

“Called to Greatness”
Parent Student Handbook
2026-2027



—SPRINGFIELD—
CATHOLIC
—HIGH SCHOOL—

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Purpose of the Handbook

This handbook presents the current student life policies and procedures at Springfield Catholic High School. Any updates or additions to these policies will be communicated by the administration as they arise. We strongly encourage both parents and students to review the Springfield Catholic High School Parent-Student Handbook.

We extend our heartfelt thanks to parents for choosing Springfield Catholic High School for their children's Catholic education. Your ongoing dedication and support play a vital role in maintaining our school's outstanding academic and athletic reputation within the Springfield community. Our foremost mission is to nurture strong Catholic and Christian individuals who will make a positive difference in the world.

As we look forward to the 2026-27 school year, we hope it will be an exceptional and rewarding experience for everyone. Your continued support is essential to our success. This handbook serves as a comprehensive resource, and we encourage you to consult it regularly. Please remember, we are always here to help and welcome any questions or concerns you may have regarding your student's education.

Peace,

Jeanne Skahan
Principal

I. General Information

Mission Statement

Springfield Catholic Schools prepares and empowers students in an atmosphere of academic excellence, with God's help, to be sent forth as disciples of the Catholic Faith and models of service.

Vision Statement

"Educating today's youth for tomorrow's discipleship."

School Prayer

Dear Heavenly Father,
Springfield Catholic is composed of people like me;
I help make it what it is.
It will be friendly if I am.
Its halls will be welcoming if I am.
It will be prayerful if I pray.
It will be a school of loyalty, love, service, and faith,
Standing as one in victory and defeat.
Therefore, with Your help, O God,
I shall dedicate myself
to the task of being all things that I want my school to be. Amen

Philosophy

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

Springfield Catholic High School emphasizes academic achievement. Since academic achievement is closely related to each student's background and future plans, the road to

academic success may differ for each student. The curriculum, therefore, affords students a choice of courses to meet collegiate, vocational, practical, and spiritual needs. It is designed to develop a broad base of competence in language, speaking skills, mathematics, science, social studies, fine arts, and vocational subjects. Such a program guarantees a solid foundation for whatever a student wishes to do after high school and broadens their scope for continued learning throughout life.

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

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

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

History of Springfield Catholic High School

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

school.

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

The Springfield Catholic Development Board and Board of Education initiated a capital campaign, “Vision for Tomorrow,” to increase the existing school facilities with a new addition of 26,000 square feet. On Friday, August 16, 1996, Bishop John Leibracht blessed the site for the next phase of growth at SCHS. The new facility and alterations were completed for occupancy for the 1997-98 school year, strengthening Springfield Catholic High School’s commitment to its founding purpose as a diocesan regional high school proudly providing an opportunity for Catholic secondary education. In 2013, Bishop James Johnston blessed the addition of classrooms, offices, and a practice gym to the facility and remodeled the gymnasium and cafeteria.

The most recent capital campaign, “Honoring the Past...Building our Future,” to renovate and expand Springfield Catholic High School, began in 2012. Construction was completed in 2014, and fundraising continued until December 2017. Bishop James Johnston blessed the site in February 2014. The expanded facilities included state-of-the-art math and science rooms, air conditioning, a new roof, renovation of the existing gym, and a new practice gymnasium. The building may accommodate up to 500 students at Springfield Catholic High School.

The high school functions as part of the Springfield Catholic School System under the direction of the Bishop, acting through the Diocesan Superintendent and the local School Board, composed of pastors and lay representatives from Catholic parishes in the city. In 2014, Bishop Johnston appointed a part-time priest as Director of Schools and Rector of the high school. He likewise appointed a part-time chaplain. The Director of Springfield Catholic Schools is the chief executive officer of the board and school system, composed of one high school and three elementary schools. The principals are the administrators in their respective schools, responsible for hiring, faculty supervision, curriculum planning, discipline, and public relations.

Bishop Edward Rice was appointed Bishop of Springfield Cape-Girardeau in 2016, and we now serve under his direction. Springfield Catholic High School had 404 students in 2016.

During the spring of 2016, the SCS was awarded a large donation to provide every student with a Chromebook to rent for four years while attending Springfield Catholic High School.

Technology is a central component of instruction for our teachers and students in their everyday routines.

In the spring of 2017, construction began on a new track and turf football & soccer field. Construction was completed in August 2017, and the first football game of the 2017-2018 year was held on the newly constructed turf field. This project was made possible by the Charles H. O'Reilly Sr. Marital Trust.

In the fall of 2018, Sr. Cecilia Ann Rezac, M.S., was named director of the Springfield Catholic Schools.

The Diocese of Springfield Cape Girardeau hired Deacon Rob Huff as Superintendent in July 2020.

Due to the pandemic, instruction was delivered to our SCHS students digitally in the spring of 2020. The Class of 2020 graduated on June 26th on Swisshelm Field in front of families.

The theme for the 2022-2023 year was "Our Hearts are on Fire." Springfield Catholic High School graduated 81 students.

We opened the 2023-2024 school year with 372 students, and our theme was "Let Your Light Shine."

The 2024-2025 theme was "Rejoice Always," and the enrollment was 372 students.

The 2025-2026 school year brought about many changes. The SCS community was sad to see Sr. Cecilia Ann Rezac return to her Mother House in Nebraska. Mrs. Jeanne Skahan assumed the responsibility of the Director of Schools and SCHS Principal. Mr. Ronnie Bohrer joined the Administrative Team as the Assistant SCHS Principal. The theme for the 2025-2026 school year was "Pilgrims of Hope."

The 2026-2027 school year theme is "Called to Greatness." The SCS community is excited to welcome Mr. Bill Hennessey as the Mission Director and Mrs. Sarah Keen as the Director of Advancement for the System.

School/Staff Credentials

SCHS is an accredited member of The Missouri Nonpublic School Accrediting Association (MNSAA), affiliated with the National Federation of Nonpublic School State Accrediting Associations, which is recognized by the United States Office of Education and CASE (Council for the Advancement and Support of Education). Additionally, the Missouri Nonpublic School Accrediting Association is approved by the Missouri Department of Elementary and Secondary Education (DESE) for teacher certification.

The classroom teacher is the model of Jesus' message and the heart of the learning process. SCHS is proud of the Christian, university-educated instructors who comprise our faculty. In addition, the Missouri State Department of Elementary and Secondary Education (DESE) also certifies teachers in their specialty areas.

Credits earned at SCHS are recognized by all institutions that accept credits from schools accredited by the Missouri Department of Elementary and Secondary Education (DESE).

SCHS is a member of the Secondary Department of the National Catholic Educational Association (NCEA) and the Missouri Council on American Private Education.

SCHS is a member of the Missouri State High School Activities Association (MSHSAA). In addition, Springfield Catholic High School is a member of the Mid-Lakes Conference.

Catholic Moral Teachings

All the moral teachings of the Catholic faith are taught and followed at Springfield Catholic High School.

Administration Guidelines

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

The School Administration has final recourse and can waive any or all local high school regulations at their discretion.

Admission Policy

Springfield Catholic High School admits students of any race, sex, nationality, or ethnic origin to

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

Springfield Catholic High School strives to meet the unique learning needs of all students within the constraints of the system's available human and financial resources, adhering to established guidelines. Therefore, students are considered for enrollment when educational resources and programming are available, which can address their specific needs and allow them to succeed.

Immunization

Vaccines are the best way to protect your child from many serious diseases. Additionally, according to state law, your child cannot attend school unless they are adequately immunized.

The general policy of Springfield Catholic High School is that all students must present documentation of up-to-date immunization status as required by the State of Missouri, including the month, day, and year of each immunization, before attending school. A four-day grace period from the first day of school or at the time of enrollment may be granted to students as needed.

We permit the following exception to our general policy:

1. Medical immunization only.
2. Immunizations in progress ("in progress" means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept, and an updated record must be provided to the school. If the appointment is not kept, the child is no longer in progress and is non-compliant.)

The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices require your son or daughter to receive the following vaccines:

- Meningococcal conjugate vaccine - This protects against bacteria that cause meningitis. Adolescents are at increased risk of this infection; although rare, it kills up to 10% of infected people. Survivors can have long-term complications. Missouri Law requires all incoming 8th graders to have one dose of this vaccine, and 12th graders need two doses unless they received the first dose at age 16 or older. More information is available at this link: [CDC information on Meningitis](#).
- HPV (Human Papillomavirus) vaccine—HPV, which is recommended but not required, is a common virus that most students will be exposed to at some point. It has the potential to cause several cancers in some exposed individuals, and the vaccine can help prevent these

cancers. The best time to begin this series is at ages 11-12, but older children can and should still receive it. More information on HPV is available at this link: [CDC information on HPV](#).

- Tdap (tetanus, diphtheria, pertussis) vaccine includes protection against pertussis (whooping cough), which has been rising in the US, especially among children 10- 19 years old and babies under age 5. One dose is required for those entering 8th grade.
- Influenza (flu) vaccine – Every student is encouraged to receive this vaccine yearly.
- In addition, your child must be adequately vaccinated against Polio, MMR (measles, mumps, rubella), Hepatitis B, and Varicella (chicken pox).

Please make an appointment with your child's health care professional to be sure their immunizations are up-to-date, or call the Springfield-Greene County Center for Health Services at 874-1220 to schedule an appointment. This center provides vaccinations at no cost for those who qualify.

Completed immunization records may be mailed, emailed, or faxed.

Springfield Catholic Schools School Board

The Springfield Catholic School System School Board is an appointed body with general policy-making authority. The School Board establishes and monitors policies regarding the operation of the schools in concurrence with the policies of the Springfield-Cape Girardeau Diocesan School Office. The School Board meets on the second Thursday of every month. Meetings are held at Springfield Catholic High School. Meetings are open, and parents are encouraged to attend. Persons wishing to address the Board should contact the Board President or Director of Schools at least two weeks before the meeting to be included on the agenda.

II. Academics

Bell Schedule

A. Monday/Thursday/House

<i>Block 1</i>	8:00 AM	9:07 AM			
<i>Block 2</i>	9:12 AM	10:19 AM			
<i>Block 3</i>	10:24 AM	11:31 AM		Lunch	
			Lunch 1	11:39 AM	12:02 PM
<i>Block 4</i>	11:36 AM	1:06 PM	Lunch 2	12:04 PM	12:27 PM

<i>Community/ House</i>	1:11 PM	1:46 PM	Lunch 3	12:29 PM	12:52 PM
<i>Block 5</i>	1:51 PM	3:00 PM			

B. Tuesday & Friday Schedule

Block 1	8:00	9:15			
Block 2	9:20	10:35			
Block 3	10:40	12:20		Lunch	
			Lunch 1	11:07	11:30
			Lunch 2	11:32	11:55
			Lunch 3	11:57	12:20 PM
Block 4	12:25	1:40			
Block 5	1:45	3:00			

C. Bell Schedule: Early Release (Noon)

Block 1	8:00 AM	8:45 AM
Block 2	8:50 AM	9:35 AM
Block 3	9:40 AM	10:25 AM
Block 4	10:30 AM	11:15 AM
Block 5	11:20 AM	12:00 PM

D. Bell Schedule: Assembly and All-School Mass Days

Block 1	8:00 AM	9:00 AM			
Block 2	9:05 AM	10:05 AM			
Mass	10:10 AM	11:10 AM		LUNCH	

Block 3	11:15 AM	12:45 PM	Lunch 1	11:20	11:43
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Block 4	12:50 PM	1:50 PM	Lunch 2	11:45	12:08
Block 5	1:55 PM	3:00 PM	Lunch 3	12:10	12:33

A/B Bell Schedule for One Day

Block A1	8:00	8:35
Block A2	8:40	9:15
Block A3	9:20	9:55
Block A4	10:00	10:35
Block A5	10:40	11:15
	Lunch 1 11:35	11:55 (100-300)
	Lunch 2 11:55	12:20 (200-400)
Block B1	11:20	12:20
Block B2	12:25	1:00
Block B3	1:05	1:40
Block B4	1:45	2:20
Block B5	2:25	3:00

Teachers' Lunch

- ***1st Lunch***
 - Theology, Social Studies, Art
- ***2nd Lunch***
 - English, Computer Science, Business, Foreign Language
- ***3rd Lunch***
 - FACS, Math, Study Hall, Science, PE, Art

Program of Studies

In planning a high school program of studies, students determine their interests, aptitudes, and goals. SCHS offers a curriculum that furnishes a solid foundation for whatever a student chooses after high school. Theology, language arts, mathematics, science, social studies, computer skills, fine arts, practical arts, Spanish, and health/physical education form the core curriculum required of all students. Electives in theology, science, English, foreign language, art, music, business skills, and practical arts allow for flexibility in pursuing personal interests and goals. A description of our complete program of studies and requirements is published online in our SCHS Course Catalog.

Graduation Requirements

COURSES	REQUIRED CREDITS
Theology	4
English	4
Social Studies 3 1/2	
Government	1
Math	4
Science	3
Communications	½
Spanish	2
Physical Education	1
Health	½
Personal Finance	½
Fine arts	1
Multimedia	½
Electives	7

Total

32

College Prep Recommendations

Technical Prep/Work

Theology	4 Credits	Theology	4 Credits
English	4 Credits	English	4 Credits
Social Studies	4 Credits	Social Studies	4 Credits
Math	4 Credits	Math	4 Credits
Science	3-4 Credits	Science	3 Credits
Foreign Language	2-4 Credits		
Communications	½ Credit	Communications	½ Credit
Health	½ Credit	Health	½ Credit
Physical Education	1 Credit	Physical Education	1 Credit

Fine Arts	1 Credit	Fine Arts	1 Credit
Practical Arts	1 Credit	Practical Arts	1 Credit

Students will be required to have at least 4 years of math. Traditionally, freshmen will take either Pre-Algebra, Algebra I, or Algebra I AB and then follow a sequence of math classes: Geometry or Geometry AB, Algebra II or Algebra II AB, College Algebra, Pre-Calculus, Calculus AP until graduation. Math classes taken that follow the given sequence would receive math credits. However, if a student passes a math class but then decides to repeat that same class in a subsequent year, an elective credit would be given instead of another math credit. Likewise, courses taken against the progression would receive a non-weighted elective credit, not a math credit.

Note:

- A student who takes Algebra I in 8th grade or the summer and completes the course with a 93% or above grade before enrolling in SCHS can proceed to the next math class in the progression but will not receive a high school credit. Students must pass the SCHS Algebra 1 2nd semester final to be placed in a higher math course.
- A student can enroll in Geometry (full-year course) and Algebra II (full-year course) during one school year if a final grade of 93% or higher is earned in Algebra I.
- At least one math course is required each year.
- Mathematics courses build upon each other. Freshman-level courses are prerequisites for sophomore-level courses. Sophomore-level courses are prerequisites for junior-level courses. Junior-level courses are a prerequisite for senior-level courses. Testing out of mathematics courses is not permitted.
- Students are required to carry a minimum of 8 credits per semester.
- Courses not offered at SCHS may be taken as a seated, online, or correspondence course. The credit is accepted as an elective but does not fulfill a SCHS graduation requirement and is not calculated into a student's GPA.

