

**FATHER**  
**MCGIVNEY**  
**CATHOLIC HIGH SCHOOL**



**SERVIRE CULTURAE VITAE**

## **2015-2016 Student Handbook**

**FATHER MCGIVNEY CATHOLIC HIGH SCHOOL**

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**Office Hours: 7:30 – 4:00 (Monday – Friday)**

# FATHER MCGIVNEY CATHOLIC HIGH SCHOOL

Dear Father McGivney Catholic High School Parent(s) and Students,

Thank you for choosing Father McGivney Catholic High School to meet your education needs. We appreciate the opportunity to provide you with a Catholic Faith-based curriculum and school setting.

We are providing you with a Parent/Student handbook with rules, policies and expectations. Please know that you are responsible for reading the content within and we must have this signature statement returned by the end of school in order to continue attending classes. Thank you for your prompt attention.

We (guardian/parent(s)/student) have viewed and read the Father McGivney Catholic High School Parent/Student Handbook (also available on the school website: [www.McGivneyGriffins.com](http://www.McGivneyGriffins.com)). We understand the content within and agree to abide by the policies, rules, standards, and expectations outlined within.

\_\_\_\_\_  
Signature (parent(s)/guardian(s))

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (student)

\_\_\_\_\_  
Printed name of student



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**FMCHS and the Board of Directors reserve the right to amend the policies within this Handbook. Notice of amendments will be sent to the parents.**

## Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”

## Mission Statement

Father McGivney Catholic High School has as its mission to:

- Prepare students to serve the Culture of Life through a total gift of self...*Charity*.
- Form a strong academic community of disciples responding to the call of Jesus Christ...*Unity*.
- Engage students in the mission, sacramental life, and magisterial teachings of the Catholic Church...*Fraternity*.
- Develop faithful citizens to lead an America that values the dignity and worth of every human person...*Patriotism*.

## Statement of Principles

We believe that Father McGivney Catholic High School has, at the center of its life, the person of Jesus Christ: through prayer, scripture, and worship; through catechesis which leads to evangelization and service; and through an education and formation based upon the Catechism of the Catholic Church.

We believe that a collaborative and cooperative spirit will be fostered between home and school at Father McGivney Catholic High School.

We believe that all Christians are called to imitate Christ in his role as servant, and therefore must render lifelong service to all their brothers and sisters.

We believe that Father McGivney Catholic High School must foster engaged learners who will accept the responsibility to achieve their greatest academic potential.

We believe that Father McGivney Catholic High School will respect each student's unique development spiritually, morally, intellectually, physically and culturally.

We believe that the administration and faculty of Father McGivney Catholic High School must serve as role-models of Christ's love by establishing and exhibiting an atmosphere of mutual respect.

We believe that in Father McGivney Catholic High School, all individuals should have the opportunity to benefit from the unique combination of intellectual and spiritual formation that characterize a Catholic education.

## **Non-Discrimination Statement**

The policy on non-discrimination of the Catholic Diocese of Springfield applies to students as they seek educational opportunities at Father McGivney Catholic High School.

No student shall be refused admission to Catholic schools or participation in activities, clubs, organizations, or athletics, on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

We comply with Title IX, IDEA, ADEA, Title VI and VII of the Civil Rights Act, ADA, and 105-ILSC 5.

Non-Catholic students will be admitted on the same basis as Catholics, provided only that if enrollment approaches capacity, priority will be given to Catholic students from Catholic elementary schools. If non-Catholics have been admitted, they will not be excluded to make room for parish children unless a written agreement, signed at the time of their admittance, clearly specifies that admittance is guaranteed for only one year.

## Administration

Principal.....	Mr. Mike Scholz
Activities/Athletic Director.....	Mr. Henry Johnson
Advancement/Finance Director.....	Mr. David Michael
Faith Formation Director.....	Mr. Jason Schreder
Director of Student Services.....	Mrs. Bobbie Madura

## Faculty

Theology.....	Mr. Jason Schreder
Theology.....	Ms. Sarah Deeter
Math.....	Mrs. Alyssa Spa
Math.....	Ms. Amanda Pirih
Science.....	Mrs. Jennifer Guidry
Science.....	Mrs. Brandy Hildebrand
Physical Education.....	Mr. Henry Johnson
Physical Education/Health.....	Mr. Tim Vance
Spanish.....	Mrs. Brooke Larkin
Spanish.....	Mrs. Myriam Lambiotte
Music.....	Mrs. Ann Richard
English.....	Mr. Jeremy Kovarik
English.....	Mrs. Margaret Dorgan
Social Studies/Social Sciences.....	Mrs. Jamie Kupferer
Art.....	Mrs. Mary Campbell
Girls Basketball Coach.....	Mr. Jason Schreder
Boys Basketball Coach.....	Mr. Rich Byers
Girls/Boys Soccer.....	Mr. Tim Vance
Girls Volleyball.....	Ms. Amanda Pirih
Girls Cheerleading.....	Mrs. Alyssa Spa
Girls/Boys Cross Country.....	Mrs. Marissa Giuffre
Development and Finance Coordinator.....	Mrs. Emily Joellenbeck
Executive Assistant.....	Mrs. Kathleen Haselhorst
Custodian.....	Mr. Rick Noll

## Board

Priest – St. Boniface, Edwardsville .....	Rev. Jeff Goeckner
Priest – St. Paul, Highland .....	Rev. Pat Jakel
St. Michael – Staunton.....	Mrs. Kelly Wagner
St. Mary – Edwardsville .....	Mr. Doug Villhard, President
St. Boniface – Edwardsville .....	Mrs. Jane Boone
St. Cecilia – Glen Carbon .....	Open
Ss. Peter & Paul – Collinsville.....	Mrs. Mary Beth Wilson
St. Jerome – Troy .....	Mr. Jeff Benware
St. Paul – Highland .....	Mrs. Angi Scott
Mother of Perpetual Help – Maryville .....	Mr. Bill Cefaratti
St. Elizabeth – Granite City.....	Mrs. Jen Wilmsmeyer
Holy Family – Granite City .....	Open
at Large.....	Mr. Jack Hake, Vice President
at Large.....	Mr. Scott Brown
at Large.....	Mr. Steve Kassing
Legal Council (non-voting member).....	Mr. John Gibbons
Diocesan Superintendent of Schools (non-voting member).....	Mrs. Jean Johnson
Principal (non-voting member).....	Mr. Mike Scholz



# Academic Calendar 2015-2016

2015

## August

3-4-5 New Student Orientation 8-10 & 10:30-12:30  
17-18-19 Teacher Retreat/workshops/classroom work  
20 Student First Day dismissal @ 11:30 No Lunch  
21 First Full Day 8:25 – 3:30 Bring Lunch  
24 Early Bird Classes and After School Music Begin  
28 Dismissal @ 1:30 Teacher Professional Development  
31 School Pictures

## September

4 Dismissal 1:30 Teacher Professional Development  
7 No School Labor Day  
11 Dismissal 1:30 Teacher Professional Development  
14 Sophomore Ring Information Session during lunch  
16 Freshman Retreat Our Lady of the Snows  
18 Dismissal 1:30 Teacher Professional Development  
25 Dismissal 1:30 Teacher Professional Development

## October

2 Dismissal 1:30 Teacher Professional Development  
12 No School Columbus Day  
14 Sophomore Retreat  
15 Picture Make Up Day  
16 Dismissal 1:30 Teacher Professional Development  
17 7<sup>th</sup> and 8<sup>th</sup> Grade Youth Day at FMCHS  
21 P/T Conferences Dismissal 5-9 pm (classes in session)  
22 P/T Conferences Dismissal 5-9 pm (classes in session)  
23 P/T Conferences 8 am -12 pm No Classes in Session  
30 Dismissal 1:30 Teacher Professional Development

## November

11 Veterans Mass/Speaker with All Veterans Invited  
24 Dismiss 11:30 - No lunch  
25-28 Thanksgiving Break

## December

11 Review Day for Finals  
14 Exams 1 & 2 dismissal 11:41 no lunch  
15 Exams 3 & 4 dismissal 11:41 no lunch  
16 Exams 5 & 6 dismissal 11:41 no lunch  
17 Exams 7 & 8 dismissal 11:41 no lunch  
18 Exams Make Up  
21 thru January 3 Christmas Break

2016

## January

4 School resumes  
18 M.L. King Birthday – No School  
20-23 "March For Life" D.C.  
23 11:30 Dismissal  
24-30 Catholic Schools Week

## February

12 Dismissal 11:30 Teacher Professional Development  
11 Mass  
15 No School Presidents Day  
24-27 8<sup>th</sup> Grade Volleyball Tournament

## March

1 Junior Boy's Retreat  
8 Girl's Retreat  
26-27 Jr. Retreat-Springfield  
21-28 Easter Break – No School  
29 School Resumes

