her actions.

END OF SCHOOL DAY BEHAVIOR
At the end of the school day, students are welcome to remain on campus. Students may choose to study in the Media Center or in the Athletic Atrium. Students should notify their parents of their intended whereabouts after school in case of an emergency. Afternoon and evening activities may impact space availability after school.

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.

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, pilgrimages, faculty-sponsored extended learning, or school-sponsored community service. 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.

EXTRA-CURRICULAR ACTIVITIES
Extra-curricular activities are an important part of a St. Catherine of Siena Academy education. Students must be in good standing, both academically and behaviorally, and maintain good attendance, to participate in extra-curricular activities. The Principal, Dean of Students, and activity moderator will determine student eligibility.

FALSE FIRE ALARMS
Pulling false fire alarms is a misdemeanor, 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.

FOOD / BEVERAGES
Water, in appropriate, spill-preventing containers, is permitted in the classrooms. Due to potential spills and carpet stains, coffee and flavored beverages are not permitted in the academic wing, chapel, or the carpeted areas of the Learning Commons. Students are prohibited from eating in the classrooms unless it is part of an approved class activity.

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.
HARMFUL SUBSTANCES

The use, possession, or distribution of illegal drugs or alcoholic beverages of any kind or non-prescription or prescription drugs are not allowed on the grounds of the school or at school-related events at any time. Consistent with the school's mission, St. Catherine of Siena Academy will take appropriate action when notified of student attendance, participation, or planning for events during non-school hours where drug or alcohol use is indicated. SCA will inform parents of all information received related to suspected or proven use of drugs or alcohol by students and rely on parents to do the same. For the benefit of our young women, support of school policies by all constituents is expected. The school will deal with all information received, acting after reasonable and responsible investigation. Consequences for a violation of this policy range from suspension up to expulsion. A parent/guardian conference will be required before the student returns to school. The school may 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 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 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 may 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. Repeat offenders may face extended suspensions and/or expulsion.

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.

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 her designee based upon a reasonable suspicion that a prohibited act, as set forth in the Student Handbook, has occurred. This includes backpacks, bags, purses, and the like.
2. A student locker is the property of the school, and a Principal 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.

The guidelines regarding investigations are as follows:

1. During 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.

**LAWN TREATMENTS / PESTICIDES**

The State of Michigan requires schools to notify the parent/student community when pesticides will be used as a part of the lawn treatment. Currently, the property does not receive full-scale pesticide treatment. We will post notifications on the school doors to let students/guests know and notify parents and students via email.

St. Catherine of Siena Academy outsources pest control to Orkin. Orkin is a leader in the field of pest management, providing SCA with customized protection backed by science to eliminate pests from the building year-round.

**LOCKERS**

Each student is 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. Students may decorate their lockers using approved tape – painter's tape. (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.

**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, administering the medication can be taken at home in order avoid the need to take prescription medication at school. However, there may be instances when medication must be taken by a student during school hours.

When medication is necessary during school hours:

1. It may be necessary and appropriate for a parent/guardian to administer medication to his/her child. Please contact the school office to make appropriate arrangements if this is necessary.
2. If school personnel will be administering medication, the Medication Authorization form must be completed by the student’s parent/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 Administration.
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.)
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 by the Administration.
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.

12. Except for inhalers and/or medications for life-threatening situations, students cannot keep medication in their lockers, on their person, etc.

SCHEDULES

The school day at St. Catherine of Siena Academy begins at 7:45 a.m. and ends with the final bell at 3:00 p.m. The building opens for school at 7:00 a.m. for students to enter. The building remains open for students after school, dependent upon adult supervision in the building. The Learning Commons in the academic wing is generally available until 4:00 p.m. afterschool to study. The Athletic Atrium is an additional afterschool study space. The availability of these spaces is contingent upon

Though there are a few schedule variations to the normal academic day, there are two additional schedules which are noteworthy, the Delayed Start and the Early Dismissal schedules.

- Delayed Start: A delayed start may be scheduled in advance or called the day of. Always beginning at 9:15 a.m., the delayed start is used by SCA on mornings when there might have been just enough snow to make roads slick, but not enough snow to keep us home, or on a morning after an evening event when most of the faculty has been working late, such as Parent-Teacher Conference night.

- Early Dismissal: For SCA, an early dismissal is typically 2:10 p.m., and usually scheduled in advance. Every Wednesday, unless there is a special event scheduled, is a 2:10 p.m. early dismissal for faculty meetings.