Grading Scale

12 Point Scale

Grade	Percent	Grade	Percent	Grade	Percent
4.00 = A	93-100	2.66 = B-	80-82	1.33 = D+	68-69
3.66 = A-	90-92	2.33 = C+	77-79	1.00 = D	66-67
3.33 = B+	87-89	2.00 = C	73-76	0.66 = D-	65
3.00 = B	83-86	1.66 = C-	70-72	0.00 = F	64 and below

Grades are available eight times a year. Progress reports and Grade Cards are accessible via the parent link. Report cards are emailed home at the end of the school year. At the end of the first quarter, formal parent/teacher conferences are held to discuss student progress. Any student receiving a grade of D or F at the time of Parent-Teacher Conferences must schedule a parent-teacher meeting. SCHS reports GPAs using a 12-point scale. SCHS will convert a student's GPA to a 4.00 scale for college admission and scholarship purposes. A school profile will accompany all transcripts.

Advanced Placement

Springfield Catholic offers several Advanced Placement courses. As a result, the Academic Office may need to limit AP enrollment. AP enrollment may be based on standardized test scores, attendance records, grades in related academic courses, and department recommendations.

Advanced Placement courses require summer assignments. Failure to complete the AP summer assignment is not an acceptable excuse to drop the class.

AP English III
AP English IV
AP World History
AP US History
AP Psychology

AP Art Design
AP Biology
AP Physics
AP Computer Science Principles
AP Computer Science

Dual Credit

Springfield Catholic High School offers the following seated Dual Credit courses. Additional online options are offered through Drury University.

English 110 and 210 MSU
College Algebra
Math 136 MSU

Late Work

Students will receive full credit only for assignments turned in on time.

Course Weights

Weighted and Advanced Placement courses are given additional weight when calculating grade point averages. Advanced Placement Courses will receive an additional 1.0 grade point. Weighted courses will receive an extra 0.70 grade point. Transfer students will not receive

weight for weighted classes and Advanced Placement classes not taken at SCHS. SCHS will indicate the class was weighted (WG)/(AP) on the student's final transcript. However, SCHS will not recognize weighted transferred grades in GPA calculations.

Semester Failure

Each semester stands on its own merit. No yearly average is determined. A failure of either semester results in a loss of credit for that semester. Students who fail a semester class necessary for graduation must retake the failed semester(s) in the subsequent summer school or repeat the course the following school year with approval by the Academic Office. Note: Summer School is considered an additional semester in grade point averaging. Therefore, grades earned in Summer School do not cancel or replace an “F” acquired during the regular school year. Both the “F” and the passing grade are included in the GPA.

Credit Recovery

Credit recovery courses can be taken through summer school, correspondence, or online courses. SCHS will apply no more than four (4) credit units towards credit recovery and graduation requirements, with no more than two (2) credits applied in one subject area. It is the responsibility of the student and their parents to make up for failed courses. Proof of credit must be provided to the Academic Office upon completion.

Online Coursework

Students can enroll in online coursework for credit recovery and enrichment. The following guidelines will be applied to all online coursework.

- Online courses can be used for credit recovery. Credit recovery guidelines will apply (see credit recovery above).
- Online courses will appear on the student's transcript but will be kept from GPA calculations and graduation requirements unless used for credit recovery. SCHS dual credit online courses are the exception.
- Springfield Catholic High School's grading scale will apply to all online coursework.
- Springfield Catholic High School will not weigh online advanced placement courses.
- Springfield Catholic High School will not accept online courses offered through SCHS for credit.
- A student must carry a schedule of eight (8) credits per year at Springfield Catholic High School before any online courses can be taken, except for dual credit online courses offered at SCHS.
- Springfield Catholic High School will consider all extenuating and unique circumstances when evaluating requests for online coursework.

A+ Program

Springfield Catholic participates in the A+ Scholarship Program. A+ allows qualified students to attend a participating public community college, vocational/technical school, or a private two-year vocational/technical school tuition-free. Students can participate in the A+ program if they meet the criteria, which include 50 hours of mentoring or tutoring, demonstrating good citizenship, earning a cumulative high school grade point average of 2.5, and having 95% attendance.

Internships

The Internship Program is designed for seniors. It is designed for students who would like to explore a career area. Students are responsible for finding and arranging their own approved Internships. All Internships must be approved by the Academic Office prior to the semester.

Continuance of Enrollment at SCHS

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

- Academic Probation – Any student who has two or more F's, all subjects included, in a semester grade report will be placed on academic probation. If two F's or more appear on their following semester's grade report, the student may be asked to withdraw from SCHS unless they take a similar course in summer school or a correspondence course and receive credit.
- Credits from Summer School and Correspondence Courses – Up to four credits can be earned over four years with not more than two credits in one year. Correspondence credits and summer school credits may be counted toward graduation requirements with prior approval of the Principal. Grades received from these courses will not be used to improve grade point averages.
- Seniors who have not met the graduation requirements, including SCHS' Service Hour requirements, will participate in the graduation ceremony, Baccalaureate, awards assembly, class picture, and Project Graduation. The student's diplomas will be presented when the required work is completed.

Incomplete Grades

At the instructor's discretion, the Incomplete quarter grade ("I") may be given to a student who has not completed the work required for a course. This work must be completed within ten school days following that quarter. **If the work is not complete in ten days, the "I" grade is converted to an "F"** unless another extension is granted by the principal.

Adding and Dropping Courses

Students, with the help of their academic counselor, make their schedules in the spring; thus, adding and dropping classes is not permitted without the counselor's permission. *AP classes cannot be dropped after August 9th.*

Academic Records

The school office maintains a permanent record of each student's performance. These records contain absences and tardies, grades in each course, and standardized test scores. Also included on this permanent record is an indication of how a student terminated their career at SCHS, i.e., graduation, withdrawal, or expulsion. Circumstances around termination are included only if pertinent to an accurate academic record. In general, anecdotal notes are not part of permanent files. Upon request, a parent/guardian may inspect a child's record in the school office. Records of minors are not released to anyone without written authorization from the student's parent/guardian. Students who are 18 and older may authorize the release of their records.

Record Release

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

Access to Records

SCHS abides by the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and information regarding their student's academic progress unless a court order explicitly states that the non-custodial parent is denied access to such information. A copy of this decree must be sent to the school in these cases.

Class Rank

The practice of reporting class rank has been discontinued at Springfield Catholic High School. Instead of reporting class rank or percentage in class, a student's G.P.A. will be noted on the transcript, and a G.P.A. distribution chart will be made available on the SCHS school profile.

Honors

To recognize the hard work of many of our high-achieving students, Springfield Catholic High School has established the following levels of Academic Honors:

4.0 or better, Summa Cum Laude

3.99-3.75, Magna Cum Laude

3.50–3.74, Cum Laude

Academic Honors will be announced at the graduation ceremony.

National Honor Society Qualification and Acceptance

Candidates who fulfill the following requirements will be considered by a committee of faculty members to be inducted into the Shamrock Chapter of the National Honor Society. In addition, the faculty committee and academic counselors will determine a student's eligibility for NHS based on *Leadership, Service, Character, & Scholarship*. Eligibility will be reviewed in the fall of junior and senior years ONLY. The induction will be in the early fall of each academic year.

A student must have a grade point of at least 3.83 to be eligible.

Supervised Study Guidelines

Study hall is a class period for students to study, receive help from the supervising teacher, and complete assigned projects.

To establish an atmosphere conducive to study, the following guidelines are to be enforced:

- Students must bring the necessary books and supplies to study halls. No one may go to their locker.
- Students cannot be enrolled in more than two study halls in one academic year.
- Respectful silence is to be maintained in the study hall.
- Group study is allowed only with the supervisor's permission.
- Permission from teachers for a student to take tests or work with the teachers must be secured and shown to the study hall supervisor before the student may leave the study hall. A signed pass must be presented. This includes permission to access the media center.

Final Exams

Days are set aside at the end of each semester for final examinations. During final exams, SCHS is on a revised schedule, and students must be in attendance only during their examination time. The exam times are emailed to students so students may have time to make necessary arrangements for conflicts.

We will use the last 2.5 days as Final Exam Days.

- All classes will give a comprehensive, final assessment.
- AP, Dual Credit, Math, Science, Social Studies, English, Theology, and classes required for graduation should give exams during the Final Exam Days.
- The last A-Day and last B-Day will be review days for final exams or

project turn-in/presentation/critiques for classes not giving an exam.

- At the beginning of the school year, departments will meet and determine the type of End-of-Term assessment each class is given. Department Chairs (or another appointed department member) will be responsible for recording the types of assessments and providing oversight on the rigor of the final assessment.
- Students will be given 1 opt-out per semester that can be used on exams given during the Final Exam Days.
- Students who have a 95% or higher for the semester may choose not to take a final exam and not use an opt-out, with teacher approval.
- For AP and Dual Credit courses, the student may not opt out of finals.
- Students cannot use opt-outs on Final Projects.
- Students who receive ISS or OSS will take all finals, regardless of their grade.
- Students with 5 or more absences (either excused or unexcused) in a class cannot opt out of the final in that class. An appeal process could be used for special circumstances. This would require approval by administration, counselor, and teacher.

Comprehensive finals are worth 15% of the semester grade and will be in all Core Classes: Theology, Math, English, Science, and Social Sciences.

- Classes giving comprehensive finals will not give a chapter/unit test on the last class period of the semester.

Opt-Out Forms

Students can earn one opt-out form at the end of each semester for good attendance, punctuality, performance, and behavior.

Eligibility to Use Opt-Out Forms

- Achieve a 65% or higher in the class.

Loss of Opt-Out

- Demerits (Dishonesty, Harassment, Disruptive Behavior, Cell Phone, Disrespect, Insubordination, Language, Misuse of Computers, Attendance, Uniform Violations, Punctuality)
 - 3 Demerits = 1-hour detention
 - 6 Demerits = Loss of Opt-Out
 - 5 or more absences from any class=Loss of an opt-out from that class

- All suspensions, regardless of whether in-school suspension (ISS) or out-of-school suspension (OSS), result in forfeiting ALL final exam opt-outs for the semester.

College Visits

Juniors/Seniors may have two days per year for college campus visits. College visits are excused absences. The Academic Office and Administration may approve additional college visits. For the college visit to be approved, a parent/guardian must notify the attendance office via phone or email. Students must make up any missed classwork and adhere to the late work policy.

Academic Counseling and Testing

SCHS has academic/college counselors to help students plan their educational programs. The academic counselors also administer standardized tests, oversee requests for schedule changes, assist students with scholarship applications and financial aid forms, schedule college presentations, and distribute information regarding career education. In addition, with the administration's assistance, the department coordinates the following testing program:

9th Grade

PSAT 8/9

Pre ACT

10th Grade

PSAT NMSQT

Pre ACT

11th Grade

PSAT/NMSQT

All students in grades 9-12 will take the ARK Test every year.

The ACT, SAT, and SAT Subject tests are administered several times throughout the year at approved testing sites throughout the area. A student must sign up on ACT.org or Collegeboard.org for the SAT/SAT Subject tests. *Students may be assessed a fee to cover the cost of these tests.*

Early Graduation

As a general rule, Springfield Catholic High School does not allow for early graduation; however, exceptions may be made upon a parent's/guardian's request and at the discretion of the

Principal. All senior graduation requirements for Springfield Catholic High School must be fulfilled.

III. School Life

Religious Foundation and Worship Services

Our faith is at the core of our school day. Students, faculty, and staff participate in daily prayer. They are given opportunities for House Masses, special prayer services, Adoration, Reconciliation, Stations of the Cross, recitation of the rosary, and other seasonal practices of the Catholic Faith. All-School Mass is scheduled monthly and is not expected to replace your Mass obligation on the weekend.

One annual Class retreat is required for ALL students. Students who miss a class retreat must arrange a make-up with their Theology teacher.

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

Service Program Overview

Service is the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor. Service is a necessary part of Catholic formation, fulfilling our Lord's command:
"You shall love your neighbor as yourself" (Mark 12:31).

The main purposes of the service program are:

1. To develop service as a way of life.
2. To instill the habit of making a 'complete gift of self' towards family, the poor and needy, the parish, and the greater community.
3. To develop the virtues of a healthy Catholic life.
4. To foster within our students the image of Jesus Christ who "came not to be served but to serve" (Matt 20:28).

Definition of Service

Community Service is defined as work that is completed without pay or other tangible benefits in order to aid the following communities: School, church, or nonprofit organizations in the community. Good works such as babysitting or yard work performed for family or friends do not count to fulfill the service requirement. **Youth events that students attend for the purpose of growing in discipleship and formation, such as Steubenville or NCYC, may NOT be counted towards the service requirement.**

Requirements:

Students are required to complete a certain number of service hours each of their four years at SCHS. Hours must be completed and the verification form turned in by the due date provided each school year.

*Students need to involve themselves in at least two different service projects each year.

- Freshman – 10 service hours (at least 2 hours must go toward the Church or school)
- Sophomore – 15 service hours (at least 2 hours must go toward the Church or school)
- Junior – 20 service hours
- Senior – 25 service hours

Total: Students must complete 70 hours before graduation

- Hours may be completed beginning the first day of summer vacation preceding the current school year.
- Hours must be completed outside of school hours unless approved by administration (Ex., phone-a-thon).
- Hours must be logged on the x2vol system, verified by the supervisor (the person who observed the hours) before the due date.
- Students who are participating in Confirmation preparation programs may use the community service hours that are required by parishes to fulfill the service requirement for SCHS.
- Students participating in week-long overnight camps like Camp Re-NEW-All, Kanakuk, or Camp Barnabas will receive 80 hours if they were there the entire week.
- Please show up and be on time for your scheduled service. Parishes and organizations spend much time and effort planning and arranging schedules. When students do not follow through with their commitment, it causes unnecessary frustration and inconvenience.
- Students will also complete a reflection paper about the service they completed. Details

and due date will be given by their respective theology teacher.

- Additional Hours – with approval from the Theology Department, students may complete hours that do not fill the specific requirement for the year. These hours will be counted separately and applied to the total for graduation service awards.

Service Awards

120 hours – Dorothy Day Stewardship Recognition

240 hours – St. Vincent de Paul Stewardship Achievement

360 hours – St. Mother Teresa Stewardship Honor

Penalties

- Should SCHS receive complaints of apathy, negativity, or defiant attitudes, which are contrary to stewardship and the Christian attitude of joyful and generous service, the student will be required to repeat those hours.
- Not completing stewardship hours or falsifying the verification form will result in a lower grade in the related theology course. If it is the student's senior year and that student has not met the total hour requirement (70), **SCHS will hold his/her diploma until the hours are completed.**

Ambassadors

The Springfield Catholic High School Ambassadors are the official hosts and hostesses of the school. These students will represent SCHS at both school and community events. Students must commit to serving as ambassadors at events that could take place after school hours, before school hours, and on the weekends. In addition, ambassadors must attend a training session. Ambassadors must also sign an Ambassador Contract addressing personal, social, and academic expectations.

Communications

- The school system's website address is www.scspk12.org. The school reserves the right to use student pictures and names in publications and on the school's website. Any parent who does not approve the use of their child's photo and name must notify the school principal in writing.
- The principal will communicate as needed to both parents & students. Activities and sporting events are published on the high school calendar. ([www.scspk12.org/high school](http://www.scspk12.org/high%20school)) Parents and students are encouraged to check the school website for announcements, upcoming events, and special activities.

- It is presumed that students are aware of any announcement presented on the P.A. system. Therefore, all posted signs must be respected. Graffiti and marring of signs are not tolerated. Nothing may be posted on the bulletin board or in the hallways without permission from the administration.
- Sometimes, conversations are needed to clarify or resolve situations between students and teachers or coaches. A respectful attitude is required for such discussions. Most concerns can be resolved in the spirit of Christian charity, where all parties learn and grow. Teachers and coaches are not obligated to explain every decision, grade, rule, etc.