## April

1 Spelling Bee  
19 Junior ACT at FMCHS  
28-30 Senior Retreat

## May

22 Graduation  
20 Exams 1 & 2 dismiss 11:41 no Lunch  
23 Exams 3 & 4 dismiss 11:41 no lunch  
24 Exams 5 & 6 dismiss 11:41 no lunch  
25 Exams 7 & 8 dismiss 11:41  
25 Last Student Attendance Day if No Make Up Exams are Required  
26 Make Up Exams

**\*\* Additional activities will be added during the year. We will inform parents/students via e-mail and Griffin News and the student's master calendar.**

## Bell Schedules

1		2		3		4		5		6	
Standard Day		Mass Day		Half-Day		Early Release		End-of-Day Activity		Delayed Start	
Start Time	8:25	Start Time	8:25	Start Time	8:25	Start Time	8:25	Start Time	8:25	Start Time	9:25
Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.
Lunch Length	30 min.	Lunch Length	30 Min.	Lunch Length	N/A	Lunch Length	25 min.	Lunch Length	28 min.	Lunch Length	30 min.
Period Length	48 min. 27 min. House	Period Length	45 min.	Period Length	20 min. 17 min. House	Period Length	31 min.	Period Length	40 min.	Period Length	40 min. 22 min. House
Warning Bell	8:20	Warning Bell	8:20	Warning Bell	8:20	Warning Bell	8:20	Warning Bell	8:20	Warning Bell	9:20
0	7:30	0	7:30	0	7:30	0	7:30	0	7:30	0	N/A
	8:15		8:15		8:15		8:15		8:15		N/A
1	8:25	1	8:25	1	8:25	1	8:25	1	8:25	1	9:25
	9:13		9:10		8:45		8:56		9:05		10:05
2	9:17	2	9:14	2	8:49	2	9:00	2	9:09	2	10:09
	10:05		9:59		9:09		9:31		9:49		10:49
3	10:09	Mass/House	10:03	3	9:13	3	9:35	3	9:53	3	10:53
	10:57		10:51		9:33		10:06		10:33		11:33
4a	11:01	3	10:55	4a/b	9:37	4a	10:10	4a	10:37	4a	11:37
	11:49		11:40		9:57		10:41		11:17		12:17
4b	11:35	4a	11:44	5	10:01	4b	10:39	4b	11:09	4b	12:10
	12:23		12:29		10:21		11:10		11:49		12:50
5	12:27	4b	12:18	6	10:25	5	11:14	5	11:53	5	12:54
	1:15		1:03		10:45		11:45		12:33		1:36
6	1:19	5	1:07	7	10:49	6	11:49	6	12:37	6	1:40
	2:07		1:52		11:09		12:20		1:17		2:20
7	2:11	6	1:56	8	11:13	7	12:24	7	1:21	7	2:24
	2:59		2:41		11:30		12:55		2:01		3:04
8	3:03	7	2:45			8	12:59	Activity	2:05	8	3:08
	3:30		3:30		1:30		3:30		3:30		
9	3:34	9	3:34					9	3:34	9	3:33
	4:25		4:25				4:25		4:25		
1 <sup>st</sup> Lunch	11:01	1 <sup>st</sup> Lunch	11:44			1 <sup>st</sup> Lunch	10:10	1 <sup>st</sup> Lunch	10:37	1 <sup>st</sup> Lunch	11:37
	11:31		12:14				10:35		11:05		12:07
2 <sup>nd</sup> Lunch	11:53	2 <sup>nd</sup> Lunch	12:33			2 <sup>nd</sup> Lunch	10:45	2 <sup>nd</sup> Lunch	11:21	2 <sup>nd</sup> Lunch	12:20
	12:23		1:03				11:10		11:49		12:50

# Admissions

## Eligibility

Father McGivney Catholic High School is dedicated to serving the spiritual and educational needs of students who demonstrate a commitment to its mission, goals, and religious values, and who will benefit from its academic program.

Students will be excluded only if the school does not offer an educational program which meets their needs, if the students do not accept the moral and behavioral standards of the school, or if the parents fail to meet their financial obligations to the school.

Admission of students with special needs will be considered after their parents have made formal application to the Principal of FMCHS. Father McGivney's goal for its "Special Needs Students" is to provide them with a productive educational experience given their limitations and the limitations of staffing and resources and taking into account the educational impact on other students.

Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian.

## Freshmen

Admission to Father McGivney Catholic High School is normally granted at the beginning of the ninth grade. Applicants entering as freshmen must present evidence of academic ability and achievement, motivation, and good character.

If timely freshmen applications exceed available space, a currently enrolled non-Catholic student will not be dismissed in order to admit a Catholic student. The Priority of Admissions policy shall be applied in the following order:

1. Students currently enrolled at FMCHS.
2. Siblings of students already enrolled in FMCHS and/or siblings of the Catholic alumni of FMCHS.
3. Catholic students who have been continuously enrolled in a Catholic elementary school in Metro-East area or in a Catholic elementary school in an area where they previously resided. In the event the available capacity of FMCHS is not sufficient to accept all such applicants, priority shall be granted to those who attended the largest percentage of available Catholic elementary education. For example, an applicant who attended a Catholic elementary school from kindergarten through eighth grade shall be admitted prior to an applicant who attended only a portion of the available grade school years.
4. Non-Catholic students who have been continuously enrolled in a Catholic elementary school, starting with those attending the greater number of elementary education in a Catholic school receiving the highest priority.
5. Students whose families are active parishioners of feeder parishes or other Catholic parishes but who did not attend a Catholic elementary school, where a Catholic elementary school was available.
6. All other high school age students including graduates of other religiously affiliated or private elementary schools.

## Transfer Students

Students seeking admission at a time other than the beginning of the freshman year must submit official transcripts of all high school credits, and letters of reference from the principal of their sending high school and from the pastor of their parish or another person who can comment on their character. If they attended their last school for less than a full year, further documentation will be required from previous schools. Home-schooled students will have to provide standard test scores and any transcripts to be considered for admission.

Transfer students will only be admitted at the beginning of a semester unless the transfer is the result of a family relocation into the area.

Placement tests may be required of transfer students, and they and their parents must meet with the Admissions Committee before they will be accepted.

A student who has been expelled from or asked to leave another high school may be considered for admission to Father McGivney Catholic High School at the discretion of the administration.

## Foreign Nationals

Anyone who is not a citizen of the United States must have completed an I-20A form before registration. Special arrangements must be made for foreign exchange students, and prospective sponsors should be aware that admission is not automatic. A limited number of foreign nationals will be admitted per year and all must be fluent in English. Each student must have a host family and that family must meet with the Administrator before acceptance and throughout the school year. Students living with guardians must be able to present proper legal paperwork. No foreign exchange student will be considered after June 1.

## Residency

All students are required to live with a parent, legal guardian, or person with power of attorney, while in attendance at Father McGivney Catholic High School. Notarized proof may be requested, and non-compliance will result in dismissal. We verify certified copies of government issued birth certificates to be in compliance with the Missing Persons/Children's Records Act.

## Health Records

State law requires that a health certificate indicating a current physical exam, including all immunizations be presented by all students entering ninth grade, and by all transfer students (evidence of DTAP for ninth grade must be indicated as well as evidence of a 2<sup>nd</sup> dose of Varicella Vaccine for all students). Students who do not have health and immunization records on file by October 15 will not be allowed to attend school until they are compliant. In addition, physical exams by a licensed physician for all students who participate in interscholastic athletics are required each year prior to participation.

## Family Emergency Plans

Each family should have a plan in place, complete with phone numbers and emergency contacts, should a crisis arise. In the event of crisis, a student must be checked out of school through the administrative office.

## Custody Issues

In the absence of a court order, what is said in this handbook of policies applies to any parent or legal guardian, whether or not the student lives with the parent. Any requests for multiple mailings of report cards and other information should come through the administrative office. Should there be special circumstances regarding dismissal from school, records, etc. court documents are required. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a certified official copy of the court order.

## Financial Policies

### Tuition & Fee Amounts

The School Board has set the tuition for the 2015-2016 school year at \$6,500/year for the first student. A discount of \$1,000/year will be offered for the second student and the third (and over) student(s) are free. Multi-student tuition discounts will be awarded annually per family, for students attending simultaneously.

### Tuition & Fees Payment

The School Board has adopted the following payment policy for the 2015-2016 academic term. Families can pay their bill in one of two ways: one time lump-sum payment due prior to student's admission, or 10 equal monthly payments due the first of the months of August through May. The ten (10) equal monthly payments must be made via EFT. Final tuition payment is due 60 days before the student takes final exams for all graduating seniors.