The Bell Schedule is posted on the website and is available in PowerSchool.

SCHOOL JURISDICTION

St. Catherine of Siena Academy has total jurisdiction concerning conduct and behavior in school, on school property, and at all school-sponsored events and activities. Furthermore, a student’s conduct at any time, even when away from school, on the Internet, with social media, and at school-related functions, reflects upon the St. Catherine of Siena Academy community and may affect the student’s standing as a member of the SCA community.

SOCIAL PROBATION

In instances where the traditional behavioral consequences have failed to make an impact on the student’s decision making, a student may be placed on Social Probation. This consequence restricts the student’s access to all activities beyond the classroom for a specified duration of time, dependent upon the nature of the infraction.

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 Administration
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.
f. Activities with substantially disrupts the school environment or that invades the rights of others.

2. Teachers are delegated the responsibility by the Administration 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 Administration.
4. Before being circulated, distributed, or posted on school property, all written materials shall be reviewed and marked as approved by the Dean of Students 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 Administration.
6. The use of school copy machines for preparing general publications shall be reserved to official school organizations.
7. Any proven violation by a student of the above restrictions may subject the student to disciplinary action including detention or 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.

STUDENT I.D. CARDS

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 always carried during the school day and at afterschool activities. Students must have I.D.’s to purchase food from the dining hall. Students may be required to show their school I.D. for admission to some SCA activities and frequently at another school’s events. Lost I.D. cards can be replaced for $10.00. Please see the Dean of Students to request a replacement I.D.

SUSPENSION FROM SCHOOL

For serious offenses, a student may incur suspension. The severity and nature of the offense determine the length and nature of the suspension (in-school or out-of-school). When a suspension is issued, the parents/guardians and the student are notified of the details surrounding the incident and the date(s) the suspension is to be served. The Dean of Students may meet with the parties involved to discuss the situation and the student’s future at St. Catherine Academy. Students who are suspended are responsible for all coursework.
IN-SCHOOL SUSPENSION
1. The student will not attend classes on the day(s) of the suspension.
2. The student will report to the Dean of Students for assignments.
3. While on in-school suspension, the student will lose all privileges but will receive credit for classwork, homework, quizzes, and tests.
4. The student may not attend or participate in any school-sponsored athletic or extra-curricular activities for the day(s) of the suspension. Additional time may be added based on the severity of the infraction.

OUT-OF-SCHOOL SUSPENSION
1. The student will not be permitted on campus.
2. Students are responsible for all work missed upon return to school.
3. The student may not attend or participate in any school-sponsored athletic or extra-curricular activity for the day(s) of the suspension.
4. Before she returns to school, the parent must meet with the Principal and the Dean of Students.

A student may be suspended for:
- Insubordination (an attitude of unwillingness to cooperate)
- Possession of alcoholic beverages or drugs on campus
- Leaving school without permission or skipping classes or required school activities
- Improper behavior, as defined by the Principal and the Dean of Students
- Smoking/Vaping on campus or at school related functions
- Excessive tardies
- Reckless/careless driving on school property
- Unexcused absence(s)

APPEAL PROCEDURES FOR DISCIPLINARY AND ACADEMIC ISSUES
Efforts are made at St. Catherine Academy 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 the student. 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: Dean of Students  Third level: Principal

DISCIPLINE RELATED COMMUNITY COMMUNICATION
St. Catherine Academy has a legal obligation to every student to maintain confidentiality regarding disciplinary processes and results. 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.

THEFT
Theft is a violation of trust upon which a Christian community is founded. Although theft is contrary to the values that St. Catherine Academy teaches and expects, and though St. Catherine Academy will investigate claims of theft, students are ultimately responsible for their private property and are expected to take the necessary actions to prevent theft on campus. St. Catherine Academy is not responsible for a student’s lost or stolen property. Any student found in possession of stolen property will be suspended from school, parents contacted, and the police department notified as required by law.
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.

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. A dangerous weapon is defined as, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

3. No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons, including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns and any object that is a facsimile of a real weapon.

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. During that time, a student cannot attend any 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.

WORK PERMITS
Students under the age of 18 are required to complete/submit a Work Permit before starting their part-time job. A Work Permit is sometimes provided by the employer, requiring verification of school attendance by a “Michigan school issuing officer” (Dean of Students or Designee), but is available to be picked up from the Main Office at school. Students under 16 years of age require the CA-6 Work Permit and students 16 to 17 years of age require the CA-7 Work Permit (printed on yellow paper).