Graduation Cords

Springfield Catholic offers a variety of curricular and extracurricular activities. Not all clubs or activities offer cords at graduation. If a CORD is given at graduation, Cord Qualifications must be given to the Administration in September, and members must be informed of the requirements in writing by the faculty sponsor.

Code of Conduct for Student Activities

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

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

Students who attend Springfield Catholic High School should model Christian conduct and decorum while at school, during all school-sponsored events, and when representing our school. This includes the use of social media apps. Students in school leadership roles must be good role models of social media and kindness towards one another.

When students attend events/activities as representatives of Springfield Catholic High School, their conduct reflects on themselves, their families, and the entire school and Church community. Hence, behavior outside of school that harms our school's image or displays attitudes contrary to Catholic beliefs and practices may result in disciplinary action.

Co-curricular Eligibility

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

- Meet all academic, age, transfer, residency, etc., requirements of the Missouri State High School Activities Association (MSHSAA) and SCHS in co-curricular activities regulated by the association, including but not limited to: interscholastic athletics, music, speech and debate, clubs and organizations.
- According to MSHSAA guidelines, a student must complete at least 4.0 credits per semester to remain eligible.
- Students receiving more than one failing grade are ineligible to participate in co-curricular activities at the end of 1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester.
- If a student earns two failing grades in the second semester, they are academically ineligible for the first quarter of the following year unless credit is made in summer school.
- Any senior who fails to complete a graduation requirement will be ineligible immediately.
- A Student must agree to actively participate in the team/organization.
- A student must agree to abide by all rules established by the advisor/coach.
- A student must be a good school citizen as determined by the administration in consultation with the faculty.

Attendance Requirements for Co-Curriculars

A student must attend a **full day of school** to practice or participate in any of the day's co-curricular activities unless the building administration excuses them.

Transfer Student's Eligibility

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

Athletic Eligibility

SCHS is a member of the Missouri State High School Activities Association (MSHSAA) and subscribes to the association's athletic eligibility rules. MSHSAA has eligibility rules governing transfer students, age, physicals, academic requirements, etc., which our school follows to participate in its interscholastic events, e.g., speech, drama, music, sports. Questions regarding

eligibility should be directed to the faculty sponsor/athletic director, academic advisor, or administration. Eligibility rules are published and are available to students and parents.

Interscholastic Conference Activities

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

Physicals

The MSHSAA by-laws state that a student shall not be permitted to practice or compete for a school until the MSHSAA Medical Eligibility Form has been submitted on FinalForms. A physical is good/eligible for as long as the physician indicates on the form.

Recognition: School Letters

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

Dances

Only SCHS students and their guests are admitted to dances. The visiting student's school administration must approve guests from other schools. Guests must be enrolled in high school. Guests for prom may be one year removed from high school graduation. All students and their guests are expected to follow these rules:

- A student must attend a full school day on the day of the dance or, if it falls on Saturday, must attend the previous full school day.
- Students must come into the dance promptly and not loiter in the parking lot.
- Food and drink may not be brought into the dance.
- Students must wear appropriate attire; Dances are considered semi-formal events, and jeans are not considered semi-formal attire.
- Students may wear jeans to mixers.
- Smoking or vaping is never permitted on campus, including at dances.
- School policy on controlled substances and alcohol is a school violation. Law Enforcement will be called.
- When a student leaves a dance, they may not return.

- Inappropriate displays of affection are not allowed at dances. Inappropriate dancing will not be allowed.
- Lent is a time of sacrifice and an inappropriate time for a dance.

Dance Dress Code

- Students must not wear apparel that reveals visible cleavage or undergarments.
- Apparel should be no shorter than mid-thigh in the front and the back.
- Slits should not be higher than mid-thigh.
- No side cut-out and no part of the midriff should be exposed.
- No two-piece garments that expose the torso's front, side, or entire midriff.
- When in doubt, get the apparel approved before the dance!
- Boys should wear dress pants & shirts. A sport coat and tie are encouraged but not mandatory, except for Prom.

Facilities

The school building receives a great deal of wear and tear. Each student can help keep the wear and tear to a minimum by properly disposing of trash, keeping their shoes clean, and putting lunch trays, etc., in their designated location. Students are held responsible for any damage they cause. The administration handles malicious vandalism seriously. Any damage should be reported immediately to the main office, Administration, the Security Officer, and the maintenance department. Food or drink is not allowed in the chapel, library, or auditorium at any time. (The only exception is water). Classroom teachers may also restrict food and drinks in their classrooms.

Auditorium

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

Chapel

Students should exhibit appropriate reverence for the chapel and all prayer spaces. The chapel will have no laptop use, food or drink, or rowdy behavior. Remember that the chapel is the House of God; we always enter it respectfully.

Gymnasium

All activities in the gym are scheduled through the athletic department or administration. Students are not allowed in the gym unless under the direct supervision of a teacher/coach. Athletic shoes are worn on the gym floor during physical education classes, athletic practices, and events. Gym shoes are needed for these times. For safety and security reasons, students may never work out alone in the weight room. A teacher/coach must be present. Student locker rooms are an extension of the gymnasium facility. Students will be held responsible for any improper use or vandalism in the locker rooms. Cell phones and cameras may never be used in locker rooms.

Library Media Center

Upon receipt of the signed Acceptable Use Policy and Technology Agreement, each student will be issued a Chromebook, given computer privileges, and allowed to use the computer network in the school. (See Electronic Information Resources Guidelines) The media center's circulation desk will provide help with any Chromebook issues. If repairs are needed that require leaving a device, an alternative laptop will be checked out during the repair period, if available. Students are responsible for the device on loan and must follow the technology agreement. Loaner Chromebooks are available for checkout on a \$5 per day basis and are due back in the media center by the end of the day. Any device not returned will continue to incur a \$ 5-per-day rental fee. Students are responsible for the repair/replacement cost of any damaged devices, and disciplinary measures may be taken for inappropriate use.

SCHS provides an online interactive catalog (Atrium) for accessing library materials. The media center also subscribes to various online book and database services. Atrium and online subscription sources are accessible to students on any computer with internet access via the LMC website. SCHS strongly encourages all students to have a current library card from the Springfield-Greene County Library to utilize the databases and interlibrary loan services.

Students are encouraged to visit the Library Media Center for study, research, collaboration, reading, projects, and to address their technology needs. Makerspace equipment is also available in the LMC on a limited checkout basis. To facilitate the study needs of all students, an atmosphere of respect and consideration for fellow students and others is expected. Therefore, all students coming to the LMC during class must have a pass from their classroom teacher and remain until the end of the class period unless permission is given otherwise. No pass is required before or after school or for picking up printing. A maximum of 25 patrons will be allowed in the main LMC anytime after 8 a.m.

Printing services are offered in the library for a fee. Students are *strongly encouraged* to deposit

funds in their printing account at the beginning of the year and periodically throughout the year as needed. This must be paid at the circulation desk to be properly credited. Chromebook printing will be frozen when accounts reach -\$2.00. 3D printing is also available for class or personal use. Cost is evaluated on an individual project basis. Students may check out library materials for class study, research, and/or pleasure. These items should also be returned promptly and in good condition. According to school policy, replacement/repair costs will be assessed for lost/damaged items. All materials should be returned and debts paid before receiving opt-outs and by the designated day at the end of the school year.

Visit the Library Media Center website for additional access and information at www.springfieldcatholicmediacenter.weebly.com or follow the links on the Springfield Catholic High School website.

Offices

Students are welcome in the school office, especially when they need to conduct school business. Most business, except emergencies, should be handled before school hours, at lunch, or after school, not during class. With the teacher's approval, students may use the classroom telephone.

Staff - Faculty Rooms

Equipment in the faculty workroom is for faculty/staff use only. This includes, but is not limited to, photocopiers. Students are not allowed in the faculty/staff lounge and workroom without a teacher's permission.

Snow Days/School Closings

On days when unusual weather conditions exist, school closings will be announced on the SCHS App, local radio, and television stations. The Director of Springfield Catholic Schools will determine if the school is closed. On the first snow day, the school will be closed. AMI Days will be announced. We do not usually close early during the school day because of the weather; however, parents/guardians may pick up their children early if they are concerned about the weather. Please notify the school by phone.

Diocesan Policy #3610 - Inclement Weather

If school is canceled due to weather conditions, all other school activities will be canceled as well. Individual discretion of policy will be enforced by the principal. No disciplinary action will be taken against students if the weather is a factor in missing a school activity.

IV. School Policies and Regulations

Guidelines for Students with Special Needs Diocesan Policy #1.42 A

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

Springfield Catholic High School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. SCHS does not offer direct special education instruction. However, it provides administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Individual Service Plan. The public school district offers direct special education services where the child resides, with input and support from Springfield Catholic High School.

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

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

School Guidelines for 504 Plan

“The system does not offer direct, special education instruction.” ([Policy 1.42A](#)) SCHS does not issue 504 Plans. We will honor a 504 Plan that has been issued to a student if we have the resources. We will issue accommodation plans to help students with disabilities learn alongside their peers. Not all students with disabilities require accommodations for success. A medical diagnosis is recommended to be considered for this plan, and the student must be failing to thrive academically after documented interventions and tutoring have been unsuccessful. Once the request and necessary documentation are compiled, the team, consisting of the classroom teacher, academic counselor, parents, and the school principal, will compile all data for review

and, if the criteria are met, complete a plan for implementation. A review of the plan will occur annually.

Every Student Succeeds Act (ESSA)

The local school district (LEA) must demonstrate that the Department's ESSA Complaint Procedures are disseminated annually, free of charge, to:

- Parents of public and nonpublic students, and
- Appropriate nonpublic school officials and representatives,
In all buildings receiving Title I.A, Title I.C, Title I.D, Title II.A, Title III, Title IV.A, and Title V.B.

This dissemination must occur annually to *all parents*, and the LEA must provide evidence that this was done district-wide—including for each participating nonpublic school. The ESSA Complaint Procedures can be found [here](#). More information about ESSA can be found [here](#).

Residence

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

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

Tuition

Please refer to School Board policies: 1.21, 1.21A, 1.22, and 1.23 for all information related to tuition, or contact our Central Office at 417-865-5567.

Textbooks and Fees

The school furnishes textbooks for student use. Once a textbook is assigned to a student, it is considered a loan. Therefore, the student to whom the textbooks are issued is responsible for returning them to the school. If books are lost, stolen, damaged, etc., the student must pay the replacement cost, which the administration will determine.

Some courses also require supplemental textbooks and materials fees. Additional fees are assessed for graduation, transcripts (no charge for current SCHS Students), and field

trips/retreats. Students must also provide their consumables and personal materials, i.e., paper, locks, notebooks, pens, funds for printing documents, etc.

Procedure: New/Transfer Student

All students 9-12 will be admitted on a probationary basis. Students currently enrolled in one of the Springfield Catholic Schools are not considered transfer students.

Transfer students will be accepted on a probationary status for 90 days, starting with the first day of attendance. Anytime during the probationary period, the administrator may:

- Remove the probationary status of the student
- Extend the probationary status of the student
- Dismiss the student from school

An evaluation form must be completed by the school last attended. Parents/guardians must sign a "Permission to Release Records" form requesting records from the previous school. The administrator will interview with the parent(s)/guardian(s) and student. The administrator, academic advisor, and registrar may contact the former school(s) regarding the student's educational history. Only students in good standing at their prior school will be considered for enrollment. All medical records required by the state and federal government must be in place and on file with the school nurse before enrollment and attendance. The student's transcript will be reviewed during the personal interview. Other records and grades, which are requested, must be made available within a reasonable period of time. Accepted students are expected to keep pace with everyday classwork. The student and the parents/guardian are responsible for maintaining the student's progress. The administration decides enrollment and placement.

Reinstatement of Students

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

Student Attendance

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

Absent students must abide by the following regulations:

- On the day of the absence, a parent/guardian must telephone or email an excuse to the school office by 8:00 a.m.; otherwise, the office will contact the parent to certify the absence is legitimate.
- The absent student is responsible for contacting their teachers to determine what assignments must be made up. The student is fully responsible for making up any missed work.
- A student who becomes ill during the day must report to the school nurse so a parent/guardian can be notified. In addition, students are not allowed to leave school without permission from the school nurse and must sign out in the office.
- A student must attend a full school day to practice or participate in any of the day's co-curricular activities unless the building administration has excused them.
- Any student who needs to miss school hours for medical care must submit a note from the medical office within 24 hours of their return to school. If a note is not received within 24 hours, the absence will be unexcused, and penalties will be administered accordingly. Phone calls or notes from parents won't suffice for a physician's note. In addition, a medical facility/physician note is required before a student can participate in extracurricular activities.
- Any student who misses more than 5 class periods from any class may forfeit that class' opt-out. Students who miss more than 10 class periods may forfeit credit for the class.

Excused Absence

The parent must contact the school office within **24 hours of a student's absence**. If the absence is not reported by the parent/guardian, the absence will be unexcused. A parent/guardian notification is required for an absence to be excused. Classwork and tests may be made up for excused absences within one week after the student returns or as directed by class teachers.

Unexcused Absence

The school reserves the right to declare an absence unexcused, e.g., seniors will not be excused from school to have their senior pictures taken or for senior skip day. Students who dismiss themselves from class without their parents' and school's permission are considered truant and unexcused. When an absence is unexcused by the school, or when a student is truant, the student loses all credit for tests and class work for days or periods missed, and a demerit is issued. Truancy may result in an ISS.

Excessive Absences

If a student accrues more than ten (10) excused and/or unexcused absences during a semester, the student may lose credit in that class. A warning letter will be sent home after the 7th absence per

course. Absences can lead to the loss of an opt-out. Refer to **Loss of Opt-Out Policy**.

Absence Policy Exceptions

Approved, school-sponsored, out-of-school activities (i.e., field trips, school activities or events, funerals, etc.) are not counted as absences for purposes of the "Excessive Absence" policy above. Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception. A physician must verify all such conditions in writing. The parent/guardian of a student who must miss more than 10 sessions of any class due to hospitalization, prolonged illness, or other good cause should request an exception to the "Excessive Absence" policy in writing before the absence takes place.

Absence Policy Appeal Process

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

- To obtain an extension of the number of absences allowed before credit is lost.
- For other appropriate relief within the context of this policy.

Anticipated Absence: Caused by Family Vacation or Parent Travel

Springfield Catholic Schools discourages absences due to family vacations or parent/guardian travel and strongly urges parents/guardians to give serious consideration to the consequences for the student. *When such an absence is unavoidable, the responsibility for completing assignments and making up missed tests rests solely with the student.* Informing SCHS of a decision to take a student out of school is the parent's/guardian's responsibility. The procedure is as follows:

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

Tardies

Punctuality is a habit every individual should strive to develop. Students must be with assigned teachers at the beginning of each class period except in emergencies. Students must know and comply with class and school tardiness regulations/consequences. Tardies are recorded in the office and by the teacher and posted via the parent web. Tardy/Late students must report to the

school office for a Class Admit Pass. Students who arrive more than 30 minutes late are considered absent for the entire class period. Chronic tardiness adversely affects a student's learning and possibly their academic grade. Tardies will count toward detention time on a **semester basis and loss of final exam opt-out.**

Off-Campus Permits

Students are not permitted to leave the school grounds during the school day without the approval of custodial parent(s) or guardian(s) and school officials. Usually, parental permission must be in writing except in cases of emergency. Any oral parental consent accepted must later be confirmed in writing. Students must obtain off-campus permits before leaving school. These permits are issued following this procedure:

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

Supervision

Springfield Catholic High School is open from 7:00 a.m. - 3:30 p.m. each school day. Classes begin at 8:00 a.m. and are dismissed at 3:00 p.m., Monday through Friday.