### Parish Financial Assistance

It is the intent that qualified Catholic students should not be denied an education at Father McGivney Catholic High School because of lack of financial resources. Some parishes have made generous financial assistance funds available to children of their parishioners. Because of the sensitive nature of the information involved, neither the school nor the parishes evaluate the initial financial need of financial assistance applicants. Applications for financial assistance are available at the school. Absolutely no financial assistance will be awarded without the completion of a financial assistance (FACTS) application. Adjustments to the tuition must be approved by the principal.

## Late Enrollment or Withdrawal

Families enrolling/registering after July 1, 2014 are expected to fulfill their tuition obligation according to the payment schedule stated herein. Monthly payments may not extend past May 2015.

Tuition is charged or refunded for full semesters only. Any one of the following conditions is evidence that the student is enrolled for a given semester:

- Grades are recorded and/or credit is granted for the semester.
- Transfer grades are requested for work done during the semester.
- The student's dates of actual attendance span at least twenty (20) school days in the semester.
- The student was enrolled and written notice of withdrawal is not received within the first twenty (20) school days of the semester.

## Late Payments

Full Payment families will not be able to register for the following year if payment is not received on or before June 15th.

## Suspension of Monthly Payment Privileges

The ability to pay a student's tuition on a monthly basis is a privilege – not a right. Father McGivney Catholic High School will extend every reasonable consideration requested by families that are experiencing financial difficulties.

## Outstanding Balances

Enrollment of a student at Father McGivney Catholic High School includes a financial obligation for tuition. Student accounts must be kept current at all times. At the end of each quarter, all tuition, fees, and fines must be paid before a report card or transcript is released.

If any fee or school payment would, for any reason whatsoever, remain due at the end of a semester or when a student withdraws from school, only an "unofficial transcript" will be provided until the full and final payment is received. Any student that has an outstanding balance at the end of a semester will not be allowed to take the final exam in his or her classes. Furthermore, any family with an outstanding balance at the end of a semester will not be permitted to enroll for subsequent semesters at Father McGivney Catholic High School without the authorization of the Principal.

If the Tuition Policy is not complied with, the school has the right to:

- Refuse to allow the student to attend classes;
- Deny the student the right to participate in any type of extracurricular activity;
- Deny the student the right to participate in graduation ceremonies, to graduate, and to receive official transcripts of grades or a diploma; and
- Take other action as deemed appropriate by the Principal.

## Tuition Refunds

Tuition/fees are non-refundable. Student transferring for disciplinary or other reasons will not be awarded tuition refunds.

## Faith Formation

Father McGivney Catholic High School is a Catholic institution. But while students learn the Catholic faith in the classroom, they must also come to embody it in their lives as committed disciples of Christ.

The ultimate goal of the theology curriculum at Father McGivney Catholic High School is to help our students know, love, and serve God in this world that they may be happy with Him forever in the next. The proximate goal is to help students come to know Christ Jesus through His Church and thus be well equipped to combat the 'dictatorship of relativism' and to serve the 'culture of life'.

Each course in the curriculum is designed to impart to students the **what** and the **why** of infallible Church teaching and then to instruct students on how to **apply** and **defend** that teaching in their lives.

Students must complete the four-year retreat program at Father McGivney Catholic High School. The intensity of the retreats increases with each year. All these experiences are coordinated through the Faith Formation Director. Participation in the FMCHS retreat program is mandatory for all students.

## Service Hours

Before students can be eligible to graduate, they must demonstrate a living faith by documenting 70 hours of individual service (**10 hours minimum as a Freshman, 15 hours minimum as a Sophomore, and 20 hours minimum as a Junior and 25 hours minimum as a Senior**), plus 16 school-sponsored house service days. Transfer students are usually required to perform a lesser amount and should consult with the Faith Formation Director/Principal. The ultimate purpose of these hours of service is to help students realize that their faith should not be confined to the church or chapel but should permeate every aspect of their lives such that faith becomes the guiding principle of every action. This shows a student making their faith in a real and lived experience in serving others as St. James reminds us “for just as a body without a spirit is dead, so also faith without works is dead” (James 2:26).

## Service Projects/Service Learning Programs

Service projects and service days must incorporate one or more of the spiritual or corporal works of mercy:

The Catechism of the Catholic Church (n. 2447) teaches: “The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities. . . Among all these, giving alms to the poor is one of the chief witnesses to fraternal charity: it is also a work of justice pleasing to God.”

### The Spiritual Works of Mercy are:

- To counsel the doubtful;
- To instruct the ignorant;
- To admonish sinners;
- To comfort the sorrowful;
- To bear wrongs patiently;
- To forgive injuries;
- To pray for the living and the dead.

### The Corporal Works of Mercy are:

- To feed the hungry;
- To give drink to the thirsty;
- To clothe the naked;
- To shelter the homeless;
- To welcome the stranger;
- To visit the sick and imprisoned;
- To bury the dead

It can be understood as furthering Jesus’ mission (i.e., his message and ministry). The social gospel is proclaimed when a project promotes:

- human dignity and respect for life
- family life and participation in the wider community
- basic human rights
- the common good, i.e., those conditions which help human beings to flourish
- a preferential option for the poor and vulnerable
- solidarity, i.e., that ‘loving our neighbor’ has global dimensions
- proper stewardship of God’s creation

It brings the student into direct service of another person or persons so that the student is aware that another person’s life has been enhanced due to his or her selfless generosity.

It provides an educational experience for the participating student that will challenge the student beyond what is known and comfortable.

It is well supervised and can be easily verified by a supervisor (who is normally not a parent) and thoroughly evaluated by the student.

## Service Hours Opportunities

**Students** should fill out the required paperwork and seek the appropriate permissions before beginning service to the community. During this service, the student should keep a running list of the hours worked and provide the supervisor with the appropriate evaluation form. When the service is completed (or at the completion of each academic year), the student should submit the required paperwork at the end of the academic year– the service hours’ time sheet and reflection essay - to the Faith Formation Director.

**Project supervisors** must be a responsible adult capable of adequately supervising a minor, and should typically not be a member of the student’s family. Supervisors of projects must be willing to keep accurate records of student service hours.

**Parents** should be involved in selecting a suitable project and should monitor the project to ensure that the student is well supervised.

**The Faith Formation Director** will maintain accurate records of each student’s status in Living the Faith; educate, motivate, and support students involved in Living the Faith; promote and advertise service opportunities; and act as a

resource for students and parents requesting information on Living the Faith. Whenever a student has completed the required 70 (based on the completion of the required number per grade year) hours and submitted all the necessary paperwork he/she will receive written notification.

Whenever a student, parent, or supervisor becomes aware of inappropriate behavior at a project site, the principal should be contacted immediately so that appropriate action may be undertaken. Examples would include sexual harassment, immoral or illegal activity, or lack of proper supervision.

## **Service Hours Documentation**

1. First, a service opportunity must be chosen. Fundamentally, this should incorporate one or more of the works of mercy delineated above or one of the elements of the social gospel also mentioned above. All things being equal, short term service lasting only an hour or two should be avoided. Service done to help exclusively Father McGivney Catholic High School (e.g., fundraising, concession work, setting-up or cleaning up events, assisting with athletics) will be credited towards the students House as part of the House Cup Competition for the house with the most service to Father McGivney Catholic High School.

2. Second, the student must formally propose the service opportunity to the Faith Formation Director for approval. Students may also check the "Pre-Approved Service Organizations" form on the school website under "Faith Formation" to see if the organization they will be serving is on the list and if so they do not need the approval from the Faith Formation Director. It must be signed by at least the student and parent or guardian and the Faith Formation Director before approval can be granted. The signature of the supervisor may be attained later. No service opportunity will receive credit unless this guideline has been followed.

3. Third, hours must be documented. As service is fulfilled and hours are accumulated, this information can be documented using the "Service Learning Program Time Sheet" and verified by the project supervisor. Hours should be submitted to the Faith Formation Director at least once a year so that they can be documented on the student's report card. In addition, the student is advised to keep a photocopy for his own records.

4. Fourth, the project supervisor must verify that service has been completed and sign off on the number of hours the student has performed.

5. Fifth, the student will evaluate his or her experience by spiritually & prayerfully reflecting on the impact it had on the community and themselves in a reflective essay to be completed at the end of the school year.

6. Students will be notified by the Faith Formation Director of the date that the Service Hours' Time Sheet and Reflective Essay need to be turned in at the beginning of the school year. At this date, ALL Service Hours should be completed and students will turn in their Service Hours' Time Sheet and Reflective Essay.

## **Academics**

Twenty-six credits are the minimum needed to graduate from Father McGivney Catholic High School with a State of Illinois diploma. It is recommended that students and/or their parents/guardians communicate frequently regarding their chosen course of classes at our school because preparation for certain colleges, universities, jobs, or job training requires careful planning.