VISTOR SIGN-IN
SCA enlists Raptor Visitor Management System to enhance school security by reading a visitor's driver's license (or other approved government issued ID) and comparing information against a sex offender database to alert school administrators and the Wixom police if a match is found.

All visitors to the school are required to enter through the main entrance (flagpole entrance) to sign-in. Once the ID has been scanned, the system will print a visitor badge that includes the visitor's name, photo, date, and destination.

After the initial/first scanning, the office staff will be able to find the visitor’s name in the system and use the previously scanned ID to sign the visitor in and print a visitor’s badge.

Ideally, the visitor will pass by the main office when exiting the building. The office staff will find the name of the person leaving and sign them out.
UNIFORM POLICY

The wearing of the school uniform reflects a sense of pride and identification with St. Catherine of Siena Academy. The uniform allows all students to focus attention on academics and the life of the school community, in an atmosphere of respect and equality for each other. The following guidelines must be adhered to during the school day unless otherwise directed. Students out of uniform will be given demerit(s). Consistent and/or flagrant violation of the dress and uniform code will result in detention(s) and, if necessary, in-school suspension.

The uniform consists of:

- Short- or long-sleeved, banded, white polo with SCA crest*
- V-neck, purple pull-over sweater with SCA crest (optional)*
- Long-sleeve purple quarter-zip pullover with SCA crest (optional)*
- Seniors: Long sleeve black cardigan sweater with SCA crest*
- Grey kilt skirt with SCA monogram* - must be HEMMED (not rolled) to no shorter than 2 inches above the knee.
- White or black socks must be worn and visible
- White or black opaque tights may be worn – no patterns
- White or black full-length leggings may be worn (Please Note: joggers are not acceptable; leggings with mesh cut-outs are not allowed)
- Shoes should be all black, closed-toe, closed-back, with less than 1-inch heel, no fur or faux-fur lining, no white or other colored logo/decors (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.

PE Uniform:

- Purple SCA gym t-shirt* (SCA gym sweatshirt optional)
- Black SCA gym shorts* or SCA running shorts/sweats (available at SCA school store)

*These items must be purchased from Educational Outfitters. [https://detroit.educationaloutfitters.com/find-my-school/st-catherine-of-siena/](https://detroit.educationaloutfitters.com/find-my-school/st-catherine-of-siena/)

Special Notes:

- Jackets, sweatshirts, fleeces, boots, moccasins, sandals, Crocs, and other outerwear ARE NOT to be worn during instructional hours.
- Long-sleeved shirts may be worn under the uniform polo shirt. Undershirts must be black or white and have no writing visible.
- The Dance Attire policy will be made available to students and parents for each event sponsored during the year.
- Personal appearance should be of utmost important.
- Hair color, excessive make-up, piercings, and gauges: Students must have a natural hair color and non-garish make-up, if any is worn. Piercings, other than the earlobe, and permanent body art may not be visible.
  - These policies extend beyond graduation for students representing SCA in athletics or other extra-curriculum activities.
- Blankets, stuffed animals, blanket-like sweatshirts, and pillows: these items MAY NOT be carried or worn during instructional hours.
- Hats, caps, bandanas, sunglasses, and other headgear may not be worn during school hours.

**Elastic Clause:** The Administration reserves the right to make any and all judgments and interpretations to all uniform policy rules and regulations stated within the handbook.
DRESS DOWN DAYS AND DRESS UP DAYS

- **School-wide dress down/themed/spirit days**, the following are **NOT PERMITTED**:
  - Leggings without a dress, or skirt, or shorts worn over the leggings
  - Ripped or torn jeans
  - Shorts or skirts that are not of an appropriate length (2 inches above the knee)

- **Individual dress down days**: Individual Dress Down Days – On certain special occasions (examples: birthdays, Gala winners) individual students are able to dress down. Students must check in with the Dean of Students before school starts to receive a dress down pass for the day.

- **For dress-up days, special masses, and school events**: Skirts and dresses must be of appropriate length (2 inches above the knee).
APPROPRIATE USE OF TECHNOLOGY POLICY (AUP)

St. Catherine of Siena is committed to the effective use of technology to enhance the quality of student learning. We believe this can best be accomplished within the context of the mission and philosophy of the school, as well as policies stated in the Student Handbook.