Noon dismissals are noted on the school calendar and on standardized test days.

Students arriving before 7:30 a.m. or staying after 3:30 p.m. may receive instructional help from a teacher, studying/working quietly, or participate in extracurricular activities. The school is not responsible for students who arrive before 7:30 a.m. or stay after 3:30 p.m. unless they are being supervised by a teacher/coach.

Dress Code

Because the teen years are marked by independence and self-expression, teenagers generally reject the idea of a uniform because it restricts their individuality and forces conformity as they struggle to define themselves.

Despite this reality, it is vital to communicate the importance of a uniform in the larger context of what Springfield Catholic prepares our students for. We consider pride in one's appearance an essential mark of the mature person and expect each student to reflect that pride by consistently manifesting a respectable and appropriate appearance.

Springfield Catholic uniquely combines the academic, spiritual, athletic, and extracurricular,

successfully integrating learning, faith, and service. From the first moment a student sets foot in the school, they feel they are entering a formative environment illuminated by the light of faith.

This atmosphere is vital to learning, especially in forming Christian attitudes and values and affirming our Catholic identity. Ideally, this sense of the structured form of the whole Christian person should be understood as a seamless continuation of the primary educational experience of many of our students who were formed in the Springfield Catholic School System.

Springfield Catholic has established a dress code, appearance, and expectations conducive to a serious, scholastic, and values-oriented environment. The uniform positively contributes to this effort by fostering character and instilling self-discipline, empowering students to develop an appreciation for the greater good. It also promotes the skills and graces needed to act responsibly and successfully in adult society.

Uniform apparel can be purchased at either **DeSales Catholic Book Store**, 210 East Sunshine in the Wedgewood Shopping Center, or **Lands' End**, under the apparel tab, on the SCHS website. Joggers may be purchased at **Uniforms PRN**, 2605 S Campbell Ave. SCHS has a used uniform closet; items may be purchased upon request. A used uniform sale will be announced in the summer. The SCHS dress codes are outlined below:

Mass Dress Code

All school Masses are held monthly and posted on our school calendar. Students must be in the Mass dress code the entire day. The Mass dress code consists of the following:

Boys' Mass

- School ties *must be* purchased from the vendor, DeSales Catholic Bookstore
- White Oxford dress shirt tucked into pants
- House Sweatshirt or Springfield Catholic sweatshirts may be worn. No Hoodies
- Khaki pants- Purchased from DeSales, Lands End, or Joggers- Purchased from Uniform PRN 2605 S Campbell Ave, Springfield, MO 65807
- Athletic or Dress Shoes (no sliders)

Girls' Mass

- White Polo Shirt with SC embroidered *must be* purchased from DeSales or Lands' End
- Plaid skirt- 3" above the knee, purchased from DeSales

- Khaki pants- Purchased from DeSales, Lands' End, or Khaki joggers- Purchased from Uniforms PRN 2605 S Campbell Ave, Springfield, MO 65807
- Shoes-Athletic or Dress Shoes (no sliders)
- Navy Sweater with SC embroidered, purchased from Lands' End, or DeSales.

Regular School Day Dress

Boys' Tops

- Navy, Green, or white-collared shirt with the SC logo, purchased from DeSales or Lands' End.
- Optional Sweatshirts or Jackets: Springfield Catholic sweatshirts or jackets purchased from the Team Store or DeSales may be worn over a school polo.
- **Team T-Shirts may not be worn during the school day.**

Boys' Bottoms

- Khaki or Navy blue pants, shorts purchased from DeSales, Lands' End, or navy or khaki joggers purchased from Uniform PRN 2605 S Campbell Ave, Springfield, MO 65807 /No Sweatpants
 - Men's Skechers joggers: Uniform PRN 2605 S Campbell Ave, Springfield, MO 65807
 - Available in regular XS--3X/short XS-XL
 - Men's Dickies Dynamics joggers: Uniform PRN 2605 S Campbell Ave, Springfield, MO 65807
 - Available in regular XS--5X
short XS--3X
tall S--2X
- Khaki or navy shorts purchased from DeSales or Lands' End: No underwear showing. Shorts must not be shorter than 3" above the knee.
- Athletic shoes (No sliders)

Boys' General Appearance

- No "extraordinary" belts or other accessories will be allowed. Belts are to be traditional with a buckle. Chains, hooks, keys, rings, excessive necklaces or bracelets, or any such items hanging from the person are not permitted. Hats are not allowed during the school day.

- Gentlemen shall be clean-shaven. Beards, mustaches, and extremes in grooming and hair color are prohibited. Hair should be no longer than one inch below the collar and clear of eyebrows. Sideburns may not extend onto the cheeks or face or below the earlobe.
- Only ears may be pierced—NO Nose piercings.
- No visible tattoos or ink markings on the skin are allowed
- Boots, sandals, slippers, Ugg boots, or flip-flops are prohibited.

Girls' Tops

- Navy, green, or white-collared shirt with the SC logo purchased from DeSales or Lands' End.
- **Team T-Shirts may not be worn during the school day.**
- Optional Sweatshirt or Jacket: Springfield Catholic sweatshirts or jackets purchased from the Team Store or DeSales may be worn over a school polo.

Girls' Bottoms

- Khaki or Navy pants or shorts purchased from DeSales, Lands' End, or khaki or navy joggers purchased from Uniform PRN 2605 S Campbell Ave, Springfield, MO 65807. Joggers must have a cuff around the ankle. No wide-leg joggers or sweatpants.
Women's Skechers New Khaki or Navy Zavate
Available in regular XXS--5X, petite XXS--XL, tall XS-XL
- Khaki or Navy shorts with 9 1/2 inseam purchased from DeSales or Lands' End
- Plaid Skirt purchased from DeSales. Skirts should be no shorter than 3 inches above the knee
- Athletic shoes (no sliders)

Girls' General Appearance

- Jewelry, belts, and hairstyles should be modest and tasteful. Extremes in grooming and extremes in hairstyles and colors are not allowed. Hair colors that are not natural (green, pink, blue, etc.) will not be allowed.
- Camisoles or tank tops hanging below the untucked uniform shirt are strictly prohibited.
- Only ears may be pierced. **No nose piercings.**
- No visible tattoos or ink markings on the skin are allowed.
- Boots, sandals, flip-flops, slippers, Ugg boots, and sliders are prohibited.

It is the responsibility of the student and parent to ensure proper attire before arrival at school.

All students must be in uniform upon arrival and remain in uniform throughout the school day. (The only exceptions are A.M. weight training and first block physical education.) The school administration reserves the right to deem clothing inappropriate or immodest.

Repeated violations of the dress code will result in more severe consequences, including but not limited to suspension. We appreciate your understanding and cooperation in this matter.

Adherence to the dress code is a condition for attendance at SCHS.

Physical Education Dress Code

In Physical Education, it is necessary for all students to be dressed appropriately, or "dressed out," for both the individual student and the class as a whole to reach a maximum level of participation. Therefore, the following dress rules are established:

- o Athletic, tennis, or court shoes are clean enough for use in the gym
 - o Socks
 - o Shorts should not exceed 4 inches above the knee.
 - o Any SCHS T-shirt
- The teachers reserve the right to determine if gym clothing is inappropriate. If it is determined that the attire is improper, the student will be warned to wear appropriate clothing for the next gym class. Gym clothing will be kept clean and in good repair. Torn or tattered clothing will not be permitted. Gym clothing violations may result in a demerit.

Out-of-Uniform Days

Students are expected to be modest and appropriate on non-uniform days. Shirts, blouses, and tops must be long enough to cover the midriff when the arms are raised. If leggings are worn, shirts must reach the ends of the student's thumbs and completely cover the torso. Tank tops, spaghetti-strap tops, and tops with revealing necklines or that allow undergarments to be visible are not to be worn. Clothing, including jeans, may not be torn or raveled. Skirts, skorts, and shorts must not extend more than 3 inches above the knee. For safety reasons, sandals, flip-flops, open-toe, and open-backed shoes are not to be worn at any time. At all other times, students are expected to comply with the uniform requirements. Students who do not follow will be asked to change. The school administration must, when appropriate, arrange special exceptions to this requirement before the non-uniform day.

If the administration determines that a student's appearance is distracting to the educational

process at Springfield Catholic Schools or diminishes the school's reputation, they will request that the student make modifications and expect that the parents will cooperate with and help enforce these requests.

Emergency Information

The school must have an emergency form on file for each student in the school. An Emergency Form should have been completed during the registration process. If any information on the emergency form changes, it is very important that the school be notified immediately. It is also very important that one custodial parent or a designated responsible person be easily and quickly reached during the school day. If you are going to be out of town, we ask that you advise us of the procedure that we should follow in your absence. Please do this in writing so that it can be temporarily attached to the emergency form.

Technology

Please refer to the Technology Policies you agreed to during online registration. “They can be found here: [Technology - Springfield Catholic Schools](#)

Photographs of Students

During the school year, staff of Springfield Catholic Schools, as well as media representatives, may want to interview, photograph, or videotape your students for use in publications, television reports, public presentations, and websites. The photographs may be of groups of students or individuals, and the students’ names may be used. For student protection online, a student’s photo and last name will usually not appear together on school or System websites but may appear in printed materials, newspapers, and the news media. Thank you for your cooperation in highlighting the good work of our learners and instructors and for helping spread the good news about our school. If you DO NOT want your child's photograph used by SCHS and media representatives, please inform the school office in writing.

Emergency Drills

Earthquake, fire, intruder, and storm drills are held throughout the school year. Notices are posted in every classroom and throughout the building with directions on the proper procedures to follow in an emergency. Springfield Catholic Schools has a written Crisis Management Plan. This Plan is on file in the school office and is available for parents upon request.

Vehicles & Parking Lot

Using a car on school property is a privilege granted by Springfield Catholic High School. The

driver and vehicle owner accept full responsibility for the vehicle while on campus or at off-campus school functions. Springfield Catholic Schools does not accept responsibility for damage to vehicles, theft from vehicles, or theft of vehicles while on campus or at school functions. Students should refrain from bringing valuables to school or leaving them in their vehicles. All vehicles parked on Springfield Catholic High School's campus must be registered with the school office. Parking tags must be hung from the rear-view mirror. Failure to hang a parking tag may result in a fine. Vehicles may be parked only in authorized areas and designated parking spaces. Vehicles must be operated safely. This includes, but is not limited to, State motor laws: no speeding, no reckless driving, and no driving without a license. **Parking at Springfield Catholic High School is a privilege, and the administration may revoke the privilege to park for disciplinary reasons.**

The speed limit on school grounds is 10 mph. Students are not permitted to go to cars during the school day without permission. Students may not sit in parked cars during the school day. Students may not sell or transfer a permit to another person. The permit in the vehicle's front window must match the vehicle described on the registration form. Students who begin to drive a different vehicle to school or receive new license plates must notify the school office of such changes. A student may purchase a replacement permit from the office for \$5.00 if a parking permit is lost. All drivers must adhere to all posted traffic regulations. The road/drive entering the parking lot is one-way, and the exit/Berkeley is one-way. Parking violations may result in demerits, fines, suspensions/forfeiting parking permits, and revoking campus driving privileges.

Springfield Catholic High School's parking lot is off-limits/closed when school is not in session and when school activities are not scheduled. Students violating this policy may face trespassing consequences with local authorities.

Bus Safety

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

- The bus driver is in charge of the bus and is assisted by coaches/advisors and/or chaperones.
- No "horseplay" is allowed
- No glass containers/bottles may be brought on the bus.
- Students use the front door to enter and exit the bus.
- The emergency exit, located at the back of the bus, is used only in emergencies.
- Students may not stand or walk around on the bus while it is in motion.
- Nothing is ever thrown from the bus.
- Hands, heads, feet, etc., must remain inside the bus (not hanging out the windows). Any student who rides the bus to a school activity must return from that activity unless direct

parental contact is made with the advisor/coach on the bus.

- Voices, music players, MP3s, etc., must be kept at a reasonable volume.
- Students must clean the bus upon return. A trash container will be provided for this purpose. Students close the windows before exiting the bus.

Employment

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

Field Trips

Field trips are to be of educational value and directly related to the curriculum. Field trips are privileges afforded to students by the administration and teachers. Students do not have a right to a field trip and can be denied participation if they fail to meet academic and/or behavioral requirements. Students must also have written permission from a parent/guardian in order to participate in a trip. Overnight field trips must be approved, and adequate supervision must be secured. The school provides permission forms.

Fund-Raising

All activities for raising money for class or school projects must have the sponsor's and administration's advance approval. All cash must be deposited in the school account for the particular class or organization on the day or days of fundraising.

Lost and Found

Lost & Found items are located in a box outside the Health Room. Students who misplace their belongings are urged to check the Lost & Found box. Unclaimed items are donated to a charity at the end of each quarter.

Lunch and Cafeteria Program

Breakfast \$3.00

Lunch \$4.75

Jumbo Entree + \$2.00

Extra Milk \$0.60

Reduced Breakfast \$0.40

Reduced Lunch \$0.50

Springfield Catholic High School provides a nutritious breakfast and lunch program, which is available each regular school day. Meal and milk prices are adjusted annually. À la Carte items from the cafeteria meals are usually available for purchase by students. Prices vary with the particular food item. Students may bring lunch from home and buy milk or juice. No outside food/lunches from restaurants or fast food establishments may be delivered.

Method of Payment

Please either pay online or send all lunch/breakfast money to the school office in a sealed envelope with your child's NAME, GRADE, and the AMOUNT OF MONEY enclosed written on the front of the envelope. If paying for multiple children, please ensure that all of your children's names and grades are on the front of the envelope. If the last name on the payment check differs from that student's last name, please indicate the child's name in the memo section of the check. ****Checks should be made payable to SCHS Cafeteria.****

Meal Charge

Payment made to the student's account allows deductions to be made from the student's account. In addition, student balances can be viewed and verified online on the parent portal. Once a week, the cafeteria will send low- or negative-balance reminder notices. The student charge limit is \$50. An alternate lunch will be provided if students exceed the charge limit. Therefore, checking your student's account balance is crucial.

Students must proceed immediately to the cafeteria when dismissed from class for lunch, even if they do not plan to eat. Students may only leave the cafeteria during lunch with the permission of the cafeteria supervisor. Students wishing to study in the library during lunch should have a pass from the cafeteria supervisor or a faculty member. Lunchtime is not "open" at SCHS. Therefore, students may not leave the building/campus to purchase lunch or sit in their cars.

Breakfast and Lunch menus are published weekly/monthly and posted near the cafeteria door and on the school's website. According to eligibility guidelines, parents wishing to participate in the free and reduced program may apply at registration or at any time in the school office. The Cafeteria Director determines the eligibility status of applications, and the Finance Manager serves as the hearing officer if parents wish to contest the ruling. All information from free and reduced-price breakfast and lunch program applications remains confidential.

Community/House System

Springfield Catholic High School participates in a Community/House System. The four Houses are St. John the Beloved, St. Michael the Archangel, St. Therese of Lisieux, and St. Catherine of Alexandria.

The primary objective of the Community/House System is to further enhance our school's mission by emphasizing the formation of the entire person. The Community System will provide a vehicle for strong bonds among all school community members, promote the development of relationships, and enable more proactive development of each student's leadership skills.