## **Communication**

Parent/Teacher: Parents are encouraged to use RenWeb to communicate with teachers about their child's education at FMCHS. Additional methods would be a personal call, voicemail, a letter, or a planned conference at the school.  
Teacher/Parent: Teachers may inform parents through RenWeb, or phone calls if the student is experiencing academic difficulties. Teachers may also request a meeting with parents in which an administrator may be present.  
Administration: Parents, guardians, and teachers may contact members of the administration at any time through the communication devices listed above.

Visits to Classrooms: Parents/Guardians must contact an administrator concerning a visit to any classroom during the school day. There must be a reasonable amount of time to allow for such scheduling.

## Credit Requirements for Graduation

	FMCHS HS Diploma	FMCHS College Preparatory Diploma***
<b>Theology</b>	4 credits	4 credits
<b>English</b>	4 credits	4 credits
<b>Math</b>	4 credits	4 credits
<b>Science</b>	4 credits	4 credits
<b>Social Studies</b>	3 credits	3 credits
<i>*0.5 credit US Government (IL and US Constitutions) and 0.5 credit Consumer Ed./Econ required</i>		
<b>Language</b>	2 credits	3 credits
<b>Electives</b>	1 credit	2 credits <i>**1 yr fine arts credit required</i>
<b>P.E.</b>	3.5 credits	3.5 credits
<b>Health</b>	.50 credits	.50 credit
<b>TOTAL</b>	<b>26.00</b>	<b>28.00</b>

*\*US Government (IL and U.S. Constitutions) and Consumer Education are also required by the State of Illinois for graduation.*

*\*\*Fine Arts credit could be met through Art, Music, Theatre, a third year of Foreign Language for the HS Diploma or a fourth year of Foreign Language for the College Preparatory Diploma.*

*\*\*\*To be eligible for the College Prep Diploma, two (2) AP or Dual Credit Classes must be completed.*

All students and parents are mandated, as freshmen or as a transfer, to meet with the Student Services Director to arrange a four-year plan. All returning students are encouraged to meet with Student Services when planning subsequent yearly schedules.

Students and their families are encouraged to remain in close contact with the Student Services Office to ensure that they are on track for graduation and eligible for admission to the colleges in which they are interested in attending.

## Course Offerings

Credit	Math Department
1	Algebra I
1*	Algebra I, Honors
1	Geometry
1*	Geometry, Honors
1	Algebra II
1*	Algebra II, Honors
1*	Statistical Probability
1*	Pre-Calculus, Honors
1*	Calculus, Honors

Credit	Science Department
1	Biology I
1*	Biology I, Honors
1	Chemistry I
1*	Chemistry I, Honors
1	Earth Science
1	Physics



- 1\* Human Biology, Dual Credit
- 1\* AP Chemistry
- 1\* AP Biology

**Credit History/Social Sciences Department**

- 1 Modern U.S. History
- 1\* Modern U.S. History, Honors
- 1 World History I
- 1\* World History I, Honors
- 0.5 Government
- 0.5 20<sup>th</sup> Century America
- 0.5 Consumer Education
- 1\* Psychology, Dual Credit

**Credit Theology Department**

- 1 Theology I
- 1 Theology II
- 1 Theology III
- 1\* Theology III, Honors
- 1 Theology IV
- 1\* Theology IV, Honors

**Credit English Department**

- 1 English I
- 1 English I, Honors
- 1 English II
- 1\* English II, Honors
- 1 English III
- 1 English IV
- 1\* AP English Literature and Composition
- 1\* AP English Language and Composition
- 0.5 Speech
- 1 Formative Writing

**Credit Fine Arts Department**

- 1 Creative Art – Comprehensive
- 1 Intermediate Art
- 1 General Band
- 1 Concert Choir

**Credit Language Department**

- 1 Spanish I
- 1\* Spanish I, Honors
- 1 Spanish II
- 1\* Spanish II, Honors
- 1\* Spanish III, Honors
- 1\* Spanish IV, Honors

**Credit Physical Education Department**

- 0.50 Health
- 0.50 PE - General Fitness (9, 10, 11, 12)

*\*\*Driver's Education may be taken through the student's zoned high school, through Collinsville High School in the Summer, or through a private driving school*

## Honors Classes

Students enrolled in Honors classes must maintain a B average (for the year) in said class. If a B average is not maintained then the student will not be eligible to enroll in that class the following year unless there were extenuating circumstances.

## Academic Status

A student receives Freshman status upon graduation from eighth grade and acceptance as a student at Father McGivney Catholic High School. To advance to Sophomore status, the student must have earned a minimum of 7.0

credits. To advance to Junior status, the student must have earned a minimum of 14.0 credits. To advance to Senior status, the student must have earned a minimum of 21.0 credits.

The academic status of transfer students will be determined by the Principal at the time they are accepted at Father McGivney Catholic High School. Service hours and specific graduation requirements may be adjusted for transfer students to reflect the availability of programs and courses at their previous school.

## Early Graduation

A student who wishes to graduate from Father McGivney Catholic High School in less time than the ordinary four-year sequence may be granted permission to complete graduation requirements on an accelerated schedule if the following criteria are met:

- 1) Permission is requested in writing by the student and their parent/guardian by the end of the second semester of their junior year.
- 2) A detailed program of studies is designed with the Principal and Student Services which
  - a) lists the courses which will be taken each semester,
  - b) includes completion of theology graduation requirements
  - c) specifies the Living the Faith service hours to be completed each year, and
  - d) is signed by the student, the parents, and the administration.
- 3) **All coursework must be completed by the last day of the semester in which the student plans to graduate.**

## Grading Scale and Reporting

All teachers use the numeric grading scale reproduced below. This scale is reported to colleges, employers, and others who evaluate student records.

### UGPA Codes and Grade Book Scale

Letter Grade	Percent Grade	Grade Equivalent Scale
A	90-100	4.0 Grade Points
B	80-89	3.0 Grade Points
C	70-79	2.0 Grade Points
D	65-69	1.0 Grade Points
F	64 and below	0.0 Grade Points
INC	Incomplete	*must be approved by the principal

*\*A student can only receive an incomplete at the end of the first and third quarters with administrative approval. A student has ten days after the last day of the quarter to finish the work or the incomplete will automatically become an "F".*

*\*\* For Honors, Dual Credit, and Advanced Placement classes, a .02 'add on' will be added to the semester GPA for that class and any subsequent Honors, Dual Credit, and Advanced Placement classes.*

## Student Information Service-RenWeb

Parents may use RenWeb at any point during the school year to access student grades and attendance.

Quarter and Semester report cards are posted on RenWeb. A reminder of report card availability will be sent to each parent via email. Each parent will be emailed a transcript in June of each year. Parents are expected to review transcripts for accuracy.

## Semester Grades

Semester grades are the only grades which appear on the transcript, and which are on the student's permanent record. The semester grades are computed: 45% for each of the 2 quarters, and 10% for the final exam each semester.

Only those grades received at Father McGivney Catholic High School are recorded on a student transcript. For college admission, students will need to request official transcripts from all schools they have attended.

## Repeating a Course

Should a student fail an academic class, they may choose to repeat that course in order to satisfy a prerequisite requirement or ensure that they have sufficiently gained the knowledge of that academic subject. If the class is a graduation requirement, the class must be repeated. The new grade will replace the failing grade.

## Grade Point Averages and Honor Roll

Unweighted Grade Point Averages (UGPA) are computed **each semester** by multiplying the semester grade points by the units earned in each class, and then dividing by the total number of units attempted. The result is rounded to three decimal places. The current UGPA is for one semester only, and the cumulative UGPA is for the student's entire high school career. An academic honor roll is compiled at the end of each semester, based on the current grade point averages for that semester. In order to be on the High Honor Roll, a student must have a current UGPA of 3.600-4.0. To be on the Honor Roll, a student must have a current UGPA of 3.0-3.599.

## Academic Recognition

A cumulative 3.75 UGPA must be achieved at the conclusion of sophomore year to receive academic letter recognition. Also, the student must have attended FMCHS for the semester prior to be counted. Students will be awarded an academic letter the first year of meeting criteria and an academic pin for each of the following years.

## Senior Academic Honors

Students will be presented with academic medals for the following:

- Summa Cum Laude: Gold Medal (3.9-4.0 UGPA)
- Magna Cum Laude: Silver Medal (3.7-3.899 UGPA)
- Cum Laude: Bronze Medal (3.5-3.699 UGPA)

In order to be eligible for these honors, the student must have completed the final three semesters of high school at Father McGivney Catholic High School, must have fulfilled the Community Service requirement and may not graduate early.