The AUP is written to incorporate many types of technology, not limited to the computer. The use of cameras, cell phones, webcams, or recording devices of any kind to photograph, video, or share an image of anyone on campus without the permission of that person being photographed and/or recorded is prohibited. Violation of this policy will be dealt with through the AUP.

Students may use personal laptops in school and computers may be used in class at the teacher’s discretion. Laptops are required in classes which are taught through Michigan Virtual. Laptop use must follow the policies and guidelines as found in the Appropriate Use Policy (see below). Uses for anything other than educational purposes will subject the laptop’s use to being limited to home, not school.

Appropriate 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.

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.

ELECTRONIC DEVICES AND MEDIA USE

Appropriate student cell phone usage, in terms of time and location, shall be determined by the SCA faculty and/or administration. Students bring their 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. We ask that this communication be kept to a minimum throughout the school day and that you contact the Main Office in emergency situations.

1. Unless given explicit permission from faculty, students are not to use phones during class time. It is expected that faculty will collect phones during class time. Faculty reserves the right to collect other electronic devices (smartwatches, etc.) when they deem it necessary.
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. two weeks), for the violation.

OTHER ELECTRONIC DEVICES
Portable radios, I-pods, MP3 players, audio/video recorders, headphones, AirPods, 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. If a student uses an electronic device without express prior permission, it will be taken from the student and turned in to the Dean of Students.

COPYRIGHT AND FAIR USE
Much material available on the Internet is protected by copyright. Do not access, store, reproduce, distribute or display any material including graphics, audio, video, software or text in a manner which violates the copyright of the material. Fair Use is a part of copyright law; it allows you to use copyrighted work in relatively small portions for educational purposes such as homework, presentations, or research projects. Properly cite the sources for these works. Do not plagiarize.

PRIVACY VIOLATIONS
You shall not seek, browse, copy, or modify files or passwords belonging to others at School or elsewhere, unless specifically authorized to do so by those individuals. If you encounter another individual’s account and/or personal information, report it to the Dean of Students immediately.

INTERNET USE
Although St. Catherine of Siena Academy has a high-speed connection to the Internet, users must refrain from frivolously using the Internet as this will lower the Internet bandwidth for all users in the building. Users should refrain from downloading / streaming video or audio unless related to a class. Furthermore, online gaming should not be engaged in during the school day as this too will slow down the Internet for other users in the building. Violation of this policy will result in a loss of Internet privileges for a minimum three school days and the contacting of parents. Any subsequent violations will be dealt with on an individual basis.

EMAIL
There is a heavy dependency on email at St. Catherine of Siena Academy. Communication from faculty, the Dean, and the Principal, as well as important announcements are all transmitted through school email. Thus, you are responsible for checking your email often. Off campus, when students and teachers need to correspond, they should continue to use their scsacademy.org email accounts. In the unlikely event your school-issued email account is not available, identify yourself by name in the subject line of any correspondence as email identities can be difficult to discern.

SOCIAL MEDIA AND INTERNET GUIDELINES
Social media tools such as Instagram, TikTok, YouTube, Snapchat and Twitter provide many ways to communicate. Remember you represent SCA when you are on the Internet. As such, your use of social media is expected to be in line with the Mission of SCA.

- Information on social media sites can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
• Do not post or link anything (photos, videos, web pages, audio files, fan pages, etc.) to your social networking sites that you wouldn’t want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking sites could represent you forever.

• If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Do not use profane, obscene, or threatening language.

• Only accept social network invitations from people you know.

• Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.

• Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don’t know or on unsecure sites.

• Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account, you could be held accountable.

• Do not misrepresent yourself by using someone else’s identity.

• Use of the School’s logos on your personal social networking sites is prohibited

GENERAL EXPECTATIONS

• Treat computers with care and respect at all times.

• Bring your charged computer to all classes, as specified.

• Mute computer sound while in class, except when it is being used as part of a class. Unless directed by a teacher as part of a class, the use of headphones/ear buds is discouraged during the school day as it interferes with the building of community.

• Do not make audio or video recordings without the consent of all those who are being recorded.

• Do not disrespect your teachers by “multitasking” during class (e.g., emailing, chatting, doing other class work).

• Your computer gives you access to incredible educational resources and endless collaborative possibilities; however, you need to limit the potential for distractions it introduces. Set Internet and program limits for yourself to improve your productivity.
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 Mary’s”
4. Say the "Glory be to the Father."
5. Announce the First Mystery; then say the "Our Father."
6. Say ten "Hail Mary’s” 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 (Luminous Mysteries)
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.