Students will have opportunities to build relationships through fun activities, games, and competitions. Likewise, we will provide time and space for students to develop their relationships with Christ.

The Goals of the Community System

- Ensure individual care by providing each student with at least two adults, a house dean and a family mentor, who will monitor and support their academic, social, and spiritual growth.
- Embracing our Catholic values and traditions, the community system will enhance the ministry provided to all our students.
- To strengthen the bonds of the SCHS family spirit within the school's 9th–12th-grade division.
- To create opportunities for senior students to be trained and serve as leaders.
- To advance each student's interpersonal relationship skills.
- To promote open discourse between divisions, students, and faculty.
- Plan, organize, and coordinate school activities, including Mass, dances, fundraisers, and spirit-related functions.

Overview of the SCHS House System

- There will be four houses: St. John the Beloved, St. Michael the Archangel, St. Therese of Lisieux, and St. Catherine of Alexandria.
- Each student will be assigned to the same house for 9th-12th grades. Therefore, there will be approximately 100 students in each house.
- Each community will be assigned one dean and one faculty member, both chosen by the administration.
- Each community will be assigned one senior student (community captain) who will be appointed.
- Each community will be divided into families. Families will have approximately 16 students.

- Each student will be assigned to the same family for all four years.
- Each family will be assigned a mentor teacher.
- Each community will be assigned one senior student (family captain).
- Family Captains will be appointed.
- Each student will be in the same family with the same mentor teacher for four years.
- Each family is overseen by 2 Irish captains, a community captain, a mentor teacher, and a family captain.
- Each family will include 9th-12th-grade students.
- There will be two Irish captains who will be responsible for the atmosphere of care and concern for the entire school as fostered by the house system.

“At the heart of Catholic Education is the Community, not just to be learned but to be lived.”

Visitors

Visitors will check in and receive a visitor’s pass in the school office. Visitors will check out when leaving. No student is to be called on by visitors without the administration’s approval. Students are instructed to inform their friends who do not attend Springfield Catholic that school hours are not visiting hours. If a visitor refuses to leave when asked, the Springfield Catholic Protection Officer will be contacted.

Pregnancy

For/If any student, male or female, enrolled in the Springfield Catholic School System and faced with a pregnancy, the student(s) and/or custodial parent(s)/guardian(s) will be expected to inform the principal. If deemed appropriate/beneficial, a proposal will be developed to assist the student(s) with resources for the unborn child as well as a plan to continue his/her/their academic studies. Those involved may be encouraged to receive counseling that is appropriate and consistent with Catholic teaching.

A pregnancy may affect the completion date for graduation requirements. Students are given a reasonable period to make up incomplete coursework due to pregnancy or the postpartum period. The principal determines such situations on a case-by-case basis, in consultation with the faculty. Springfield Catholic High School believes in the unborn's right to life and supports the parent students in any way possible. Blatant violations of the church's teaching, which result in an abortion, are dealt with on a case-by-case basis. All policies of the Diocese of Springfield-Cape-Girardeau, the Missouri Catholic Conference, and the Springfield Catholic School System will apply.

Parents

We at Springfield Catholic High School consider it a privilege to work with parents in the education of their students because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the direct role model for developing your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Springfield Catholic Schools involves a commitment and is concerned with helping your child recognize God as the greatest good in their life. Your personal relationship with God, each other, and the Church community will affect how your child relates to God and others. Ideals taught in school are not well rooted in the child unless nurtured by the example of good Catholic/Christian morality and by an honest and personal relationship with God in your family life.

Once you have chosen to partner with us at Springfield Catholic Schools, we trust you will be loyal to this commitment. During this teenage period, your child needs constant support from parents and faculty to develop their moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nourishing the student to reach their potential. Both parents and teachers must remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you, as parents, must attempt to hear the complete story. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, during maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with guidance and security.

A child must take responsibility for their grades and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us commit to the partnership as we support one another in helping your child become the best person they can become.

Cell phone use must be monitored by parents. We ask parents NOT to text their son or daughter during the day. Please call the school office if you have an emergency or need to speak to your child. Students need to solve their own problems and think critically.

Parents as Partners

As partners in the educational process at Springfield Catholic High Schools, we ask parents to set rules, times, and limits so that their child:

- Gets adequate sleep
- Arrives at school on time
- Is dressed per the school uniform code
- Completes assignments on time

To: Attend Sunday Mass regularly.

To: Participate in the life of the Church by sharing Time, Treasure, and Talents.

To: Support the religious and educational goals of the school.

To: Read school e-mails and to show interest in the student's total education.

To: Support and cooperate with the discipline policy of the school.

To: Treat teachers with respect and courtesy in discussing student problems.

To: Actively participate in school activities such as Parent-Teacher Conferences.

To: See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

To: Notify the school when the student has been absent or tardy.

To: Notify the school office of any changes of address or important phone numbers.

To: Meet all financial obligations to the school & system.

To: Inform the school of any special situation regarding the student's well-being, safety, and health.

To: Complete and return to school any requested information promptly.

Parent Behavior Diocesan Policy #5635

The Catholic Church and Springfield Catholic High School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents, students, teachers, and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.

In addition, the administration reserves the right to deny any future enrollment of a family member's acceptance to the school if a student's or parent's behavior is deemed contrary to the expected code of ethics of the school

V. Disciplinary Policies

Merit/Demerit System

This system is used to emphasize the importance of positive behavior and deter those behaviors that negatively affect the school climate. The system is designed to reward those students who exhibit extraordinarily positive behaviors and to deter those whose behavior violates school rules. Demerits may be issued at any time on school premises and/or at school activities on or off campus by any SCHS faculty or staff member. Merits will be rewarded throughout the year with special activities and recognition. Demerits are accumulated on a semester basis. Violations impacting negatively on the school climate and a student's performance will result in the issuance of a demerit per incident.

Dress Code, Punctuality, Dishonesty, Disruptive Behavior, Plagiarism, Harassment, Cell Phone, Insubordination, Disrespect, Language, Misuse of computers, Public Display of Affection

Students earning Merits will receive an Out of Uniform Pass that may be used at their discretion except for Mass days. Out-of-uniform passes must be turned in to the Office prior to 8:00 AM.

- Demerits: Dishonesty, Harassment, Disruptive Behavior, Cell Phone Use, Disrespect, Insubordination, Language, Misuse of Computers, Attendance, Uniform Violations, Punctuality, and Parking Lot Violations.
 - 3 Demerits= 1-hour detention
 - 6 Demerits = Lose Opt-Out
 - 5 or more absences from any class = Loss of opt-out from that class
- All suspensions, regardless of whether in-school suspension (ISS) or out-of-school suspension (OSS), may result in forfeiting ALL final exam opt-outs for the semester.

*Students who miss more than 10 class periods for any single class may lose a credit or opt out.

Arrangements to attend detention are scheduled through the Assistant Principal's office. Detention/Saturday School should take precedence over any other school activity or outside employment, and fines are due at the time of serving. If a detention needs to be rescheduled, the student must coordinate with the Assistant Principal prior to the scheduled detention. Changes to a detention schedule may be approved or denied at the Assistant Principal's discretion. During detentions or Saturday School assigned for behavioral issues, students may be required to assist

the custodial staff or administrators with various cleanup projects.

Students who miss a detention without coordinating with the Assistant Principal may be issued a double detention or an in-school suspension.

No handbook can anticipate and address every situation that may arise. The administration at SCHS reserves the right to make decisions regarding circumstances not addressed in the handbook.

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

Below are some behaviors that students will face consequences:

Respect for others is a Christian value of high priority at Springfield Catholic High School.

Respect and courtesy for students should be expressed by being friendly and considerate of others' rights, not monopolizing class time, and refraining from boisterous conduct. **Bullying, cyberbullying, hazing, or anything that attacks the moral character of a student is never acceptable as a Springfield Catholic student.**

Fighting

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

Obscene/Vulgar Language/Behavior

Name-calling, gossip, vulgar or abusive language, or gestures are unacceptable. They are considered to be a form of abuse. Using such will result in a demerit, detention, and/or other more severe disciplinary action, depending upon the seriousness of the offense.

Stealing and Vandalism

Any damage caused by students should be reported immediately to the office. Students who vandalize or steal the property of others (other students, teachers, school buildings, and furnishings) are required to pay for or repair the damage. Depending upon the seriousness of the act, a detention, suspension, or expulsion may be imposed.

Student Usage of Electronic Devices/Cell Phones

SCHS will follow the Missouri Cell Phone Law. To promote a healthy and safe environment, remove distractions from the academic environment, and protect the integrity of the curriculum, Springfield Catholic High School prohibits students from using cell phones and smartwatches during the school day. Cell phones should be turned off and should be in backpacks or lockers. Students may listen to music on Chromebooks with earbuds during study hall with the teacher's permission. Earbuds must be removed from the ears during class and in passing periods. If a student is caught using a cell phone during the day, the phone will be confiscated for the remainder of the day and will be sent to the office. Students who break the electronic device usage policy will be subject to a demerit and/or detention.

Social Media Diocesan Policy #5505

Engagement in online social media, such as, but not limited to, blogs, Snapchat®, Facebook®, Instagram®, Twitter®, TikTok, etc., may result in disciplinary actions if the content of the student's social media includes defamatory comments regarding the school, the faculty, other students, or the parish. Students breaking this policy are subject to a demerit, detention, possible suspension, and parent contact. See Appendix.

Bullying Policy 1.39

Bullying, cyberbullying, or anything that would attack the physical, emotional, or moral character of a student will not be tolerated at Springfield Catholic Schools. Springfield Catholic Schools define bullying as unwanted, aggressive behavior that is targeted and repeated over time. These behaviors must be reported to the teacher or administrator as soon as possible so they can be addressed immediately. Every incident will be dealt with in confidence and in the best interest of the students involved. Due to confidentiality and child privacy laws, consequences and actions taken will not be shared. Students breaking this policy are subject to a demerit, detention, possible suspension, and parent contact. (See Diocesan Policy #5508)

Lockers

Academic and athletic lockers are available for students. Lockers must remain locked at all times to protect students' belongings. The school assumes no liability for anything damaged, lost, or stolen from lockers. These lockers are the school's property and may be searched at any time by school personnel with the permission of the school administration. The School Security Personnel and the Springfield Police Department may also search lockers upon the administration's request or when a valid search warrant is presented.

Sexual Misconduct / Public Displays of Affection

Christian standards of morality and appropriate public conduct are necessary at Springfield Catholic High. Actual or simulated conduct that violates the standards of Christian sexual morality or any inappropriate displays of public affection between students are not tolerated on the school campus or at any school-sponsored activity/event. Students who break this policy are subject to a demerit, detention, possible suspension, and parent contact.

Cheating and Plagiarism

Cheating and plagiarism are immoral and not tolerated. Plagiarism is stealing the words, ideas, etc., of another and using them as one's own. Persons who plagiarize do not give proper credit for the ideas or quotations of others. Students caught cheating or knowingly assisting in cheating in any way automatically earn a "0" on the assignment, project, quiz, and/or test in which they were dishonest. Additionally, students caught cheating may not be allowed to participate in extracurricular activities in compliance with MSHSAA guidelines.

Plagiarism can be avoided by using quotation marks around any phrase, sentence, or paragraph that is directly taken from the work of another, regardless of the source, and by giving credit to the source of the information. Students have a responsibility to take accurate notes, check with instructors for citation methods or clarification of procedures, consult manuals if necessary, and carefully proofread their own work. They should also leave ample time to complete assignments so they are not tempted to cheat or make careless mistakes.

Because of easy accessibility to and "borrowing" of electronic and other forms of information, plagiarism has become a major educational concern. Plagiarism arises out of the following research/writing/homework activities:

- deliberate incorporation (or cutting and pasting) of another source's material—words, pictures, ideas, theories, products—without proper acknowledgment of that source
- accidental incorporation (or cutting and pasting) of another source's material—words, pictures, ideas, theories, products—caused by unprofessional research and/or writing
- intentional or unintentional copying/sharing of peer work (daily assignments, presentations, PowerPoints, in-class work, etc.)

Because plagiarism is both ethically and legally wrong, none of these activities is acceptable in the classroom, for any reason. The following are the consequences of detected plagiarism (In the case of a plagiarized daily assignment, consequences may apply to both parties):

- A grade of 0 on the assignment/project, and to complete the assignment
- A demerit for Academic Dishonesty
- Possible refusal of a faculty letter of recommendation for a college application

Artificial Intelligence

As AI tools are being released and developed at a startling rate, our school's policy on the use of AI in research and writing emphasizes academic integrity, encourages critical thinking, and considers both the benefits and drawbacks of using AI tools. The school expects all members to comply with this policy and to use AI tools in a responsible and ethical manner. This policy may be subject to change and amended on short notice. The school is not responsible for AI-generated content that may be offensive or dangerous and relies upon students, faculty, and parents communicating with administration when such results become apparent. The administration will take measures to investigate and address any questionable AI tools. Should the AI tool be deemed too compromised, it could potentially be prohibited from use. Refer to SCS Policy 1.44A (Approved June, 13, 2024).

Students violating the AI policy will be subject to a demerit, detention, and parent contact. Repeated violations may result in dismissal.

Tobacco, Nicotine Products, Alcohol, and Prescription Medications

All students of Springfield Catholic High School are prohibited from using, possessing, or being under the influence of alcohol, nicotine products, illegal drugs, or unauthorized prescription medications while on the premises of any Springfield Catholic School campus or at any school-related function or activity. Additionally, all Springfield Catholic High School students are prohibited from using or possessing tobacco or nicotine products, including vaporizers, on any Springfield Catholic School campus or at any school-related function or activity. Penalties will follow

Parents are immediately called, and a conference is held, a minimum of 3-ISS or OSS, possible suspension or expulsion, suspension from extra-curricular activities and events, and law enforcement may be notified.

Weapons

To provide a safe environment, possessing firearms or weapons, including concealed weapons, by a person, student, or adult, or in a vehicle, on the premises or property located, leased, or used by Springfield Catholic Schools is prohibited. This penalty shall not apply to duly authorized law enforcement officers. Penalties shall be in accordance with state and local law and Diocesan guidelines. Anything construed as a weapon will be confiscated, and suspension or expulsion may result.

Parent immediately called and conferred; a minimum of 3-ISS or OSS; possible suspension

or expulsion; suspension from extracurricular activities and events; and law enforcement may be notified. Under the Missouri Safe Schools Act, possession or use of a weapon or anything that could be used as a weapon (see Missouri Safe Schools Act for definitions) is grounds for a minimum suspension of one year.

Random Drug Testing

To protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School has adopted policy 1.38 – Student Drug Testing. Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

Statement of Drug Policy and Intent

Springfield Catholic High School recognizes that drug use is one of our community's most serious problems. To protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School adopts Policy 1.38 - Student Drug Testing and the following guidelines for drug testing for both enrolled and newly enrolling students.

The mission of Springfield Catholic High School includes “providing a caring family environment where the Catholic Faith is taught and modeled.” Maintaining a drug-free environment is essential for accomplishing this mission. Our students must be kept safe from both illegal drug use and its consequences. Our school should present to the community a clear witness of our Catholic commitment to avoiding the use of drugs. Our Catholic Faith also teaches compassion. Therefore, the intent of the following guidelines is not to punish but to encourage students to choose to be drug-free. The goal is also to help those students who have made incorrect choices learn better choices for the future.