## Snow Day Rules

Students are required to be online 5.5 hours on Snow Days. Using Moodle, students will complete daily lessons. Teachers will have virtual hours on these days to assist students with these lessons. Those hours vary and will be sent out via email prior to the snow day.

## Homework Student Make-Up Work Policy

*Since students are ultimately responsible for their own learning the following regulations are established:*

- Students who have been absent from school for an **excused** absence have the same number of days absent to make up work after they have returned to school. Parents may request homework on the **second (2nd)** day of absence. Requests must be made before 9:00 a.m. to receive the homework by 3:15 p.m.
- Students are to make arrangements with their teachers if they have been absent 1 day or less. All assigned work and tests announced prior to a student's absence are DUE the day the student returns.**
- All students are to check RenWeb for assignments.**

Students who are participating or attending school sponsored activities may be required to turn in assignments **before** they attend the activity. This determination will be made by each individual teacher.

**It is the student's responsibility to make arrangements with his/her teachers to make up any work missed. Students who receive an unexcused absence will only be allowed to make up their work at 50% maximum credit.**

## Academic Probation

Students are considered to be on academic probation if their current cumulative UGPA is below 2.000. They remain on probation until their cumulative UGPA is above 2.000. While on academic probation, they are expected to make every effort to improve their scholastic performance. As a consequence, they are not allowed to participate in any activity which would require them to miss any classes, including field trips which involve more than a single class period. They are expected to voluntarily curtail any extracurricular activities which reduce the time and effort available for study.

## Class Withdrawal and Grades

Adding a course can be done through the second week of the semester (ten days) if space permits. Students may drop a class without penalty up to 2 weeks (ten days) into the semester with written permission from their parent and administrative approval. After 2 weeks, they may also withdraw with parental permission; however, a WF will be recorded on the transcript and will count as an F in the UGPA and on the official transcript.

## Medical Incomplete

Should a student experience a medical condition which keeps them from completing/or participating in a class, an "Incomplete" may be assigned. Students will need a medical excuse from their doctor. The Principal, teachers, student, and parents will determine what is considered a reasonable amount of time to complete missed work. Students may be required to repeat the class if deemed necessary for progression to the next level.

## Summer Work for Honors Classes

If an Honors Class requires summer work, it must be completed on time or Student Services Department will be informed and the student will be dropped from the Class.

## Schedule Change

Student Services may be unable to accommodate a class change request. In that case, there are three scenarios:

- The student would not receive that class at all and have to make another choice.
- In the case of core classes that are required for graduation, the student may have to consider summer school. Must have Principal approval.
- The student could start an Honors Class with a deficit average.

## Student Records

The parent/guardian has the right of access to the student's school record. Any parent/guardian who wishes to view his or her child's record is required to provide one day advance notice request for record review. The request must be granted within a reasonable time and not more than 10 days after the request is received. Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parents/guardians or a court order and we have a system in place for flagging records of missing persons. Official school records will be held until all financial accounts have been satisfied. Information, sufficient to insure adequate placement of a student, is to be released within ten (10) days of a transfer to another school.

## Transcripts

For current students, Father McGivney Catholic High School will send five (5) official high school transcripts for students free of charge. Additional transcripts can be sent for \$3 each.

Alumni are required to download a college request form from the school web page, include a full mailing address to where it should be sent and send to:

Father McGivney Catholic High School  
Attn: Student Services Director  
7190 Bouse Road  
Glen Carbon, IL 62034

Please note there is a charge of \$3 for each transcript sent. Payment is required at the time of request in the form of cash, personal check or credit card number. No transcript requests will be taken over the phone or via email.

A parent/guardian or eligible student may ask FMCHS to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain

scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

## Off Campus Classes

### Dual Credit

Father McGivney Catholic High School has dual credit opportunities with Southwestern Illinois College. Students may receive both high school and college credit for classes taken at these schools. As well, they may opt to use it as college credit only.

- No high school credit will be given for a class taken off campus that is offered at Father McGivney Catholic High School.
- If a student takes a class off campus for high school credit, the grade will be computed in the student's UGPA and the class and grade will be recorded on the high school transcript.
- **Any class** taken at Southwestern Illinois College for high school credit must be approved by the administration at least **two weeks** before the start of the semester. The student must complete a Dual Credit Permission Form from the Student Services Office **and** Southwestern Illinois College Dual Credit form. These need to be signed by the Student Services Office. Taking an off-campus class during school hours is a privilege awarded to seniors only. Students may not take a college class if it conflicts with their FMCHS schedule.
- If a student wishes to take a class off campus in the summer to fulfill a prerequisite for a class at Father McGivney Catholic High School, the student must have received a grade of "A" or "B" in the last class taken in the sequence the previous semester. To receive high school credit, the student must then enroll in the next class in the sequence the first semester upon returning to Father McGivney Catholic High School. Permission for dual credit in this situation will be offered only on an individual basis, and should not be considered as an automatic approval. Parents and the student must meet with the Student Services Director to petition for this type of dual credit.
- Any course, and the grade for the course, taken at Southwestern Illinois College for dual credit is permanently on the student's college record and must be reported by the student when the student applies to college. It is advised that the student drop the class before the final drop date if the student is receiving a grade that he/she does not want on their permanent college transcript.
- Dual Credit procedures are also valid for any off campus classes at any other college or university.
- Students should check the consequences for college admission and financial aid.

### Summer School

- If a student fails a required class, it is advised that the student retake this class in summer school.
- A Summer School Form must be completed and signed by the Student Services Director and have the Principal's approval before the start of summer school to receive credit for the class.
- Summer school may be taken at area high schools.
- No credit will be given for any class taken in summer school that is offered at FMCHS unless the student has received a failing grade in that class. "Pass" or "Fail" will be recorded on the FMCHS transcript.
- Permission must be granted by the principal.

### Online Courses

Students are encouraged to take online courses to strengthen academic skills. Online courses recorded on the student transcript will only be accepted for credit recovery with preapproval. Students will be limited to two online courses for graduation credit from Father McGivney Catholic High School. Students will not be allowed to take online courses for academic advancement.

## Attendance Procedures

### Arrival and Departure

Students should arrive at school no later than 8:25 a.m. Any student who arrives after that time must sign in at the reception/attendance desk in the main office.

Parents must notify the attendance secretary prior to the start of the school day if a student needs to be dismissed from school for any reason. Parents must indicate where the student will be going, who will drive, the time the student needs to leave, and the approximate time of return. The student must sign out when leaving and sign in when returning to school.

**A student who becomes ill during the school day must report to the office, where they will contact a parent by telephone.** The student may not leave campus unless the parent gives permission to do so. Under these circumstances, a student will not ordinarily be allowed to drive alone or to go home if there would not be a responsible adult present.

## Tardiness

Students who are not in their classrooms or assigned area when the bell rings are tardy and may be excused with a validated pass. Students who are tardy to the building must sign in to the office. Excessive tardies to the building result in an appropriate progression of reminders, after school detentions and Saturday detentions. A parent phone call does not automatically excuse a tardy.

A student who will be late to school due to an appointment must present a written request signed by a parent to the attendance secretary by 3:00 on the day prior to the appointment. The request must indicate where the student will be and the approximate time of arrival at school. Students arriving late must sign in with the attendance desk. If a student does not complete the sign in and reason sheet, they will receive an unexcused absence. After three unexcused absences and subsequent unexcused absences, a student will receive a discipline referral.

## Absences

On the day a student is absent, a parent must call the school between 7:00am and 9:00am. The call must be made *every day the student is absent*. If the school does not receive a telephone call it will be assumed that the absence is without parental knowledge or consent and the parent will then be contacted.

Absences are noted as *Excused or Unexcused*, depending on the circumstances.

1. The following absences are always *excused*, provided the above procedures are followed:
  - a. illness,
  - b. death in the immediate family and
  - c. family emergency
2. Other absences *may be excused* if all of these conditions are met:
  - a. the above procedures are followed,
  - b. the absence occurs with the prior consent of the parents, and
  - c. the school is notified in writing at least five school days in advance of the absence
3. Other absences are always *unexcused* if:
  - a. they occur without the knowledge and consent of the parents (truancy),
  - b. they are the result of a suspension,
  - c. the student is on academic probation,
  - d. the student has a record of frequent absenteeism or tardiness or
  - e. the student is leaving school to obtain a driver's license/permit
  - f. unexcused absence may receive a maximum of 50% of the grade assignment

After the 7th absence in any one semester, a doctor's note will be required for the student to return to school. Frequent absenteeism is defined as having missed ten percent (10%) of the meetings of any class in the current or previous quarter. Frequent tardiness is defined as three or more instances in the current or previous quarter. All absences are counted and recorded, whether excused or unexcused. Students with excessive absences may be required to have a Doctor's excuse each time they are absent. Any student missing over 10% of the school year may be required to retake the class.