These guidelines provide a minimum of intrusion into the lives of the majority of students; provide encouragement to overcome or avoid temptations for students who may be faced with improper choices; provide the opportunity to change for those students who choose to make incorrect choices; and provide a safe environment for all students who choose to be drug free by setting up consequences for the students who either have trouble with drugs or refuse to change.

Drug Testing Consent Form

Each SCHS student will receive copies of the “Student Drug Testing” policy, “Guidelines for Student Drug Testing,” and the “Student Drug Testing Consent” forms. The policy and guidelines will be read, and the consent form signed and dated by the student and parent/s or

custodial guardian/s prior to the student's admission to SCHS. This signed consent will remain in effect for the duration of the student's attendance at SCHS, as will the results of all drug tests. Each student is subject to the random drug testing guidelines. Students must return the "Student Drug Testing Consent" form to the high school prior to admission to SCHS. Any student who does not return the required form by this time will not be admitted to SCHS.

Definitions

Academic/Athletic Activities and Competitions – any activity or sport subject to MSHSAA rules, sponsored by Springfield Catholic High School, or requiring attendance by a designated representative of the high school. Students will still be expected to attend all practices but may not compete or perform. Participation in graduation-related activities is suspended upon a second or third offense.

Drug Use Test

Scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Alteration of Drug Test

The process in which an individual ingests large amounts of water, vitamins, and/or other chemicals in an attempt to interfere with test results. In drug abuse screening, it is important to ensure sample integrity. The test provides information on possible alterations in urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution or the addition of drug-test-interfering substances.

Illegal Drugs

The use, possession, distribution, sale, or solicitation of alcohol, drugs (their imitators), unauthorized prescription or nonprescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants, and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Reasonable Suspicion

A suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. If based on personal knowledge, information from a reliable source shall constitute reasonable suspicion.

Positive Drug Test Result

When referring to a drug test administered under these guidelines, a toxicological test result demonstrates the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Procedure

Students will be required to provide urine samples as follows:

1. Upon enrollment at Springfield Catholic High School, at the administration's discretion.
2. On a random selection basis during the regular school year. The total number of tests will approximate the student population. Students absent on the day they are chosen for random testing will automatically be placed in the next test pool without notification of the initial missed testing.
3. At any time, as requested by the assistant principal or principal, based on reasonable suspicion of illegal drug usage.

Any drug test required by Springfield Catholic High School under these guidelines will be administered by, or at the direction of, a professional laboratory chosen by Springfield Catholic High School, using scientifically validated toxicological methods. The professional laboratory must have detailed written specifications to ensure the chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted to safeguard students' personal privacy rights to the maximum extent possible. School personnel involved in the drug testing program will be trained to ensure that this end is achieved. The test specimen will be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the specimen in a private restroom behind a closed door. The monitor will wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor, who will verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If, at any time during the testing procedure, the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the process and inform the principal, who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time, indicating an attempt to tamper with the specimen or otherwise interfere with the monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test-altering substance, Springfield Catholic High School may send the sample to the drug lab for more specific and accurate tests regardless of whether the initial test is negative. Suppose the initial

drug test is positive and the student/parent/s or custodial guardian/s contest the result. In that case, the student/parent/s or custodial guardian/s may request the screening agency to confirm the result by a different test of the same specimen. The family will be responsible for attendant expenses. The second test will use the gas chromatography/mass spectrometry technique. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or metabolites thereof.

Suppose the gas chromatography/mass spectrometry test for any student has a positive result. In that case, the laboratory will contact the screening agency and request any medication information, which would result in a positive test. The screening agency will confirm the positive result and contact the principal with the results.

Confidentiality

Test results will be kept in confidential files separate from a student's other educational records and released to school personnel only on a "need to know" basis. If a student tests positive in a drug use test, a copy of the results will be provided to the administrator and to the parents.

Positive Drug Test Consequences

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

Positive Drug Test, First Offense

1. Two-day in- or out-of-school suspension, loss of opt-outs, and suspension from participation in all academic/athletic activities and competitions for a designated period of time, as determined by the Administration. Suspension will begin upon confirmation of the positive test result.
2. The student and parent (s) or custodial guardian (s) will participate in an evaluation/counseling program, as approved by the principal. The family will be responsible for attendant expenses.
3. The student and parent (s) or custodial guardian (s) will agree to drug retesting; the length between tests will be determined by the participating certified drug-testing agency counselor. The family will be responsible for attendant expenses.

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

Positive Drug Test, Second Offense

1. The student will receive an OSS for five (5) days. If, due to the suspension, the student is unable to participate in an activity that constitutes part of the student's grade, the student will be given the opportunity to complete alternative assignments. The student can then earn the grade they would have received in the original activity.
2. The student will be suspended from participation in all academic/athletic activities and competitions for a period of time designated by the Administration.
* Suspension will begin at the time of the confirmed positive test.
3. A conference that includes the high school principal, the parent (s) or custodial guardian (s), the student, and the certified drug-testing agency counselor will be held prior to the student's return following the five-day out-of-school suspension. *Any suspension not completed at the end of one school year will carry over into the following school year. The continuation of suspension also applies to instances of re-enrollment at Springfield Catholic High School.

Positive Drug Test, Third Offense

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

Drug Retest After Suspension

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

Refusal to Submit To a Drug Test

Refusal to submit to any of the aforementioned required drug use tests will be taken as an indication of positive results. Consequences will be enacted as described above.

Drug Test Appeal Procedure

The above-described consequences will take effect upon confirmation of a positive test result. Parent (s) or custodial guardians may appeal the results within 5 working days. This appeal should be made to the high school principal.

The principal will solicit any explanation of the positive result if an appeal is made. If the student

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

SCHS will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by anything other than the consumption of an illegal drug. The principal will decide within five (5) working days of presenting the student's evidence. Initiating appeal procedures does not suspend the imposition of the consequences listed above during the appeal process. Penalties shall be in accordance with state and local law and Diocesan guidelines. VI. DISCIPLINARY PROCEDURES AND ACTIONS

Corporal Punishment

SCHS believes that corporal punishment is an inappropriate means of discipline and is ineffective in changing behavior.

Student-Teacher Conference

When a student's behavior becomes problematic in school, the teacher, counselor, and administrator point out the behavioral concern, the expected change in the student, the procedures to be followed, and the consequences if the student's conduct does not improve. Close communication between parents and teachers regarding problems is encouraged.

Disciplinary Probation

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

Out-of-School Suspension/In-School Suspension

Consequences for serious disciplinary violations may include exclusion from regular classes for

up to ten school days. Student behavior may warrant a suspension from class, as determined by the administration. Suspensions may be in-school or out-of-school. All suspensions, whether in-school suspension (ISS) or out-of-school suspension, may result in forfeiture of all final exam opt-outs for the semester.

Possible causes for In-School /Out-of-School Suspension may include, but are not limited to

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

Expulsion

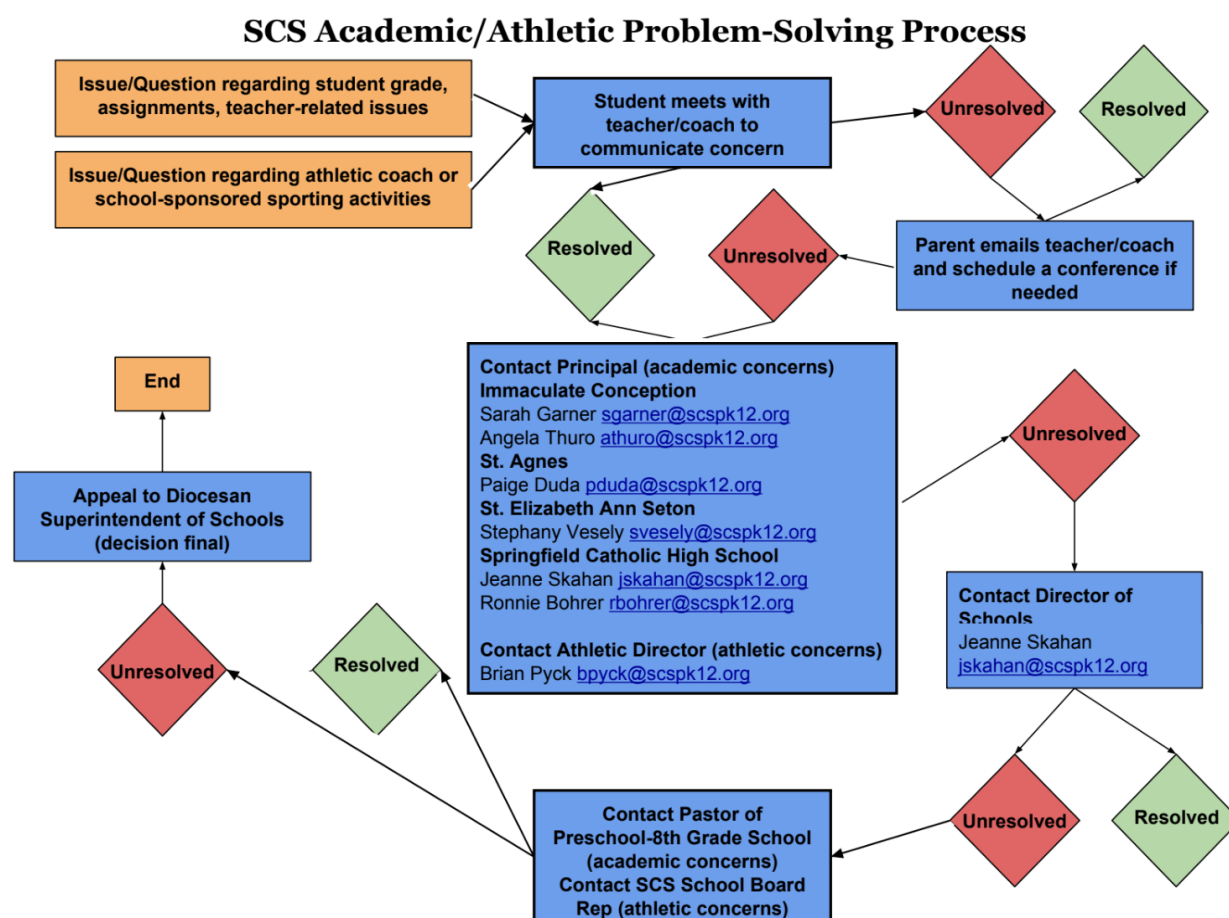
In extreme cases, when student conduct threatens the physical or moral welfare of someone in the school community or when seriously inappropriate behavior warrants it, the administration may be forced to ask a student to find another school. The expulsion may be for the remainder of the school year or be permanent. Parents are notified of the decision in writing. Possible causes for expulsion include, but are not limited to:

- Civil marriage
- Selling of a controlled substance at school or a school-related function • for a second offense during the school year for either possession or use of a controlled substance or possession or consumption of an alcoholic beverage, vaporizers, at school or school-related functions
- Any illegal activity: bringing guns, explosives, and/or weapons to school
- For a violation for which there were two disciplinary suspensions during the school year, for any other conduct or activity of a serious nature that is considered harmful to the school's reputation or well-being

Diocesan Policy #5621 - Disciplinary Appeal

The student or parents have the right to appeal the disciplinary actions of suspension and expulsion. The first appeal is to be made to the Pastor of the school. If the parents or student are not satisfied with the principal's decision on appeal, or in the absence of a Pastor, they may then appeal to the Superintendent of the Diocese.

SCS Academic/Athletic Problem-Solving Process



VI. Policies

The complete Springfield Catholic Schools Policy Manual is available online at <http://www.scspk12.org>. Click on ‘School Overview’ and then ‘Policy Manual’.

Child Protection and Custody

“The Missouri Child Protection and Reformation Act (RSMo 210) requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child to report this information to the Missouri Department of Family Services.”

Springfield Catholic Schools “abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will

provide the non-custodial parent with access to academic records and other school information regarding their child. Suppose there is a court order specifying that no information be given. In that case, the custodial parent is responsible for providing the school with a court-certified copy of the court order.” Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Springfield Catholic Schools follows the Diocesan policies and the Safe School Act for student behavior and discipline.

Springfield Catholic Schools abide by the Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected to report to the Missouri Department of Family Services.

Custody and Release of Minors

It is the parent or guardian's responsibility to inform the school of custody status and subsequent changes and arrangements. No authorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parents or guardian. To cooperate with students' and families' needs, the school should be informed of custody arrangements. Parents may sign a Durable/Non-Durable Power of Attorney giving the school permission to discuss their child with a grandparent or designated person. This document will be kept in the child's file for one year. The school cannot intervene in custody matters unless court documents are provided to the Principal and reviewed/advised by the Springfield- Cape Girardeau Diocesan lawyer.

Child Abuse Laws

Springfield Catholic Schools abides by the Child Abuse laws of the State of Missouri. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of the teacher's concerns. Parents, in partnership with the school, are expected to uphold these same standards of confidentiality.

Individuals with Special Needs

SCS Policy #1.42A “The Springfield Catholic School System attempts to address the special learning needs of all students within the parameters of the system’s human and financial resources according to guidelines. Students are considered for enrollment when educational resources and programming are available to address their specific needs and allow them to succeed.”

Smoke-Free SCS Policy #3.52

All Springfield Catholic Schools are smoke-free buildings. Smoking is not allowed in the building at any time. This includes cigarettes/cigars, e-cigarettes/cigars, and vaporizers.

Student Records Practice & Guidelines

The principal, as custodian of the records, is empowered to release personally identifiable information about students. Only the following persons may receive such information:

- A parent/guardian of the student, unless a court order determines otherwise;
- A parent not having custody of a student but having the right of visitation has a right commensurate with the parent having custody of the student to examine the school records of the student. The school must review the record with the noncustodial parent unless a court order prohibits it. In the event the staff has reason to believe that compliance with the request will be detrimental to the child, the Superintendent of Catholic Schools should be contacted to seek further legal advice concerning the specific case.
- If a parent does not have visitation rights, then s/he should not be given any information that might assist in locating the student.
- Students in foster homes may have been placed by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parents’ request for, as well as their legal right to, the student’s information.
- A person designated in writing by the custodial parent/guardian of such student;
- Those so authorized in compliance with the court order;
- An officer of the United States, the state, the city, or the county seeking information in the course of duty, with an appropriate warrant or subpoena (to be reviewed by Diocesan Counsel)

In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regard to the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NOTE: Student academic records do not include financial records. If tuition is paid by only one parent/guardian, the information relating to the account will be released only to the person who has set up the account unless there is a court order to provide the information.

Virtus Safe Environment SCS Policy #2.27

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. Springfield Catholic Schools remain committed to complying with the Diocesan Safe Environment Policy and Procedures and other related policies. Following the USCCB Charter for the Protection of Children and Young People, the Safe Environment training program, the VIRTUS Protecting God's Children – Teaching Touching Safety (commonly referred to as "VIRTUS") is used in the Diocese.

Kindergarten through 12th-grade students participate in two safety lessons each school year; one in the fall and one in the spring. The Safe Environment Procedures and other related policies of the Diocese include training on how to recognize, prevent, and report abuse.

All adult employees and volunteers who regularly work with minors receive this initial training, as well as ongoing training and background screening. These documents are available at the Diocesan Child and Youth Protection page at www.dioscg.org or <https://dioscg.org/child-youth-protection/>.

The children's training overview is available on the diocesan website; copies of these documents and the children's lessons are available at the office. We sincerely appreciate all your efforts and continued support for this mission and ministry of protecting our children, young people, and vulnerable adults.