## Pre-Arranged Absences

Pre-arranged absences may be granted for family trips, other appointments, vacations, extended vacations, non-school sponsored athletic contests, college visits for freshmen and sophomores, etc. **With the exception of absences other than medical, dentists, funerals, and family emergencies, notice must be made in writing and orally five (5) school days in advance of the absence for these absences to be considered excused.** A pre-arranged form (found in the office or on the school website) must be completed. The students have the responsibility for securing each teacher's signature and completing all class work prior to the absence.

**Failure to pre-arrange the absence will result in an unexcused absence(s). No make-up work will be allowed for an unexcused absence. Pre-arranged absences are not allowed during semester exams.**

## College Days

Each student is allowed **two** college days during their **Junior and Senior** years. To be excused from class for a college day, the student must follow these procedures.

1. Ask for a College Day Form in the main office or download and print one from the website.

2. The form must be signed by the parents/guardians.
3. The name and address of the college(s) must be completed.
4. This form must be returned to the Student Services Director five days before the college day.
5. Request an attendance verification from Student Services to take with you on the college day.
6. Turn in the attendance verification form to the attendance secretary upon your return to school.
7. **The student is responsible for all work missed.**

The teacher has the option of having work turned in before the College Day or on the day the student returns. The student should not plan a college visit on a day that a test is given. If a test is given on the college day, the student is expected to make up the test on the day they return.

Additional college days may be necessary and must be approved by the administration.

## School-Sponsored Activities

Students who miss school because of a school-sponsored activity will not be considered absent. Sponsors of such activities notify teachers of the students who will be participating. It is the responsibility of the students, however, to obtain assignments from their teachers, and the rules for makeup work apply.

Students must be in attendance at least four full class periods on the day of an athletic contest, dramatic or musical performance, or any other evening extracurricular activity, unless they have the prior approval of the principal. A student who is absent on Friday may participate on Saturday only at the discretion of the principal or athletic director. A student who is called in ill will NOT be allowed to participate in extracurricular activities unless they have a doctor's note.

## Makeup Work

Regardless of the nature of the absence, teachers are never required to give tests and/or homework to students before an absence.

Except in the case of lengthy, unavoidable absences, homework which is assigned before an absence, and which is completed by other students during the absence, is due on the day the student returns to school. Tests which are assigned before an absence, and which are administered during the absence, will be made up as soon as it is convenient for the affected teachers. Homework and tests which are assigned before the absence but scheduled for a date after the absence are due on the assigned date. For homework and/or tests which are assigned and completed during an absence, one day of additional preparation may be allowed for each day the student is absent. Semester exams may be taken only at the time scheduled.

## Incomplete Grades

A student can only receive an incomplete at the end of the first and third quarters with administrative approval. A student has ten days after the last day of the quarter to finish the work or the incomplete will automatically become an "F".

# Expectations for Student Behavior

## Academic Integrity

Students are expected to conduct themselves according to the highest standards of personal integrity and accountability. Students are expected to assume full responsibility for their work and resist any behavior that would be in conflict with their integrity. Academic dishonesty is any action that seeks to obtain credit for work which is not one's own. This includes, but is not limited to, the following: copying, communicating with another student during a quiz or test, using notes on a test or quiz without permission, plagiarism, or unauthorized collaboration all as determined by the teacher, or finally, after appeal by the principal. **No credit will be given for the assignment.**

Breaches of academic integrity will result in two after school detentions for the first offense. Subsequent offenses will earn an appropriate progression of detentions, Saturday detentions and suspensions. Any instance of academic dishonesty will affect a student's standing in National Honor Society.

## Mass Attendance

**All students** are expected to attend Mass and wear the proper attire.

## Lockers

Every student will be assigned his/her own locker with a school lock. In addition, each student will be assigned a Physical Education locker and need to provide his/her own lock. Both lockers **must** be locked when the student is not using the lockers. Students should be advised that lockers may be searched by school officials at any time, with or without the students' knowledge and consent and items may be subject to seizure. Students should have absolutely no expectation of privacy for student lockers.

## Cell Phones/Electronic Equipment

Upon entering the school building, all electronic devices must be turned off and placed in the student's locker until the end of the last scheduled class. No student shall use or have on his/her person any cell phone, musical device, or similar electronic paging device. These devices will be confiscated and returned to the student at the administrator's discretion. Additional disciplinary actions may occur. Phones must be kept in the OFF position during school hours. If an emergency or crisis situation arises, administration is to defer to the building crisis plan procedures. Without prior permission by an administrator, the use of phones to take pictures is prohibited. Phones may not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local state or federal laws. Game playing, internet or email access, sending any electronic messages, gambling or making purchases of any kind using a phone is not permitted. The institution is not responsible for the security of any phone and is not responsible for lost or damaged phones. Violation of the rules regarding phone usage may result in the revocation of permission to bring a phone to school or to programs and may result in discipline and/or confiscation of portable phones in the same manner as other electronic devices noted above.

Violation of the Cell Phone/Electronic Devices Policy will result in a detention for the first offense. In addition, the device is to be confiscated and will be returned to the student at the end of the school day. A second violation will result in a Saturday Detention and the device will be returned to the parent/guardian. A third violation and subsequent violations will result in a 3-day suspension from school, and the student may be recommended for expulsion.

## Vehicle Searches/Parking

All motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. Unauthorized items may be subject to seizure. Students should have absolutely no expectation of privacy of motor vehicles parked on school property or registered with FMCHS. Parking permits are purchased in the office. You must have a parking permit before parking on the school campus during the school day.

## Bullying

Father McGivney Catholic High School shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. Violation of this policy may result in detention, suspension or expulsion.

## Pregnancy/Abortion/Parenting Policy

Father McGivney Catholic High School affirms the moral teaching of the Catholic Church including the teaching of the holiness and giftedness of life. To be true to its Gospel task, we equally assert the values of forgiveness and compassion. Believing that the truly Christian response to a boy or girl facing adult situations and decisions is focused on the person, the administration will deal with each student involved in pregnancy/abortion/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents/guardian and the Principal to determine those arrangements for the student's completion of his/her education, health and well-being which are deemed best for all concerned.

## Possession or Use of Weapons or Look Alike Weapons in School

Catholic schools in the Diocese of Springfield teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.



It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury.

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the principal may impose a suspension rather than an expulsion.

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

FMCHS reserves the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. (In the event of a violation of this policy, FMCHS will follow the administrative regulations of the diocese, which are posted at <http://oce.dio.org> policy number 4803)

## Dress and Appearance Code

Students are expected to always present a neat, clean and modest appearance. Any attire deemed inappropriate, distracting, immodest, or unsafe by the administration is a violation of the Dress Code. Students not in compliance will be sent home to change and receive an unexcused absence for the time missed.

To view appropriate style of dress, visit Land's End or Fischer's School Uniforms which are the ONLY authorized provider of FMCHS uniform apparel.

Teachers and coaches may impose a higher standard for field trips, special programs, or game days. Coaches will designate one approved game / day per week during the season that students may dress as a team. Students are required to wear the designated team polo / fleece. No t-shirts are allowed unless approved by the Principal.

### Shirts, Blouses, and Sweaters

**Shirt:** The students must wear a white or navy polo shirt with the school's logo. **Third piece:** If a student wishes to wear an additional piece of clothing for warmth, it must be the navy fleece pullover, navy sweater vest, or navy cardigan. **Mass Days:** Students will be required to wear a solid white (no logo) full button down oxford dress shirt / dress oxford blouse with a collar. The shirt is required to be tucked in at all times and must have 3" length past waist to remain tucked in. No polo shirts are allowed on Mass Days. Female students will have the option of the crossover tie or traditional tie. Male students must wear traditional tie. Both ties are available at the Griffin Store. Sweaters, shorts and fleeces MAY NOT be worn during Mass.

**Undershirts (optional):** Undershirts must be solid white, or navy, short or long sleeved and must be free from any writing that shows through the shirt. **On Mass days** students must wear a white t- shirt or white/beige undergarment.

**Griffin Days:** Students will be allowed to wear approved Griffin Gear, approved Club/Organization Shirts, and approved team shirts periodically. These days will be announced via school announcements. Pants and shoes must be in compliance of the dress code listed below. No hooded sweatshirts will be allowed.

## Pants, Dress Shorts, Slacks, and Skirts

Khaki tailored pants, khaki pleated skirts, khaki skorts, plaid skirt, or walking shorts in season (no shorter than two inches above the knee) may be worn but must be purchased from either of the two approved vendors listed previously. A black or brown belt must be in all belt loops.

The plaid skirts and khaki pleated skirts must be purchased through Fischer's and must be no shorter than two inches above the knee. The khaki skort must be purchased through Land's End.

Pants and shorts must be worn at the waist, never at the hips. Skirts are not to be rolled at the waist or hips.

Shorts are only allowed until October 1<sup>st</sup> and after April 1<sup>st</sup>.

## Shoes/Socks

Black or brown leather shoes with standard heel and standard sole must be worn. Tennis shoes, open-back shoes, slipper-style shoes and house slippers are not allowed (even if they are black or brown leather). Shoes must have hard soles and heels. Socks must be worn with shoes at all times.

## Hair/Facial Hair

Hair must be of one, approved natural color, neat and clean. (For boys; no longer than three inches anywhere on the head, and off the face, ears, and collar). For safety reasons certain hair styles may not be allowed. No designs of any kind may be cut into the hair.

Boys must be clean-shaven at all times, and sideburns must not be lower than the bottom of the earlobe. Any student not in compliance with the facial hair policy will be required to purchase a disposable razor and shaving cream at the cost of \$5.00 and be required to shave at school. Continued failure to comply with this policy will result in disciplinary action.

## Hats/Jewelry

Hats must be removed upon entering the school building and must remain off the entire school day.

Appropriate rings and watches, medals, crosses, etc. must be worn inside the clothing. Boys may not wear body-piercing jewelry. Girls may not wear excessive or unsafe earrings, maximum of 2 piercings in each ear.

## Homecoming and Prom Dance Guidelines

Our goal is to insure a safe and healthy dance environment that honors the values of Father McGivney Catholic High School. These policies emerge from our shared mission in promoting Catholic values that recognize the dignity and self-worth of all people. Dress for formal events should serve as a means to emphasize the beauty and dignity of the whole person. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

**FOR LADIES:** Dress/outfit should reflect *the unfading beauty of a gentle and quiet spirit* and be appropriate for the Father McGivney Catholic High School setting. Dress, skirt, blouse/top or pants outfit should be formal in nature. The dress/outfit **must** meet the following requirements:

Appropriate **LENGTH:** skirt, dress, and the slit of skirt or dress may be approximately no shorter than 3 inches above the knee in front and back.

Appropriate **FIT:** the whole dress may not be so tight as to show all contours of the body. Also, the dress should not rise (past the length requirements) up while dancing.

Appropriate **CUT:** top may be strapless or spaghetti straps, but not low cut. Dresses should not have cutout areas on the sides or front, but small cutouts are permissible on the back, as long as the area exposed remains 2 inches above the waistline and does not spread to the sides. Dress may not be see-through and may not expose any midriff or cleavage. (In order to be considered a cutout the hole must be bigger than 1 inch.)

Students who have any questions about dress code or who want to have an outfit approved prior to an event please contact our school dress code liaison, Mrs. Madura in the Student Services Office.

**FOR GENTLEMAN:** Men too, should dress in a dignified manner. *"...put on the Lord Jesus Christ, and make no provision for the flesh, to gratify its desires."* Romans 13:14

Dress pants (no jeans, kilts or sweats). Long sleeve, button down, collared shirt with tie or bow tie; formal jackets for prom; and belt and dress shoes. (no sandals or crocs)

**Any clothing that violates the policy will NOT be allowed into the event until the attire is in-line with these guidelines.**

## Other

Visible tattoos or similar decorations are not allowed.

Coats, jackets, backpacks, etc. must be kept in the locker during the school day.

## Physical Education (Men and Women)

Approved physical education uniforms are available for purchase only at the office or through the Athletic Director. Students must be properly dressed for physical education in order to be counted present in the class. In addition to the uniform, the following are required:

1. Athletic socks
2. Athletic shoes
3. A student-provided lock for P.E. locker

All physical education apparel must be kept clean and in good repair. P.E. Lockers must be locked with a student-provided lock.

**Arrangements to purchase P.E. Uniforms** can be made with the Athletic Director.

## Discipline Code

One of the principles of Catholic education is that learning self-discipline is as important to future success as learning English or mathematics. Students at the Father McGivney Catholic High School are expected to show respect for the dignity, rights, property, welfare, and safety of others. They must understand that they are expected to use good judgment in all of their actions and that they cannot always be protected from the consequences of bad decisions.

The guidelines for disciplinary action which follow are not intended to cover every possible situation, and the lists of offenses are intended only to be representative of their relative seriousness. The administration has wide latitude in dealing with student behavior, although there is no cause for corporal punishment at Father McGivney Catholic High School.

**Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action including suspension or expulsion. All threats of violence, including but not limited to bullying, harassment or criminal offenses, will be taken seriously and students making threats will be disciplined in an appropriate manner and must have a psychologist or psychiatrist indicates in writing that it is safe for both the student and the others in the school for the student to return back to school.**

A student in the Catholic school should not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The time period of suspension may not exceed ten (10) school days. The date of the suspension and a summation of the parent conference shall be kept on file. If expulsion is necessary, the date of the withdrawal and the word "misconduct" will be annotated on the student's school record. At the option of the school, if the reason for the expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record and will be reported to the proper authorities. A student has the right to appeal an accusation of violation, or a suspension, by a written appeal to the Principal. All appeal processes and student grievance procedures are based on the concept of fairness. Final decisions on all matters are made by the administration and/or the Board of Directors. Any appeals must be made in writing to the administration within three school days of the school's action.

## Minor Offenses

Minor Offenses are typically dealt with by an appropriate progression of reminders, telephone calls to parents, after school detentions and Saturday detentions. Additional incidents may result in suspension and/or disciplinary probation.

Examples of minor offenses are:

1. Excessive Tardiness
2. Dress and Appearance Code violation
3. Inappropriate behavior
4. Public displays of affection
5. Littering
6. Food or drink outside cafeteria
7. Attendance procedure violation
8. Out of class without pass
9. Use of a prohibited electronic device

## Major Offenses

Major offenses will result in discipline actions. The discipline may range from detention, Saturday detention, suspension, social probation, and possible expulsion.

Examples of major offenses are:

1. Academic dishonesty
2. Profanity or vulgar language or behavior
3. Making false or malicious statements about a student or school personnel
4. Lying to school personnel
5. Gross disrespect to school personnel
6. Forgery of notes or signatures
7. Alteration of student identification
8. Disruption of assembly or mass
9. Defacing school property
10. Possession of incendiary devices
11. Violation of computer use rules
12. Interfering with locks
13. Vandalism
14. Theft
15. Cutting class, including mass or assembly
16. Chronic minor offenses

## Intolerable Offenses

An Intolerable Offense results in at least a suspension and disciplinary probation. In most cases, these offenses also fall under the juvenile or criminal code, and will be reported to legal authorities. Generally, students who commit intolerable offenses will be asked to withdraw from the school.

Examples of intolerable offenses are:

1. Fighting / Assault of another student or school personnel
2. Reckless driving on school property, during school time, or to or from school activities
3. Intimidation or harassment of another person
4. Possession of a weapon
5. Use of incendiary devices
6. Possession or use of drugs, alcohol, or tobacco
7. Interfering with the operation of any security system (ie – fire alarm)
8. Causing a false alarm
9. Chronic major offenses

Any student found to be in possession of drugs shall be immediately suspended from school. The drugs will be confiscated and police officials contacted.

## Police Questioning and Apprehension

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the school if this can be arranged. The following steps shall be taken to cooperate with the authorities: the police officer shall properly identify him/herself, a parent or guardian shall be notified immediately and informed of the intent of the law enforcement authorities, a student's parent or guardian

has a right to be present if the conference is held at school, if the student's parent or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant, if there is a warrant or if it is impossible for the parent or guardian to be present and they request it, the administrator should be a witness to the conference held at school.

## Detentions

Detentions will be held daily from: 3:30 – 4:15. Failure to fully serve a detention will result in two detentions. Failure to serve the two assigned detentions will result in a Saturday Detention and make-up of the two detentions.

The Dress and Appearance Code is in effect during detentions. Students are to remain seated and silent until the end of the detention period. Sleeping is not allowed, and students will not be excused from detention to go to lockers or to the rest room. Students who report late to a detention, who do not follow detention guidelines, or who cause a disturbance during detention, will be asked to leave. These students will not have fulfilled the detention and will be assigned two detentions.

A detention may be rescheduled only for serious reasons (Principal approval). It must be rescheduled no later than noon on the day for which it was assigned, and it may be rescheduled only once. Students who are absent on the day of the detention will automatically have their detention rescheduled for the following school day.

Students in athletics and extracurricular activities are not excused from detentions.

## Saturday Detentions

The administration may assign Saturday detentions for various offenses. They will be served on scheduled Saturdays from 8:00am to 11:00am. Students will be notified of the date and time of every Saturday detention in advance. Students who are late for Saturday detention must return the next Saturday detention time to serve an additional Saturday added to the day they are present.

Any student who fails to serve a Saturday detention will serve an out-of-school suspension that will be assigned on the next school day.