Possession of Weapons SCS Policy #1.35

To provide a safe environment, the possession of firearms and/or weapons, including concealed weapons, by a student or an adult, in a vehicle, on the school's premises or property located, leased, or used by SCS is prohibited. This penalty shall not apply to duly authorized law enforcement or security officers. Penalties shall be in accordance with state and local law.

Vaping Policy SCS Policy #1.33

All students of Springfield Catholic Schools are prohibited from using, possessing, or being under the influence of alcohol, nicotine products, illegal drugs, or unauthorized prescription medications while on any Springfield Catholic School campus or at any school-related function or activity. Additionally, all students of Springfield Catholic Schools are prohibited from using or possessing tobacco or nicotine products (including vaporizers) while on any Springfield Catholic School campus or at any school-related function or activity. Penalties will follow Springfield Catholic Schools' guidelines.

Diocesan Policy #5500 - Discipline

Discipline is not a form of punishment. Its purposes are:

- To help each student become more responsible for themselves and others.
- To educate and assist students in developing self-control.
- To promote classroom situations conducive to learning.
- To create a harmonious school and classroom atmosphere.

Discipline is attained when students in a classroom and school cooperatively work with the principal, teachers, and companions to attain the class and school objectives.

Diocesan Policy #5505 - Social Networking

Social networking websites and applications, including but not limited to Facebook, Snapchat, and Twitter, are an essential and timely means of communication. Violations of these suggested guidelines may be considered inappropriate behavior, and they may be subject to disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or that would be contrary to the teachings of the Catholic Church.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website. Or any entry that would be contrary to the teachings of the Catholic Church.

Please see the Snapchat APP information in the Appendix.

Diocesan Policy #5508 AND 5508.1 - Bullying/False Reporting

Springfield Catholic Schools attempts to provide a safe environment for all individuals. Verbal or written threats made in any manner via any medium against any individual's physical or emotional well-being are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. The complaint will be investigated as confidentially as possible. More information is found in Diocesan policies #5508 and #5508.

Diocesan Policy #5509 - Hazing/Harassment

Hazing is defined as any initiation, action taken, or situation created that causes harassment, bodily danger, physical harm, or serious mental or emotional harm. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Diocesan Policy #5535 - Sexual Harassment

Any person who believes that they have been sexually harassed or subjected to other unlawful harassment should immediately report the matter to their supervisor, pastor, principal, or to the Chancellor of the Diocese. Anyone who is aware of any possible sexual harassment should immediately notify the supervisor, pastor, principal, or Chancellor. The supervisor, pastor, and principal should then report the complaint to the Chancellor of the Diocese, who will direct the investigation. The complaint will be investigated in the most confidential manner possible. A resolution of the issue will be offered within 60 days of the complaint, and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information supporting such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese.

Diocesan Policy #5600 & #5610 - Suspension

Every effort should be made to avoid suspending a student from school. The principal can suspend a student from school for a justifiable reason, but in so doing, judges this to be a course of action that will be preventive and corrective. If a suspension is warranted, parents are to be personally notified of their child's suspension by mail.

Possible causes for suspension include, but are not limited to

- Open defiance of school authority
- Striking a teacher or other school personnel

- Possession or consumption of an alcoholic beverage at school or a school-related function
- Possession or use of a controlled substance at school or at a school-related function
- Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- Any verbal threat or physical threat of violence.
- Any violation of the Missouri Safe Schools Act or any other state or federal law associated with school safety.

A student may not be suspended from school for the same offense for more than 10 consecutive school days.

In a more serious matter, the principal, in consultation with the pastor of the parish school or regional moderator and the Superintendent of the Diocese, may take another action as they see fit.

Diocesan Policy #5620 & #5630 - Expulsion

The expulsion of a student by the principal from a Catholic school is very serious, and this action should be invoked only as a last resort. Moral delinquency is a sufficient reason for expulsion if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

- Civil marriage
- Selling of a controlled substance at school or a school-related function
- A second offense during the school year of either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or school-related functions.
- For a violation resulting in two disciplinary suspensions during the school year.
- For any other conduct or activity of a serious nature that is considered harmful to the school's reputation or is contradictory to Catholic moral teachings and principles.
- Any violation of the Missouri Safe Schools Act or any other state or federal law associated with school safety.

Student Behaviors SCS Policy #1.39, Bullying

Bullying, cyber-bullying, or anything that would attack the physical, emotional, or moral character of a student will not be tolerated at Springfield Catholic Schools. Springfield Catholic Schools define bullying as unwanted, aggressive behavior that is targeted and repeated over time. Parents must report bullying using the Report Bullying Form on our website. These behaviors must be reported to the teacher or administrator as soon as possible to address and investigate them immediately. Every incident will be dealt with in confidence and in the best interest of the students involved. Due to confidentiality and child privacy laws, consequences and actions taken will not be shared. (See Diocesan Policy #5508)

Child Protection And Custody

“The Missouri Child Protection and Reformation Act (RSMo 210) requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child to report this information to the Missouri Department of Family Services.”

Springfield Catholic Schools “abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. Suppose there is a court order specifying that there is to be no information given. In that case, the custodial parent is responsible for providing the school with a court-certified copy of the court order.” Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Springfield Catholic Schools follow the Diocesan policies and the Safe School Act for student behavior and discipline.

Child Abuse Laws

Springfield Catholic Schools abides by the Child Abuse laws of the State of Missouri. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Virtus Safe Environment #2.27

The Diocese of Springfield-Cape Girardeau protects children and youth. We strongly believe in our moral obligation to keep the young safe and to provide them with a caring environment

where their faith can flourish. The Diocese of Springfield-Cape Girardeau has adopted the VIRTUS Safe Environment Program to keep our children safe.

Springfield Catholic Schools complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building and volunteers who have regular contact with children have undergone a background screening process through the diocese. They have also attended the VIRTUS Protecting God's Children Adult awareness training. The students (Grades Kindergarten-12th) receive two lessons each academic year using the VIRTUS Touching Safety Program. Parents are given the VIRTUS Teaching Touching Safety booklet and periodic child safety information. Parents may view the child safety curriculum by contacting the school office.

Wellness Policy #3.57

The Springfield Catholic School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. Springfield Catholic Schools will adhere to a set of wellness guidelines (see 3.57A, 3.57B, and 3.57C) of the policy manual, which are available online at www.scspk12.org through the Central Office website) which incorporates the following goals:

- Provide a learning environment for developing and practicing lifelong wellness behaviors.
- Support and promote proper dietary habits contributing to students' and staff's health status, job performance, and academic performance.
- Provide adequate time for students to engage in physical activity.

Diocesan Policy #5298 - Medication

Medication prescribed for a student must be brought to the office by the parent/guardian in the original packaging. Said medication will be kept in a locked safe container to be administered by a designated person as per the prescription label. A request form must be signed by the parent/guardian with the prescription number and doctor's name. Dispensing over-the-counter medications will be at the discretion of the administrative staff of the school.

Diocesan Policy #3050 - Animals/Pets

Animals are only allowed on the school grounds if authorized by the administrator of the school for a planned learning experience. For the protection of the students and staff, the animals brought to school for these purposes will be in appropriate cages or on a leash. The authorization

of animals in the school is not recommended due to liability or disease control.

This policy does not apply to registered service animals.

Diocesan Policy #3030.1 - Communicable Disease - Students

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with or likely to transmit any contagious or infectious disease, unless the board or its designee has determined, based upon medical evidence, that: (a) the student is no longer infected or likely to transmit the disease; or (b) the student is afflicted with a communicable infection disease which poses little to no risk of transmission in the school environment with reasonable precautions that the student and family are willing to follow. A student who is unimmunized, even if due to a medical contraindication per policy#5299, will be subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. The occasion or instance of exclusion and the length of the exclusion will be determined at the discretion of the pastor or high school principal in consultation with public health authorities.

Diocesan Policy #3030.1A - Grievance Procedure - Medical

Grievance procedure for a student excluded from school for more than a short duration. The parents may, within three (3) working days, request a team review and assessment of the student's medical condition. The team shall be comprised of the following:

- (a) the student's parents or guardians;
- (b) the student's personal physician
- (c) a school health professional
- (d) the building administrator
- (e) the pastor; and (f) A school board representative or designee, and may include (b) & (f).

The team will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment and determine whether the student would be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded from attending school using guidelines established by the Missouri Department of Health:

http://www.health.mo.gov/living/families/schoolhealth/pdf/communicable_disease.pdf. The

team will also establish dates and /or conditions under which the student's status will be reviewed.

The team will also identify the school staff members who have a medical need to know the identity of the infected student.

The determination of the team will be made within three (3) working days after the team is convened and communicated in writing to the student's parents or guardians, the building administrator, and the superintendent. The determination will be final unless reversed on appeal.

The parents or guardians of the student may appeal the determination of the team to the superintendent by submitting notice of appeal in writing to the superintendent within five (5) working days after receiving written notification of the team's determination. Within five (5) working days after receiving notice of appeal, the superintendent will confer with the assessment team, review the record and/or receive additional information, and make a recommendation to the administrator. The stated timeline may be adjusted by mutual agreement of the parties.

If a student with a chronic infectious disease is permitted to attend school, the building administrator will identify and notify the staff members who, for medical reasons, need to know the student's identity and the conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.

Diocesan Policy #3030.2 - Communicable Disease - Employees

An employee of the district shall not be permitted to work in a school setting if the employee is known to be afflicted with or likely to transmit a contagious or infectious disease, unless the board or its designee has determined, based upon medical evidence, that: (a) the employee is no longer infected or likely to transmit the disease; or (b) the employee is afflicted with a chronic communicable disease which poses little to no risk of transmission in the school environment with reasonable precautions that the employee is willing to follow.

Any employee with a communicable disease who is permitted to work in a school setting must do so under specified conditions. Failure to adhere to the conditions will result in

action to dismiss the employee. Employees with a contagious or infectious disease have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition will be cause for disciplinary action.

Guidelines listed at:

<http://www.health.mo.gov/safety/childcare/pdf/preventionandcontrolofcommunicablediseases.pdf>

Diocesan Policy #5636 - Parental Networking

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation.

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation.

- Parents are solely and personally responsible for any litigation that may arise from the unauthorized use or posting of other people's children on the internet in any fashion.
- The school has the right to post pictures of and/or responsibly use images for the marketing, celebration, and promotion of the school and system (media releases on file)
- If you choose not to sign the media release, your student will not be listed on anything, including the school directory or yearbook. The media release is all-inclusive.
- If you oversee an official event and need to use the system or school logo, we have specific files on site digitally that must be used. Please contact the office for further information.

Human Sexuality

In Genesis, we find the foundation of Christian anthropology, an understanding of what it means to be human. "God created mankind in his image; in the image of God he created them; male and female he created them. God blessed them, and God said to them: Be fertile and multiply" (Gn I:27-28).

Gaudium et Spes (22) from the Second Vatican Council explains, "For having been created in the image of God, Who 'from one man has created the whole human race and made them live all over the face of the earth' (Acts 17:26), all men are called to one and the same goal, namely God Himself."

The Catechism of the Catholic Church (CCC) teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity" (CCC 2393). "Physical, moral, and spiritual differences and complementarity are oriented toward the goods of marriage and the flourishing of family life (Ibid., 2333).

The support of family life, the domestic church, is especially important in a culture that seeks to devalue the importance of family. "There is a need to reaffirm the metaphysical roots of sexual differences, as an anthropological refutation of attempts to negate the male-female duality of human nature, from which the family is generated" (Congregation for Catholic Education, 34). A disregard for an anthropology consistent with the Creator's purpose results in conflict within the family and society as a whole. "The harmony of the couple and society depends in part on how the complementarity, needs, and mutual support between the sexes are lived out" (CCC 2333).

Catholic schools do not exist in isolation from the Church or the family. One of the essential marks of a Catholic school is a foundation based upon a Christian anthropology (Miller, p. 22). "Authentic Catholic educators recognize Christ and his understanding of the human person as a measure of a school's catholicity" (Ibid., p.26).

It is with the desire to provide an authentic Catholic education that the following policy on human sexuality was adopted.

Policy

- A. All persons have inherent human dignity and are thus deserving of innate respect as children of God.
- B. Catholic schools shall provide for sequential and age-appropriate instruction. Sexuality education provides not only important biological and scientific information but also incorporates corresponding religious values and moral formation. Continued parental involvement and support are essential if program goals are to be achieved.
- C. Theology of the Body will be incorporated into all diocesan schools' religion/theology curriculum.
- D. All instruction will be guided by Catholic teaching.
- E. All persons are called to chastity in accordance with their state in life. In the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are not permitted at school.

- F. Students and staff may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of the Catholic faith and morals.
- G. All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following:
 - Participation in school athletics
 - School-sponsored dances
 - Dress and uniform policies
 - The use of changing facilities, showers, locker rooms, and restrooms
 - Titles, names, and pronouns
 - Official school documents
- H. No person is permitted to have on-site or distribute any medications for the purpose of gender reassignment. If an issue cannot be resolved to the mutual satisfaction of the parents and the school, whose goal must always be to uphold Catholic truths and principles, the school may decide that it is in the best interest of all parties for the student to seek enrollment in an environment that better reflects the family's views on human anthropology.

R

References Catholic Church. (2019).

Catechism of the Catholic Church.

Congregation for Catholic Education. (2019). *Male and female, he created them: Towards a path of dialogue on the question of gender theory in education.*

Miller, J.M. (2006). *The Holy See's teaching on Catholic schools.* Sophia Inst Press.

Paul VI. (1965). *Pastoral Constitution on the Church in the Modern World: Gaudium et spes.*

Safe Environment Policy and Procedures

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a safe and healthy environment. Springfield Catholic High School remains committed to complying with the Diocesan Safe Environment Policy and Procedures, as well as other

related policies.

In accordance with the USCCB Charter for the Protection of Children and Young People, the Safe Environment training program, the VIRTUS Protecting God's Children — Teaching Touching Safety (commonly referred to as “VIRTUS”), is used in the Diocese. Students in grades Kindergarten through 12th grade participate in two safety lessons each school year; one in the fall and one in the spring.

The Safe Environment Procedures and other related policies of the Diocese include training on how to recognize, prevent, and report abuse. All employees and volunteers who regularly work with minors receive this initial training, as well as ongoing training and background screening.

These documents are available at the Diocesan Child and Youth Protection page at www.dioscg.org or <http://dioscg.org/child-youth-protection/>. An overview of the children's training is available on the diocesan website, and copies of these documents and the children's lessons are available at the office.

We sincerely appreciate all your efforts and your continued support for this mission and ministry to protect our children.

Any suspected or known abuse of a minor must first be immediately reported to the Missouri Child Abuse and Neglect Hotline at 800-392-3738. Suspected or known abuse of adults must be reported to the Missouri Adult Abuse and Neglect Hotline at 800-392-0210. Suspected or known abuse may also be reported to law enforcement agencies.

Additionally, all diocesan personnel are required to also report violations of The Code of Conduct for Clergy, Employees, and Adult Volunteers of the Diocese, Parishes, and Schools to the Diocese Director of the Office of Child and Youth Protection at 417-866-0841 or childandyouthprotection@dioscg.org. Concerns may also be discussed with your supervisor, the Diocesan Director of the Office of Child and Youth Protection, or a Victim Assistance Coordinator. Violations and concerns may also be reported using the TIPS online reporting system, accessible through the Diocese webpage, www.dioscg.org.

Failure to Report is a Class A Misdemeanor for a person required by law to report. No supervisor may interfere with or impede the reporting of suspected abuse. Filing a False Report is also a Class A Misdemeanor.

The Safe Environment Policy and Procedures, the Code of Conduct for Clergy, Employees

and Adult Volunteers, and other important information, including a link to the USCCB Charter for the Protection of Children and Young People, is at <http://idioscq.org/child-youth-protection/>.

If you are unable to access the website or desire printed information, contact the Diocesan Office of Child and Youth Protection at 417-866-0841.

Alternative Methods of Instruction

Alternative Method of Instruction days will be posted and communicated to families as soon as possible.

Most AMI days will result from inclement weather or illnesses, but not always.

Springfield Catholic High School will use the E Bell Schedule for Early Release days.

AMI days will be on Google Classroom.

Teachers will take attendance.

Students must be dressed for school.

Students must be out of bed and sitting at a desk or table.

Teachers will be using a wide variety of teaching methods and resources to provide the best learning experience possible for our students, including but not limited to:

- Projects • Video lectures • Traditional paper/pencil activities
- Research projects/papers • Book studies • Online quizzes & tests
- And a wide variety of other learning options

Students must communicate with Teachers – The teacher is the first point of contact for all classes. Teachers' general online school hours are between 8:00 AM and 3:00 PM. Teachers will also be checking their email regularly to answer questions outside these hours.

Assignments and Communicating with Teachers

IMPORTANT – Timeline posting assignments. – Each day we ask the teachers to use the window of 8:00-9:00 AM to push out new assignments. Once assigned, students should submit

completed work by 2:00 PM the following school day. For larger assignments, deadlines will be clearly stated.

Reminders and Guidelines for Students – Please check your school email each morning and at least once in the afternoon during the school week to stay in communication with teachers.

Tips for Student AMI Success:

- Create a space and dedicated time for learning
- Break up the day to be their productive best
- Seek help when needed (teachers)
- Create balance by taking opportunities to work offline and upload tasks
- Sign in to the classrooms daily- keep connected
- Demonstrate learning with the completion of assignments
- Engage with the classroom and use tools (such as headphones) to focus on instructional videos, etc.
- Follow the Code of Conduct
- Demonstrate online learning etiquette
- Reach out to your teachers if you are overwhelmed
- Collaborate with peers using respectful language and behaviors
- Use equipment as outlined in the Acceptable Use Policy.

Graduation Cord Requirements

All clubs and activities that distribute a cord at graduation must have the requirements approved by the Administration, and they must be communicated to members at the beginning of each year. Qualifications for cords must be distributed in writing to members annually.

2026-27 Faculty and Staff

Principal

Mrs. Jeanne Skahan
jskahan@scspk12.org

Assistant Principal

Mr. Ronnie Bohrer
rbohrer@scspk12.org

Administrative Assistant

Michelle ADT
michelleadt@scspk12.org

Athletic Director

Mr. Brian Pyck
bpyck@scspk12.org

Administrative Assistant- Athletics

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tperches@scspk12.org

Academic Advising

Mrs. Lacey Busick A-L
lbusick@scspk12.org

Mrs. Bridget Tribby M-Z
btribby@scspk12.org

Mental Health Counselor
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**Family Consumer
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Music Department
Ms. Kayla Kernsvaal
kkernsvaal@scspk12.org

Band
Mr. Austin Weiss
aweiss@scspk12.org

**Computer Science
/Business Department**
*Mrs. Rena Sweeney
rsweeney@scspk12.org

Mr. Matthew Hillwick
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Science Department
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*Mr. Jeff Stratton
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Mrs. Sara Swaim
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**Physical Education &
Health Department**

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oriley@scspk12.org

Mr. Luke Morris
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Mrs. Jennifer Webster
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English Department
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tbrady@scspk12.org

Mrs. Becky Gould
bgould@scspk12.org

Ms. Maggie Wilkinson
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*Mr. Nick Russo
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**Speech & Debate
Department**
Mr. Joseph Cummings
[jcummings@scspk12.org](mailto:jcumings@scspk12.org)

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Ms. Shelly Plaster
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Math Department

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*Mrs. Mae Samala
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Mrs. Margie Wakefield
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Mrs. Anita Zummo
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School Nurse

Mrs. Jennifer Steed, RN
jsteed@scspk12.org

Theater

Ms. Kayla Kernsvaal
kkernsvaal@scspk12.org

Mrs. Erin Dowdy
edowdy@scspk12.org

Maintenance & Custodial Staff

Jack Laurin
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SCS Bus Transportation

Tiffany Perches
tperches@scspk12.org

SCS School Protection Officer

Mr. Casey Wilkerson
cwilkerson@scspk12.org

Springfield Catholic Student Activities

Band Director- Austin Weiss aweiss@scspk12.org

Springfield Catholic High School offers two band performance opportunities: the concert band and Irish Fusion. Both bands rehearse during the school day but also have performances outside of the school day. Membership is open to students who have participated in the band at the middle school level or have taken private lessons and auditioned for the director. The bands prepare and perform for concerts during the school year and serve as a pep band for football and basketball games.

Catholic Athletes for Christ Eric Perkins eperkins@scspk12.org

The Cathletes chapter program integrates informative and inspiring sports material with more important Catholic teachings.

Cheerleading Sponsor: Jessica Morton jmorton@scspk12.org

Choir Director: Kayla Kernsvaal kkernsvaal@scspk12.org

Concert Choir and Irish Singers are the two choral ensembles at SCHS. The Concert Choir is comprised primarily of underclassmen and is non-auditioned. Irish Singers is an audition group

for advanced upperclassmen musicians. Both ensembles perform various yearly performances, including concerts, singing the national anthem at sporting events, touring during the holidays, recruiting at the SCS grade schools, and more. Both choirs are considered co-curricular, as they meet during the school day as a graded course but also have outside-of-school commitments.

Christian Leadership Club: Jeanne Skahan jskahan@scspk12.org

The mission of the CLC is to build a cohesive community by providing students with opportunities to lead within their school through service, team bonding, and faith. When students become active leaders, they develop compassion for others, work to their potential, and take pride in their school and community. This club will prepare students to rise to the challenge and learn the qualities of dynamic and responsible leaders.

Dance Team: Molly Jackson mjsckson@scspk12.org

Speech and Debate Sponsor: Joseph Cummings [jcummings@scspk12.org](mailto:jcumplings@scspk12.org)

Speech and Debate is a competitive activity that involves debate, public address, and acting events. Students compete against other teams in the state during a season that runs from October to March. The state tournament is held in April, and the National tournament is hosted around the nation each June. Students meet when it works for their schedule in Mrs. Hance's room (302) before and/or after school.

DECA Sponsor: Matthew Hillwick mhillwick@scspk12.org

DECA is a co-curricular activity in the Marketing I and II classes. DECA students compete in district and state competitions and have the opportunity to attend DECA events in the Springfield area. DECA officers meet monthly in room 304 at 7:30 to organize and coordinate DECA activities.

Drama Sponsors: Erin Dowdy edowdy@scspk12.org & Kayla Kernsvaal kaylaKernsvaal@scspk12.org

We produce two plays each year, one in the fall and one in the spring. Drama is a great way to develop public speaking, music, and self-confidence. We also use students in the technological areas of lighting and sound.

E-Sports Club Sponsor: Chris Camey ccamey@scspk12.org

FISH Club-Fighting Irish Spiritual Helpers Mani Brockmeyer mbrockmeyer@scspk12.org

House System- Sponsor: Tonya Brady tbrady@scspk12.org

HOSA- Health Occupation Student Activities-Sara Swaim sswaim@scspk12.org

Liturgy Musicians: [Kayla Kernsvaal kkernvaal@scspk12.org](mailto:Kayla.Kernsvaal@scspk12.org)

Prepare, sing, and play at school liturgies.

Math Competition Sponsors: Mae Samala, Margie Wakefield, and Anita Zummo
msamala@scspk12.org, mwakefield@scspk12.org, azummo@scspk12.org

Practices are on Wednesday mornings at 7:15 in Room 303

Competitions are usually once a month from October to March, with a state competition in April

National Honor Society Sponsors- Tonya Brady tbrady@scspk12.org

The National Honor Society membership is based upon excellence in four areas: Scholarship, Leadership, Service, and Character. Each category is judged independently.

Induction is only in the fall of the junior or senior year.

Meetings are on the second Tuesday of every month at 7:40 am in the auditorium.

Quiz Bowl Sponsor: Margie Wakefield mwakefield@scspk12.org The Quiz Bowl covers all areas of academics and current events. Varsity and JV teams compete from October to March, with districts, sectionals, and state taking place in April. Practices are at 7:15 on Tuesday mornings in Room 303.

Rotary Interact Sponsor: Matthew Hillwick mhillwick@scspk12.org

The club meets on the third Tuesday of every month, usually in the SCHS cafeteria.

- What we do: students partner with charitable organizations in our community to create group-oriented volunteer opportunities.

Science Olympiad Sponsors: Jeff Stratton jstratton@scspk12.org and Jason Ruser
jruser@scspk12.org

Irish Athletics, Administration

Athletic Director- Brian Pyck bpyck@scspk12.org

Administrative Assistant, Athletics- Tiffany Perches tperches@scspk12.org

Men's Irish Athletics, Head Coaches

Baseball: Courtney Spitz cspitz@scspk12.org

Basketball: Jordan Epps jepps@scspk12.org

Cross Country: Andrew Johnson ajohnson@scspk12.org

Football: Wes Page wpage@scspk12.org

Golf: Luke Morris lmorris@scspk12.org

Soccer: JJ Adikwu jadikwu@scspk12.org

Tennis: Kathey Ireby kirey@scspk12.org

Track: John Skeans jskeans@scspk12.org

Wrestling: Eric Perkins eperkins@scspk12.org

Lady Irish Athletics, Head Coaches

Basketball: Mike Foley mfoley@scspk12.org

Cross Country: Nick Russo nrusso@scspk12.org

Golf: Luke Morris lmorris@scspk12.org
Soccer: Mackenzie Sorrano msorrano@scspk12.org
Tennis: Kathey Ireby kirey@scspk12.org
Track:
Volleyball Coach: Sarah Noble snoble@scspk12.org
Wrestling: Eric Perkins eperkins@scspk12.org

Parent Organizations

Athletic Booster President: Amy Morrison
Home and School President: Danielle Myers
Irish Team Store: Lydia Eck & Cheyenne McLean
Music Booster: Shelley Todd



SPRINGFIELD CATHOLIC HIGH SCHOOL

Acknowledgment of Receipt of the Parent/Student Handbook

Authorization for Electronic Network Access/Parent Permission Form Acknowledgment of Drug Testing Policy

● ***I acknowledge that my child and I have read a copy of the 2026-2027 Springfield Catholic High School Parent/Student Handbook found at www.scspk12.org (click on Springfield Catholic High School) and will abide by the rules, restrictions, and procedures contained within its pages and state and federal law.*** I understand that our consent will remain in effect for our student's attendance at Springfield Catholic High School.

● ***As a student of the Springfield Catholic High School computer network, I hereby agree to communicate over the network reasonably and to comply with state and federal laws and school system policies, rules, restrictions, procedures, and expectations*** summarized in the Parent/Student Handbook found at www.scspk12.org (click Springfield Catholic High School) under the sections entitled ***"Electronic Information Resources Guidelines."*** I understand that this agreement will remain in effect for the duration of my attendance at Springfield Catholic High School.

● ***As the parent or legal guardian of the student signing below, I grant permission for my child to access networked computer services such as Internet access and file storage.*** I understand

that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable. Still, I accept responsibility for the guidance of Internet use – setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media. I understand that Springfield Catholic High School makes good-faith efforts to provide

High School. Established guidelines will be communicated to parents and students. ***Willingness to participate in this program is a condition of enrollment.***

GENERAL AUTHORIZATION

We have read and fully understand Springfield Catholic Schools' policy 1.38 – Student Drug Testing and 1.38A – Guidelines for Student Drug Testing.

- Safeguards to protect students using the Internet: ***I acknowledge that I will indemnify and hold Springfield Catholic High School harmless for any losses sustained as a result of the misuse of the system by my student.*** I also understand that our consent will remain in effect for the duration of our student's attendance at Springfield Catholic High School.
- ***I acknowledge that my child and I have read the Springfield Catholic High School Student Drug Testing Definitions and Statements and hereby agree.***

to accept and abide by the standards, rules, and regulations set forth by Policy 1.38- Student Drug Testing and 1.38A—Guidelines for Student Drug Testing, as identified in the Parent/Student Handbook found at www.scspk12.org (click on Springfield Catholic High School). I authorize SCHS, through a professional laboratory chosen by the school, to conduct drug tests as outlined in policies 1.38 and 1.38A. I understand that our consent will remain in effect for the duration of our student's attendance at Springfield Catholic High School.

Print Name of Student: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Print Parent's Name: _____

Home Phone: _____

Parent's Signature: _____ **Date:** _____

Springfield Catholic High School
Drug Testing Consent

Policy 1.38 – Student Drug Testing

Springfield Catholic Schools will enforce a mandatory, random drug testing program for all students who attend Springfield Catholic.

Snapchat

Behavior issues related to social media stem from our students' use of Snapchat. This app should not be allowed on teens' phones. Please read below.

Mental Health Risks

- Snapchat use among children and teens has been linked to increased anxiety, depression, body image issues, feelings of loneliness, and fear of missing out.
- The app's features, such as Snapstreaks and reward systems, are intentionally designed to be addictive, encouraging compulsive use and contributing to psychological distress.

Inadequate Parental Controls

- Snapchat's parental controls are limited, so parents cannot effectively monitor or restrict their child's activity.

- Even with features like Family Center, parents cannot see the content of messages or Snaps, nor can they prevent children from adding strangers or accessing risky content.

Exposure to Inappropriate Content and Strangers

- The Discovery tab and public features expose children to adult content, graphic violence, and potentially harmful social trends, despite nominal content restrictions.
- Snapchat's design allows users to easily connect with strangers, increasing the risk of grooming, sexual abuse, and exploitation. Studies have shown that a significant portion of online grooming crimes involve Snapchat.

Cyberbullying and Peer Pressure

- Disappearing messages and group features can facilitate bullying, harassment, and exclusion, often without evidence for adults to intervene.
- The pressure to maintain Snapstreaks and social status can create unhealthy dynamics and emotional turmoil among teens.

False Sense of Security and Privacy Issues

- Despite claims that messages and images “disappear,” recipients can screenshot or record content, leading to permanent records of what was intended to be temporary.
- This false sense of privacy encourages risky behaviors, such as sexting, under the mistaken belief that there are no lasting consequences.

Data Collection and Manipulation

- Snapchat collects extensive user data, including images and interactions, which can be used for targeted advertising and to manipulate engagement.

- Young users may not fully understand or consent to the long-term implications of sharing personal data with the platform.

Addiction and Distraction

- The app is engineered to maximize user engagement, often at the expense of healthy offline activities, academic performance, and sleep.
- Features like endless feeds and rewards for frequent use are designed to keep children and teens on the platform for extended periods.

Summary Table: Key Risks of Snapchat

Risk Area	Description
Mental Health	Anxiety, depression, body image issues, FOMO, addiction
Parental Controls	Inadequate monitoring, inability to block risky behaviors
Exposure to Inappropriate Content	The Discovery tab exposes adult/violent content, grooming risks
Cyberbullying	Disappearing messages facilitate bullying and exclusion
Privacy and Security	False sense of disappearing messages, easy to screenshot, and data collection
Addiction/Distraction	Compulsive use, negative impact on academics, and well-being