Students in athletics and extracurricular activities are not excused from Saturday detentions. The only exception is students participating in state tournament events on that Saturday. In this case, the administration may postpone the detention to the next scheduled date.

## Conflict Resolution

If there is a conflict involving a student and a teacher, the student should first discuss the issue with the instructor. If that meeting does not eliminate the problem, the student should contact his or her school Student Services Director. From that point the administration should be informed. Any problems related to extracurricular areas should mirror the procedure above.

## Extracurricular Code

See Athletic Handbook.

## Miscellaneous

### Computers/Internet Use

FMCHS abides by the Springfield Diocese's Information Technology Systems Policy.

- 1) No one may alter any equipment or software.
- 2) All password and access codes will be assigned and administered by the main office.
  - a) Users should always lock their computers when unsecured.
  - b) Accounts or passwords must not be shared with someone else.
  - c) Users should file personal documents to the Google Drive, never on a local C: drive.
- 3) No software may be installed on school computers without the fully informed and expressed permission of the Principal, and no software may be copied from school computers for use on another computer.
- 4) The administration has access to all files at all times.
- 5) Users may not send broadcast, group, or alias messages.
- 6) Any attempts to access directories or files other than the user's own, whether on a local, network, or remote system, will result in suspension of the user's account.
- 7) Students will not access unauthorized resources or websites.
- 8) All students will comply with the internet/technology agreement they sign at the beginning of each school year.

**Father McGivney Catholic High School has the sole right at any time for any reason to terminate any user's access to and the use of the school email and/or the school sponsored Internet.**

## **Food and Drink**

All food and drink is to be consumed in the cafeteria/student lounge. No food or drink is allowed in the halls, the classrooms, or in the student's locker. No food, other than food to be consumed for lunch, is allowed in lockers. No food deliveries will be accepted by the office.

## **Deliveries**

No deliveries to students will be accepted by the office. This includes flowers, balloons, food, birthday presents, etc.

## **Telephones and Messages**

A telephone is provided for student use in the main office. Students are not allowed to use the telephones in the offices or classrooms.

Only in extreme emergencies will messages be delivered to students during classes. When a message for a student is received in the office, the student will be paged over the public address system between classes.

## **Copiers**

Students are not allowed to use the copiers in the office.

## **Use of Facility/School Grounds**

Any use of school grounds requires prior approval from the administration. For the safety of our students, any activity that is unsupervised by school personnel is strictly prohibited.

## **Building Security**

Father McGivney Catholic High School is equipped with a modern security system, which includes electronic monitoring of all entrances and fire alarms. Any attempt to defeat the purpose of any part of the security system is prohibited. This specifically includes either disabling or purposely activating a smoke, fire, or motion detector, propping open or preventing outside doors from locking, or admitting anyone into the building without proper authorization. All doors to the building will be locked from the start of school until school ends. Entry is made through the front door. The secretary will open the door.

## **Field Trips**

For each individual field trip, a parental permission form will be forwarded to parents for a signature. No student will be allowed to attend a field trip without a signed permission form (a copy of the permission form can be found on the FMCHS website). On field trips, there will be at least one (1) adult chaperone for every eight (8) students. All chaperones will abide by the Policy on Working With Minors for the Dioceses. A field trip is a privilege, not a right. Students experiencing behavioral/academic difficulties will not be allowed to leave campus. The exception to this rule is if the field trip is part of the grade earning process. Students may be assigned an alternative assignment if necessary.

## **Prescription Medications**

Whenever possible, the schedule for administration of prescription medications should be adjusted so that school hours are not involved. If medications must be taken during school hours, they should be taken to the office in the original container; along with specific instructions for their use (actual times should be listed, for example, rather than the number of times per day). If medications are to be administered "as needed" or "on demand," the instructions must include the medical indications and/or contraindications for their use.

The school will make every reasonable attempt to comply with the medication needs of the students, but cannot and will not accept the responsibility for administering medications at the proper times.

## **Communicable Diseases**

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

## School Insurance

All students must be covered by accident insurance, and their parents sign an affidavit to that effect at the time they enroll at Father McGivney Catholic High School. The coverage may be provided by family insurance and/or additional student coverage.

Father McGivney Catholic High School offers student accident coverage through Markel at Seven Corners, Inc. Information about school insurance from Markel at Seven Corners, Inc. is available in the main office.

## Student Services

### Mass and Reconciliation

Mass is celebrated weekly. All students must attend, and their parents are invited to attend and participate. Generally speaking, all-school Masses will be held on obligatory holy days. Mass attire must be worn on mass days. Fleece pullovers, sweater vests, and sweaters must be removed before mass, but can be worn the rest of the day.

The Sacrament of Reconciliation is offered periodically throughout the school year.

### Counseling

Students who need to see the Student Services Director may do so before or after school or during the lunch hour without an appointment. During class hours however, the Student Services Director may not always be available. If there is no one in the counseling office, students should schedule an appointment in the main office, and the Student Services Director will make arrangements to meet with the student as soon as possible. If the student is experiencing an emergency crisis, they should ask for immediate help.

### Parking

All students, faculty, and staff must register their cars with the office and obtain a parking permit. A photo-copy of the student's driver's license along with a copy of the vehicle registration and insurance card must be provided to the office in order to receive a parking permit. The proper parking permit must be displayed in the vehicle at all times while on campus. Safe driving practices must be observed at all times. Any safety violations may result in revocation of the parking permit along with parking and driving privileges on campus. Any vehicle parked on school property without valid registration is subject to towing at the owner's expense, and are subject to search.

Students illegally parking in a handicap or reserved parking spot are subject to disciplinary action.

### Testing

Father McGivney Catholic High School students are expected to take the following exams at an additional fee:

- Freshmen – ASPIRE Entrance Exam\*
- Sophomores – ACT\*
- Juniors – ACT in Spring
- Seniors – ACT dates vary
  - AP in Spring
  - \*recommended for all students

## Appendix A

### FMCHS Policy on Substance Abuse

The staff of Father McGivney Catholic High School is aware of the ongoing dangers of illegal substances/alcohol in the high school experience. We strive to provide preventative education and a drug-free climate for the students of Father McGivney. We oppose the use of all illegal substances including alcohol, by high school students. Though we are firmly committed to assisting students with drug/alcohol related problems, we will not compromise the safety of the student body at Father McGivney Catholic High School.

For purposes of this policy, a student found to be in possession of any drug paraphernalia, any illegal drug, alcohol, or prescription not prescribed for the student, or having consumed any illegal substance is in violation of this policy. All student's lockers and personal belongings are subject to random search at any time and illegal items will be confiscated.

Substance abuse violation on school grounds: If a student is on school grounds or attending a school sponsored event and a teacher, coach or supervisor observes behavior or physical evidence that suggests that the student has consumed an illegal substance, parents will be called.

The student may be asked to undergo a breath test for alcohol or urinalysis/blood work for other substances. The purpose of the test will be to verify the student's claim of not having consumed an illegal substance. **Should the parent refuse permission or a student refuse to cooperate with the testing, the student will have violated this policy.**

Students in violation of this policy while on school grounds, any Father McGivney Catholic High School activity or that of any other school will receive the following consequences:

- The student may be suspended and/or expelled, as determined by the Principal
- If the student is expelled, the registration is cancelled
- If the student is suspended, he/she may not participate in extracurricular activities for a length of time determined by the by-laws or by the administration

Substance Abuse Violation off School Grounds: Students found to be in violation of the school substance abuse policy while off school grounds, or those in attendance at any event where illegal drugs and/or alcohol are present will be in violation of this policy.

Father McGivney Catholic High School reserves the right to cancel the registration of any student who provides or sells alcohol or any illegal substance, or contradicts the drug-free philosophy in any way.

## **Appendix B**

### **Athletic/Activity Communication; Player/Parent/Coach Relationship**

See Athletic Handbook.

## **Appendix C**

### **Illinois High School Association Athletic Code**

Illinois High School Association Athletic Code can be found at <http://www.ihsa.org/AbouttheIHSACConstitutionBylawsPolicies.aspx> in the Athletic Handbook, or on the FMCHS website.

## **Appendix D**

### **Diocese of Springfield Bullying and Harassment Policy**

Diocese of Springfield Bullying and Harassment Policy can be found at <http://www.dio.org/catechesis/forms-and-documents/PolicyHandbook> or on the FMCHS website.

## **Appendix E**

### **Policies and Procedures relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers**

Diocese of Springfield Policy on Working With Minors can be found at <http://www.dio.org/safeenvironment/policies>

## **Appendix F**

### **Diocesan Policy on Working With Minors**

Diocese of Springfield Policy on Working With Minors can be found at <http://www.dio.org/safeenvironment/policies>